

Adding videos to the library

<https://player.vimeo.com/video/681896922?h=5e10cc8552>

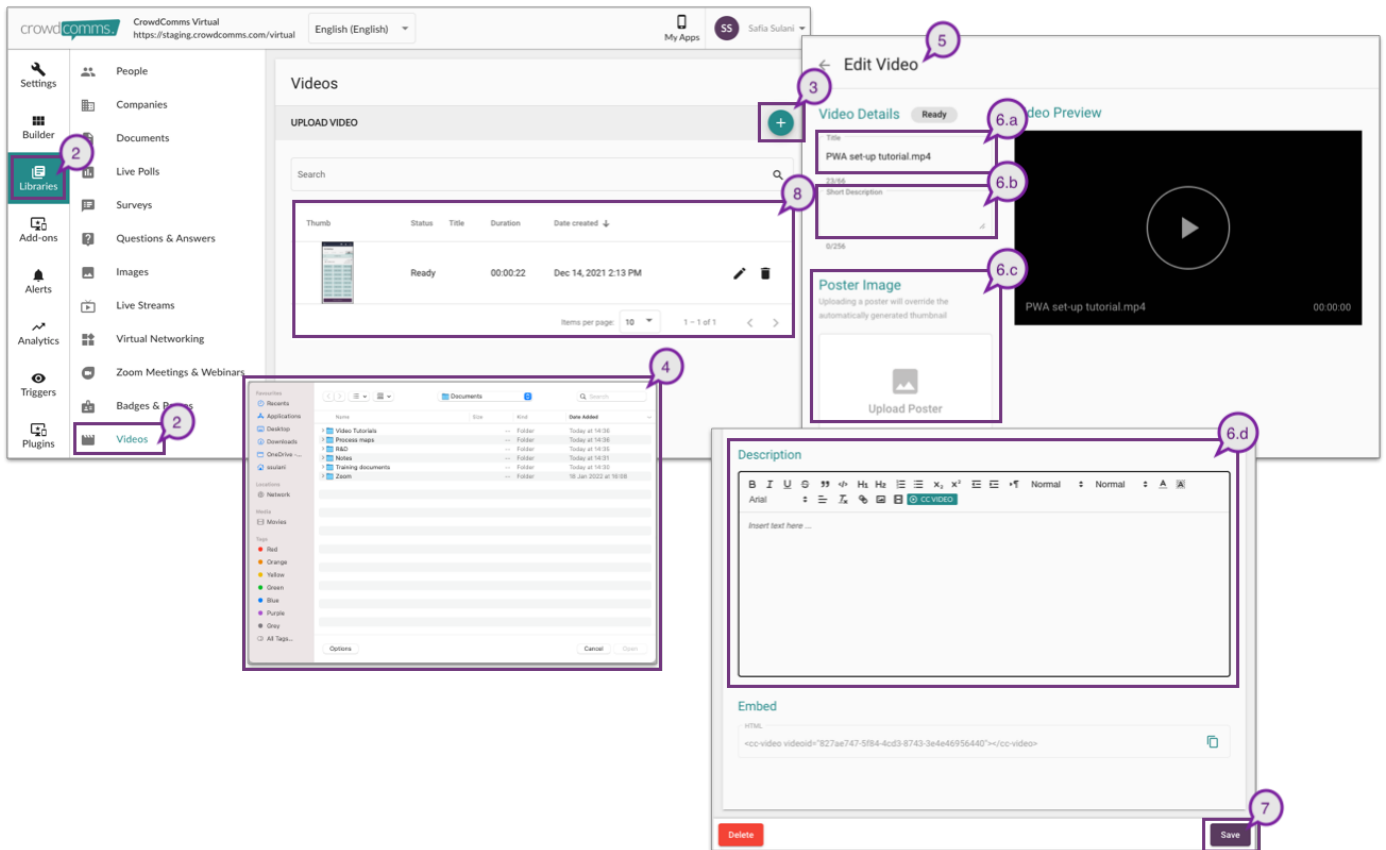
Logging in to the Dashboard (CMS)

1. Firstly, log into your [CrowdComms Dashboard \(CMS\)](#) and input your details.
2. Select the Event App that you would like the Video-On-Demand Streaming Service to be set-up on.

Adding videos to the library

1. Before getting started with building the Video-On-Demand Streaming Service, you will need to upload a series of videos to the Video Library bank in the Dashboard.
2. To do this, firstly click 'Libraries' on the left-hand menu and click on 'Videos,' which will appear as an option in the secondary menu to the right.
3. Click on the '+' icon to upload your chosen video(s).
4. A pop-up will appear, which will prompt you to locate and select the videos you want to upload to the Dashboard.
5. Once the download completes, another pop-up will appear to enable you to edit details about your video. You can also do this by clicking on the pencil icon to edit.
6. In this page, you can:
 - a. Add a title to your video (maximum of 66 characters)
 - b. Add a short description (maximum of 256 characters)
 - c. Upload a poster image, which will appear as a thumbnail
 - d. Add a description about the video in the rich-text editor field

Attendees are more likely to watch videos that have eye-catching thumbnails and engaging descriptions!
7. Don't forget to click 'Save' after you have finished editing.
8. Your uploaded videos will appear as shown in the image below



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