Add content download or external links

Use the **Event Resources** option to share supplemental files or links with your audience. This is commonly used to add files such as PDFs, Word documents, Excel spreadsheets, PowerPoint decks, and more.

Setup

Navigate to the **Event Content** page of the setup and select **Add Event Resources**.

image-1731424428999.png

To upload a file, click **Upload New Resource**. Click **Choose File** to select the file and use the **Document Title** field to enter a name that will be visible to your audience. To allow the file to be shared outside the event, select **Make Shareable**.

image-1731424533282.png

By default, files uploaded as Event Resources are only accessible to viewer from within the webcast player. If a file is set to **Make Shareable**, click **Edit Access** to access a URL for the uploaded file, which can be used to share that Event Resources outside of the webcast player.

image-1731424889035.png

To include a link for viewers to access in the Event Resources, click **Add External Link**. In the **URL** field, enter the link to share with your audience. In the **Title** field, enter a name that will be visible to your audience. **Note:** A secure https URL is required.

image-1731424666132.png

If you broadcast your event by phone, select **Enable MP3 Download** to allow the audience to download the event audio.

Once uploaded, you can rename, reorder, and remove Event Resources. To update the file sharing settings, click **Edit Access**.

Accessing Event Resources

Event Resources are accessible to viewers under the the **Event Resources** tab of the webcast player, which is located below the video or headshot window for the event.

Presenter will not be able to view or access the Event Resources in the Live Studio.

Best Practices

- Each file can be up to 500 MB.

- Supported file types include: BMP, CSV, DOC, DOCX, DOT, DOTX, GIF, HTM, HTML, JPEG, JPG, MP3, PDF, PNG, PPT, PPTX, POTX, PPS, PPSX, RTF, SLDX, TXT, XLS, XLSX, XLTX.

Revision #1

Created 12 November 2024 15:24:35 by Matt Engel

Updated 12 November 2024 15:24:50 by Matt Engel