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.

SHOPTALK	= 🚯 Orchestrate H	tp Logout	🤌 Testing User 🗸
SHOFIALK			
10 My Sessions	Welcome Testing!		
Template Files	Please upload your presentation files below. If you need to edit additional details, you can go to the details page for your subsession. Please refer to our presentation guidelines prior to uple Also, we've included some tempole files if you need any help getting started.	ading.	
Guidelines			
Event Details	Subsession Name 24	:	
My Disclosure	1023 🔮 0 files		
	Session begins on Aug 15, 2019 at 12:01 PM		
	© 3001		
	Testing User, Jason Smith24		
	Presenting from 12:01 PM - 12:15 PM		
	Does this presentation display best on Windows or Mac?	O Mac	
	UPLOAD FILES		
	or drag & drop to add presentation material		

4. Click "Upload File".

Subsession Name 24	i
 Session begins on Aug 15, 2019 at 12:01 PM 3001 Testing User, Jason Smith24 Presenting from 12:01 PM - 12:15 PM 	
Does this presentation display best on Windows or Mac?	Windows Mac
UPLOAD FILES	
or drag & drop to add presentation mate	rial

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

	×	×								Open
	P	P.		Search Site Demo	v õ				s PC > Desktop > Site Demo	🛧 📑 > This
). Please refer to our presentation guidelines prior to uploading.	age for your subsession.	0	•	1					(Organize • New folder
						Size	Туре	Date modified	Name	-
					3	1	Text Document	5/15/2019 12:18 PM	Name Demo^()'	in the second se
					8	115	Adobe Acrobat D	5/15/2019 12:10 PM	T PDF Test File A	
					1	688	Microsoft PowerP	5/15/2019 12:10 PM	Gri Test File A	
						0.10	million romor a		est rife b	
										100
Number O										a summaries operating
U WINDOWS U P										
	22									Contract of the local division of the local
										v
	* entation material	Y		Custom Files	~				me	File nar

- 5. Locate the file you would like to upload to your session on your computer.
- 6. 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 $\& +, /: ; = ? @ " <> # % {} | ^ ~ []`as this will prevent your presentation from uploading through the submission website.$