

Uploading Media to SuiteOne

Follow these steps to upload and combine your video or audio files to SuiteOne.

1. Login to your SuiteOne Admin Portal
2. Browse to the appropriate Event (i.e. meeting)
3. Under the Event Media section, click **Upload Media**
4. Click the **Select** button, browse to your media file (*.MP4 ONLY), and click Open. If you have more videos to upload to this event, click **Select** and repeat the process until all files have been uploaded.
5. Once all files have been uploaded, you have the following options:
 - a. Reorder the videos
 - b. Trim the beginning of any or all videos
 - c. Trim the end of any or all videos
 - d. Remove the video
6. When trimming and ordering are complete, click **Save & Process**.

**Please note, the system will take time to process and combine the uploaded files before it is available to the public.*

The screenshot displays the SuiteOne media management interface. On the left, a sidebar shows the 'Media' section with an 'Upload Media...' button (3). The main area is titled 'Upload Multiple Media Files' and features a 'Drop or Select File to Upload' area with a 'Select' button (4). Below this is a table for 'Media files to trim and merge'. The table has columns for 'File' and 'Settings'. The first row shows a video player with a 'Settings' panel. The settings panel includes: 'Order' (0), 'Trim left [sec.]' (18) with a 'set' button (b), and 'Trim right [sec.]' (21) with a 'set' button (c). A 'Remove' button (d) is also present. At the bottom of the interface, there is a 'CLOSE' button and a 'Save & Process' button (6).