

Uploading files into Orchestrate

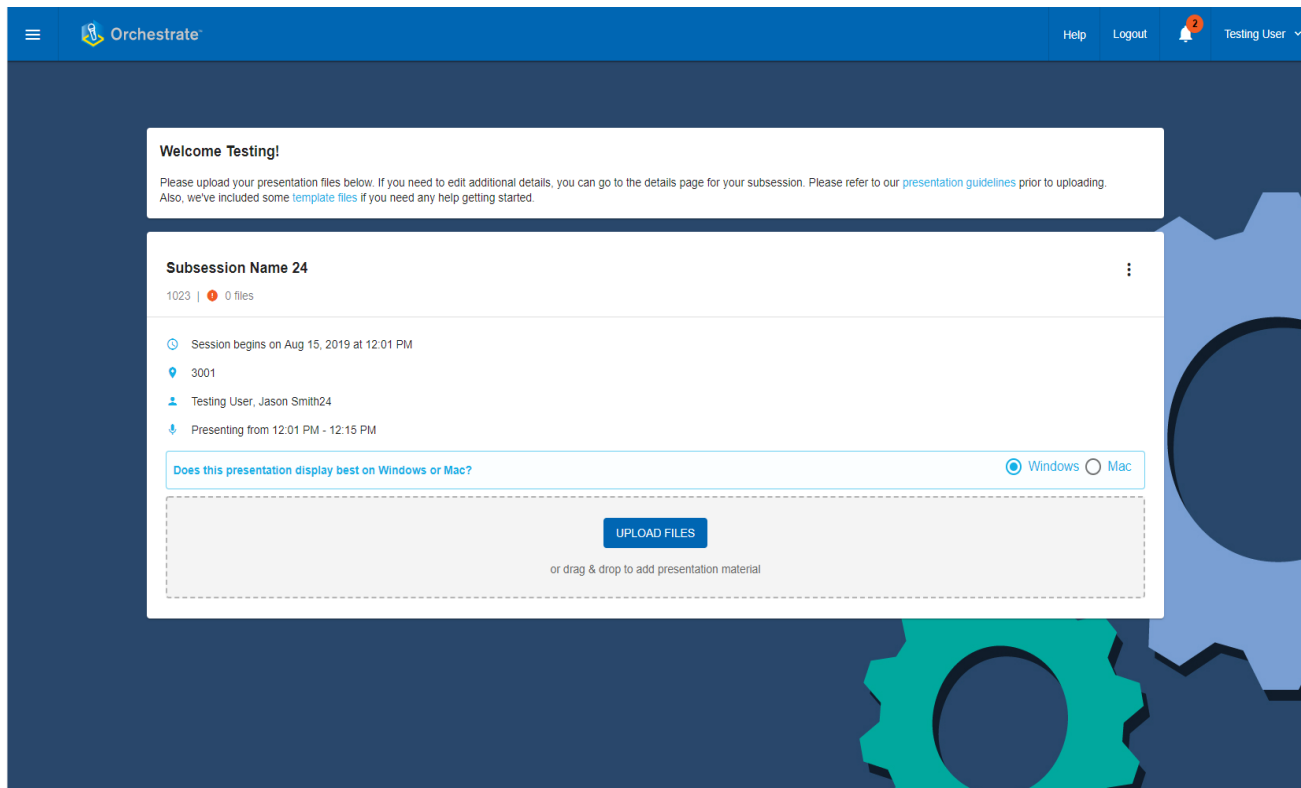
Orchestrate

Enter your show's Orchestrate URL in your browser. (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 Orchestrate@freemanco.com.

Enter your Username and Password and Click "login".

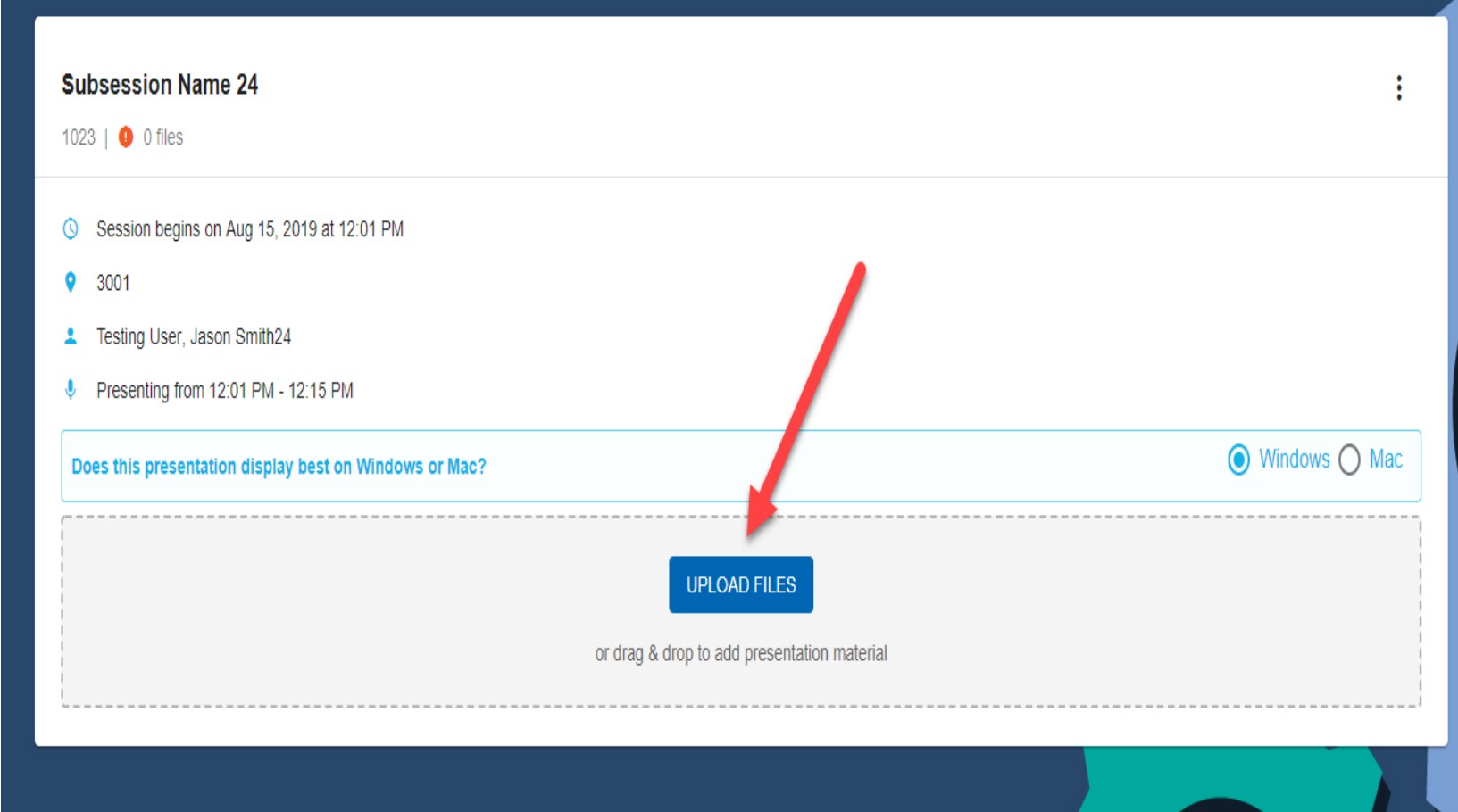
Results: You will be logged into the dashboard page of Orchestrate



The screenshot displays the Orchestrate dashboard interface. At the top, there is a blue navigation bar with the Orchestrate logo on the left and 'Help', 'Logout', and 'Testing User' on the right. The main content area features a white card with the following elements:

- Welcome Testing!** section with instructions: "Please upload your presentation files below. If you need to edit additional details, you can go to the details page for your submission. Please refer to our [presentation guidelines](#) prior to uploading. Also, we've included some [template files](#) if you need any help getting started."
- Subsession Name 24** header with a three-dot menu icon and "1023 | 0 files" status.
- Session details: "Session begins on Aug 15, 2019 at 12:01 PM", "3001", "Testing User, Jason Smith24", and "Presenting from 12:01 PM - 12:15 PM".
- A platform selection question: "Does this presentation display best on Windows or Mac?" with radio buttons for "Windows" (selected) and "Mac".
- An "UPLOAD FILES" button and a dashed box containing the text "or drag & drop to add presentation material".

Orchestrate



The screenshot displays the Orchestrate interface for a session titled "Subsession Name 24". The interface includes a header with the session name and a three-dot menu icon. Below the header, there is a status bar showing "1023 | 0 files". The main content area lists session details: "Session begins on Aug 15, 2019 at 12:01 PM", "3001", "Testing User, Jason Smith24", and "Presenting from 12:01 PM - 12:15 PM". A question "Does this presentation display best on Windows or Mac?" is displayed with radio buttons for "Windows" (selected) and "Mac". Below this is a large dashed box containing an "UPLOAD FILES" button and the text "or drag & drop to add presentation material". A red arrow points to the "UPLOAD FILES" button.

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

Orchestrate

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. 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.

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

Only allowed file types can be uploaded. For a list of these file types, please visit the [guidelines page](#) for your show.

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

The uploaded file size must be under 2GB.

