

Uploading Files in Orchestrate

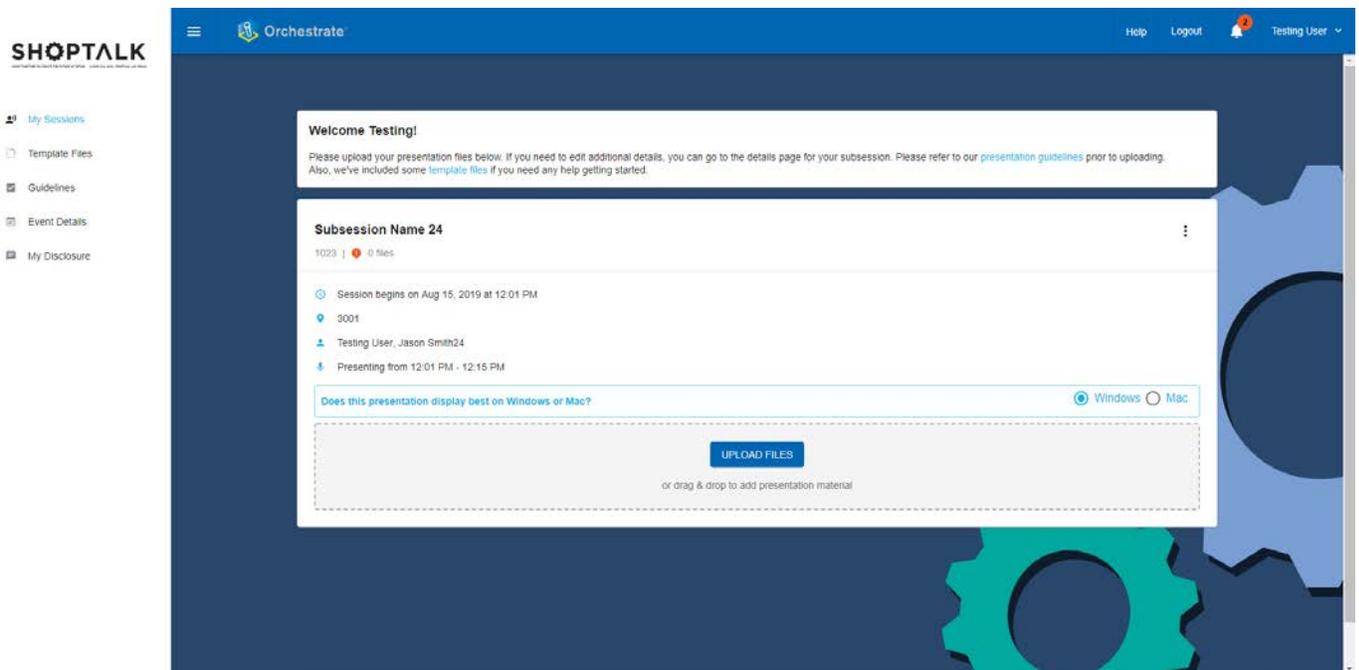
1. Enter your show's Presentation Management URL in our browser.

Note: This URL is normally provided in a welcome email along with your username or password.

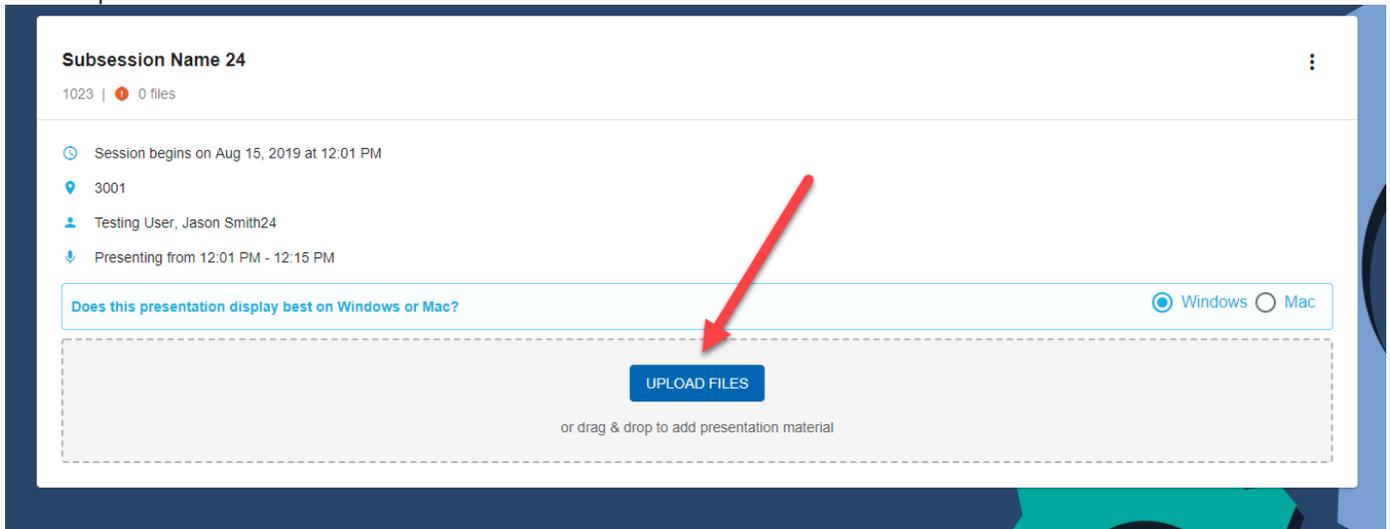
Note: If you are unsure of your username, password, or URL please email Kim Mangan at ksabol@ascrs.org.

2. Enter your Username and Password.
3. Click "login".

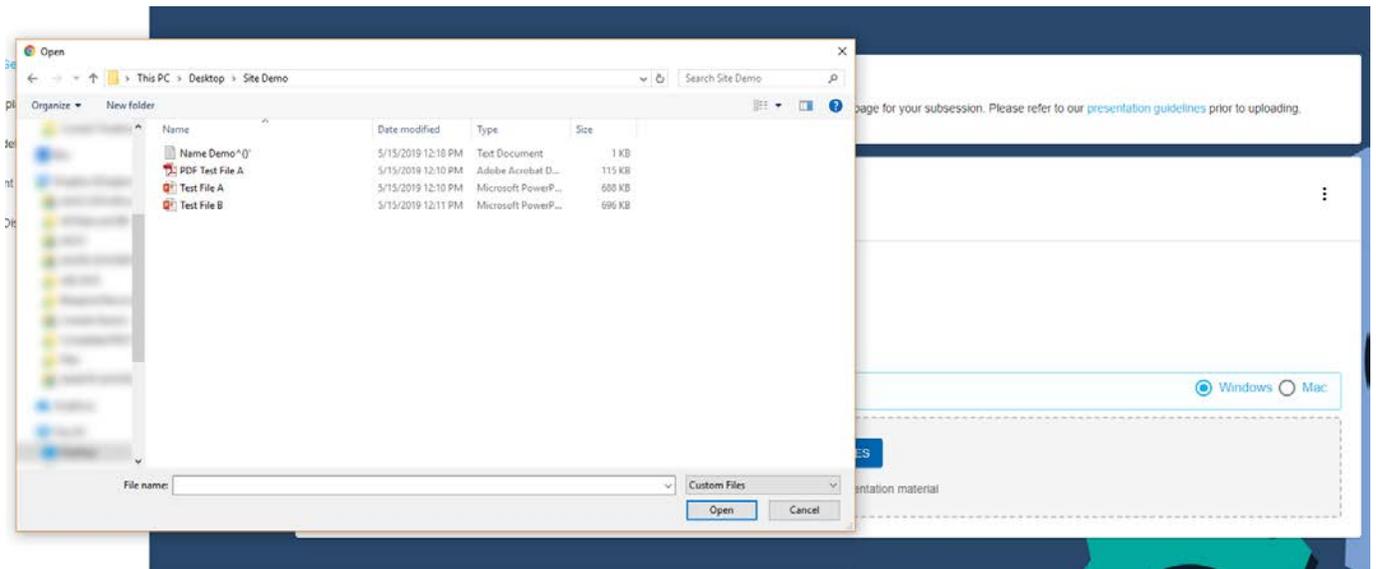
Results: You will be logged into the dashboard page of Orchestrate.



- Click "Upload File".



Results: A dialogue box to locate your file on your computer will open.



- Locate the file you would like to upload to your session on your computer.
- Click open to begin uploading your file.

Results: A progress bar will appear under the file name section.

Note: If your upload is successful, you will receive a pop up message indicating that the upload was successful and your files will appear listed under the appropriate session/presentation.

Note: Closing the window or logging out before the file has been uploaded completely will cancel the file upload.

Note: Only allowed file types can be uploaded for a list of these file types please visit the guidelines page for your show.

Note: When naming your file, please keep the length under 30 characters and do not include special symbols \$ & + , / : ; = ? @ " < > # % { } | \ ^ ~ [] ` as this will prevent your presentation from uploading through the submission website.