

# Uploading files into Orchestrate

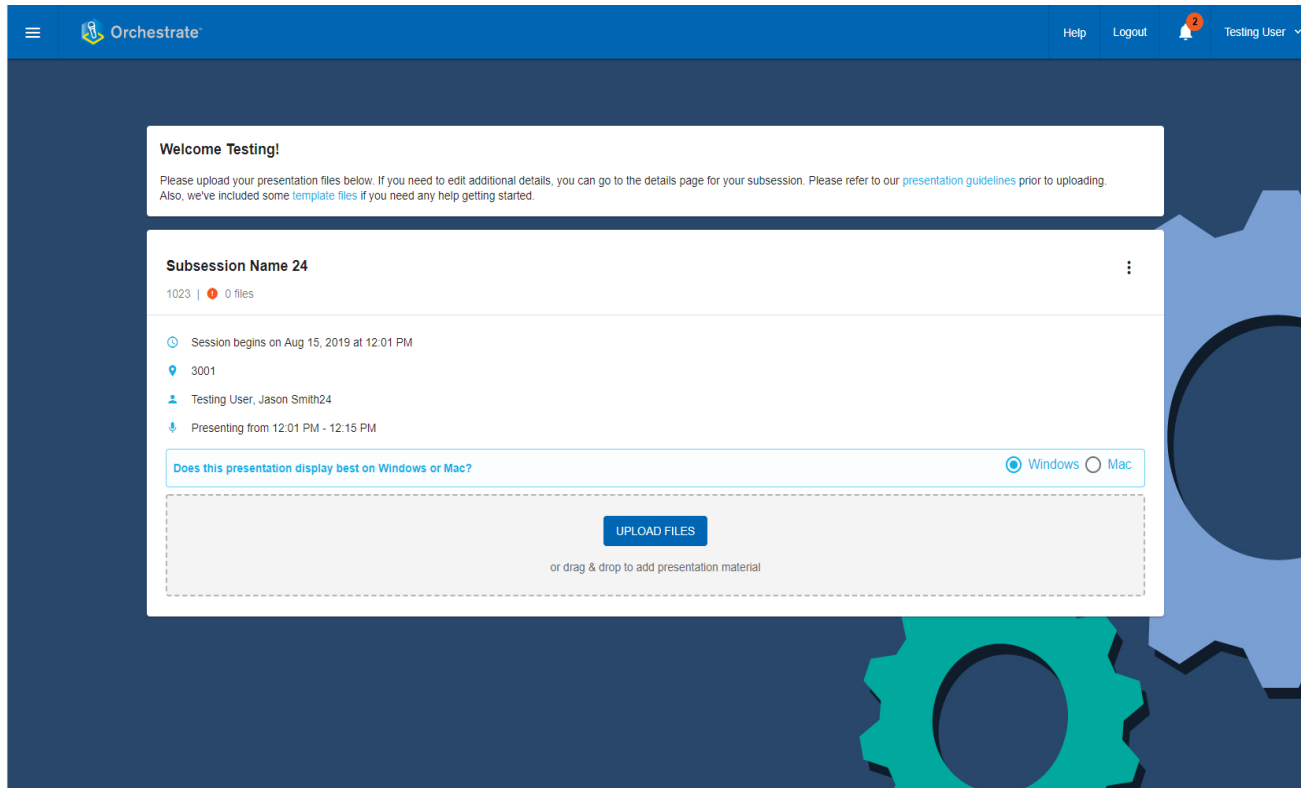
# Orchestrate

Enter your show's Orchestrate URL in your browser. (This URL is normally provided in a welcome email along with your username or password.)

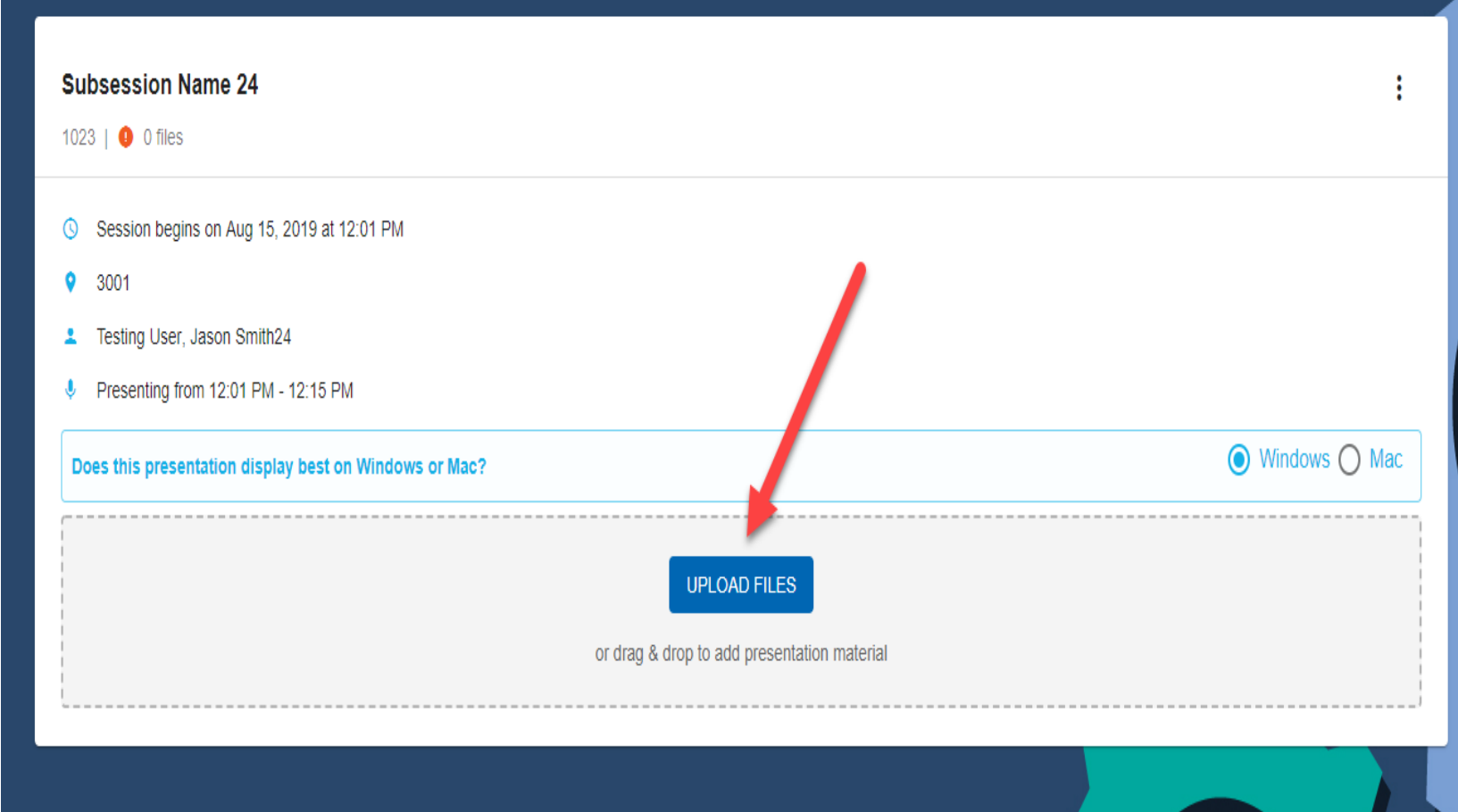
**Note:** If you are unsure of your username, password, or URL please email [Orchestrate@freemanco.com](mailto:Orchestrate@freemanco.com).

Enter your Username and Password and Click "login".

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



# 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 dialog box is open, asking "Does this presentation display best on Windows or Mac?" with radio buttons for "Windows" (selected) and "Mac". Below the dialog box 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.

**Subsession Name 24**

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?  Windows  Mac

**UPLOAD FILES**

or drag & drop to add presentation material

**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.

