

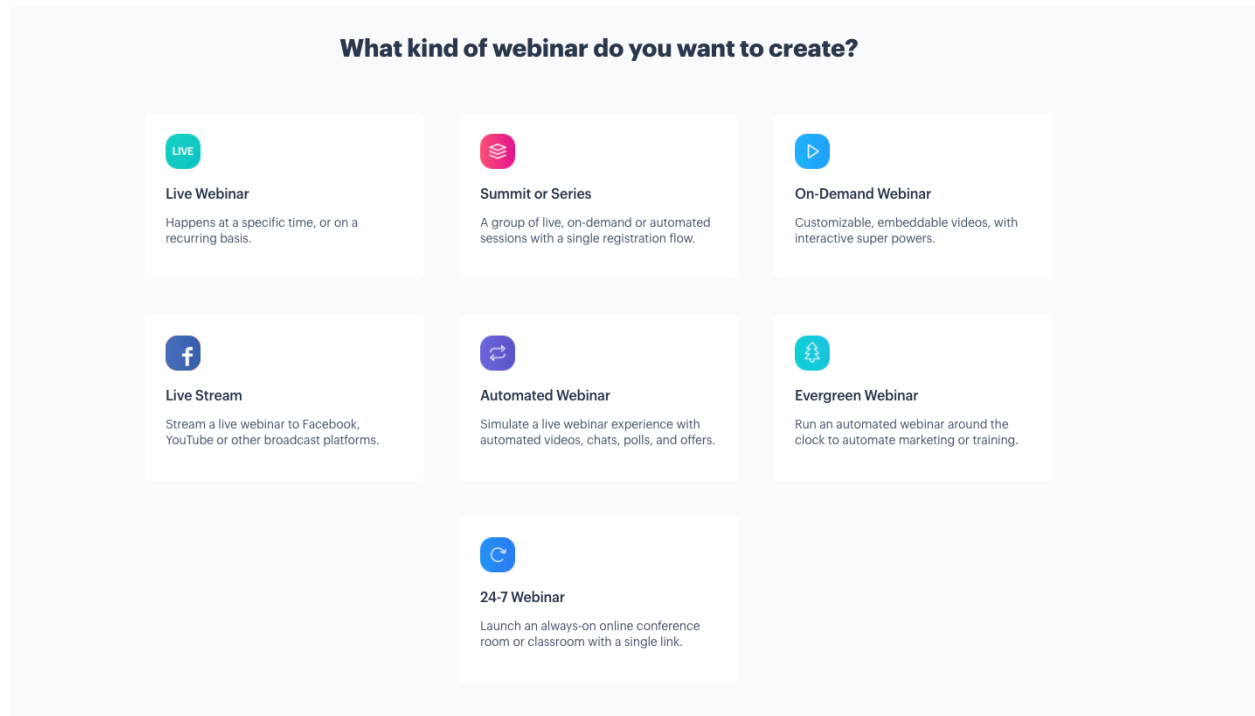
## How to Pre-Record a Presentation on BigMarker

Whether to avoid event-day technical mishaps or mitigate scheduling conflicts, many webinar and virtual event presenters wish to pre-record their presentation before the big day. To pre-record a presentation on BigMarker, you will deliver and record your presentation in an empty live webinar room (think of this “webinar” as a recording studio).

You’ll download the recording of your presentation, then upload it to the webinar that will host your event session.

### Create a Live Webinar

First, create a live webinar on BigMarker. On the top right corner of any page on BigMarker, press Create a Webinar. Then select Live Webinar from the options below.



You'll then be asked to provide details about the "webinar." Because you're using this live webinar solely as a recording studio, you don't need to worry about entering a name, description, etc. But because you'll be making your presentation right away, set the time and date for a half hour in the future.

You'll then be prompted to choose a landing page template. Since the sole purpose of this webinar is to pre-record your presentation, press Skip.

Choose a Webinar Landing Page

Skip
Next



Classic



Countdown



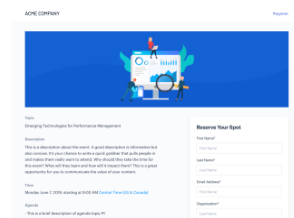
Minimalist



Billboard



Austerer



Boom

# Enter The Webinar Room

You'll then proceed to your webinar dashboard. A blue banner on the top of your screen will tell you that your webinar is open to presenters. Press Enter Webinar to proceed to your webinar room, where you will deliver and record your presentation.

The screenshot shows the 'Manage Webinar' dashboard for a webinar titled 'Top Ten Marketing Tactics of 2021'. At the top, a blue banner states 'Top Ten Marketing Tactics of 2021 is open for presenters' with an 'Enter Webinar' button. Below this is a navigation bar with links: Edit, Presenters, Design, Emails & Invitations, Manage Webinar (active), Automation, Integrations, and a 'View Landing Page' button. The left sidebar lists various webinar management options under 'WEBINAR' and 'PRE-LOAD'. The main content area displays the webinar title, a 'Live Webinar' status, the date and time (Friday, October 9, 2020 - 12:00 PM CDT), and the Webinar ID (80656a949468). Below this are buttons for 'Server Initializing...', 'Share Link', 'Copy Webinar', 'Practice Webinar', and a 'More' dropdown. The 'Webinar Stats' section shows four metrics: Registrants (0, +0% this week), Revenue (\$0.00, ticket price: FREE), Page Views (1 unique visitors), and Invited (0, No invites sent yet). A 'View Analytics' link is also present. The 'Webinar Setup' section includes a 'Landing Page' with a 'Customize' link and a 'Registration Form' with a 'Customize' link. The registration form lists required fields: Full name, Email address, Job Title, How did you hear about us?, and GDPR fields.

**Top Ten Marketing Tactics of 2021**

Live Webinar Friday, October 9, 2020 - 12:00 PM CDT · Webinar ID: 80656a949468

Server Initializing... Share Link Copy Webinar Practice Webinar More

**Webinar Stats** [View Analytics](#)

Registrants	Revenue	Page Views	Invited
0 + 0% this week	\$0.00 ticket price: FREE	1 unique visitors	0 No invites sent yet

**Webinar Setup**

**Landing Page**  
Start with a template, then add content and branding  
[Customize >](#)

**Registration Form**  
To register, people must provide the following data:  
Full name Email address Job Title How did you hear about us? GDPR fields  
[Customize >](#)

Choose your preferred audio option.

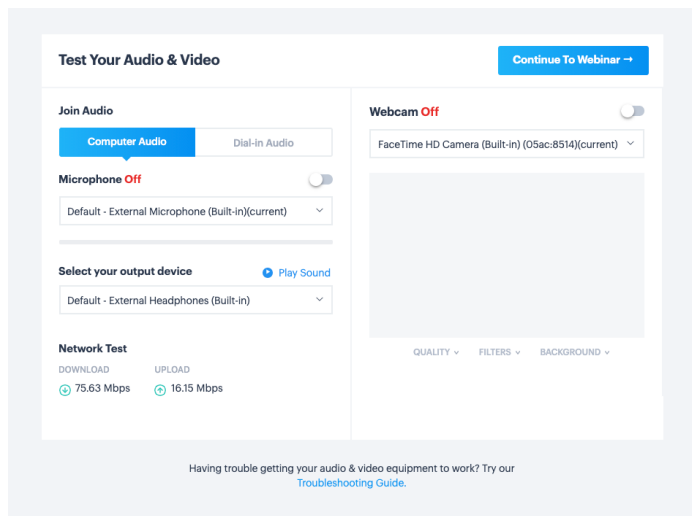
The screenshot shows a screen titled 'Please Choose an Audio Option'. It features two main options: 'Telephone Audio' and 'Computer Audio'. The 'Telephone Audio' option includes a phone icon, the text 'Dial-in to talk and listen via phone', and a 'Join by Phone' button. The 'Computer Audio' option includes a computer icon, the text 'Use your computer mic, speakers, and webcam', and a 'Join by Computer' button.

**Please Choose an Audio Option**

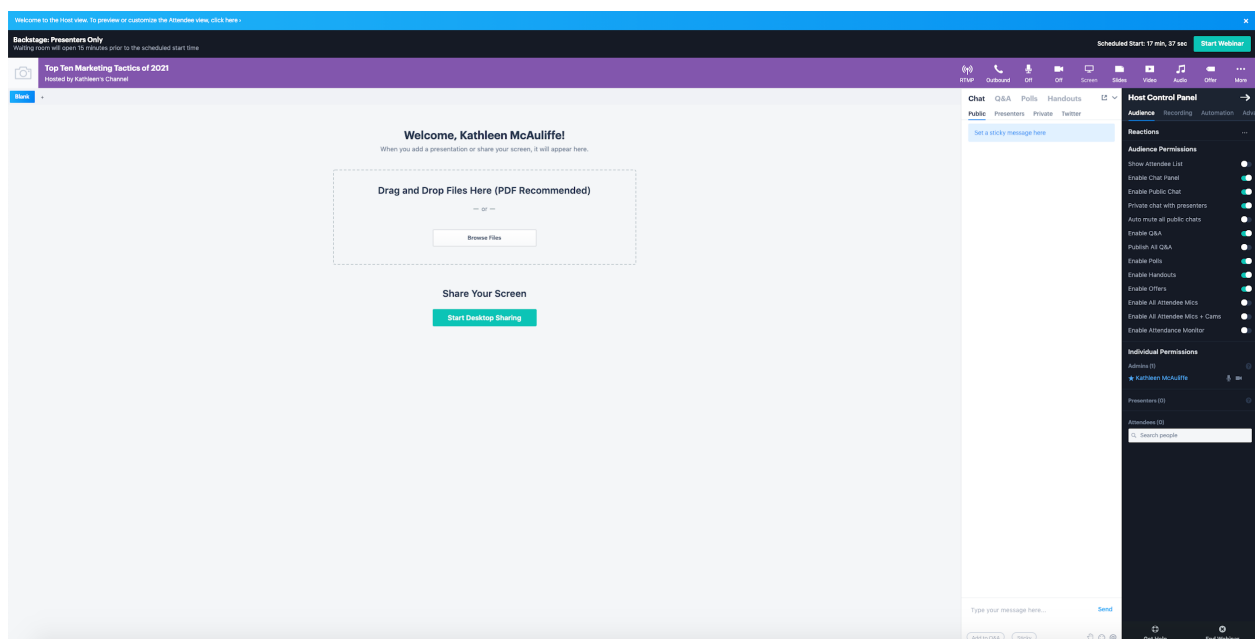
**Telephone Audio**  
Dial-in to talk and listen via phone  
[Join by Phone](#)

**Computer Audio**  
Use your computer mic, speakers, and webcam  
[Join by Computer](#)

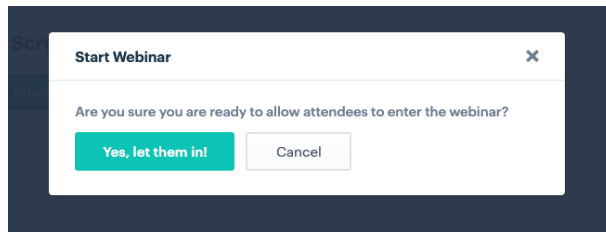
Test your microphone, webcam and Internet capabilities, then click Continue to Webinar.



You'll proceed to the "backstage" of your webinar room, as denoted by the black banner on the top of the screen, where you can practice your talk before going live. Once you're ready to begin delivering your presentation, press the turquoise Start Webinar button in the upper right corner of your screen.



A pop-up will appear, asking if you are ready to allow attendees into the webinar room. Since your “webinar” will have no attendees, select “Yes, let them in!” then proceed.

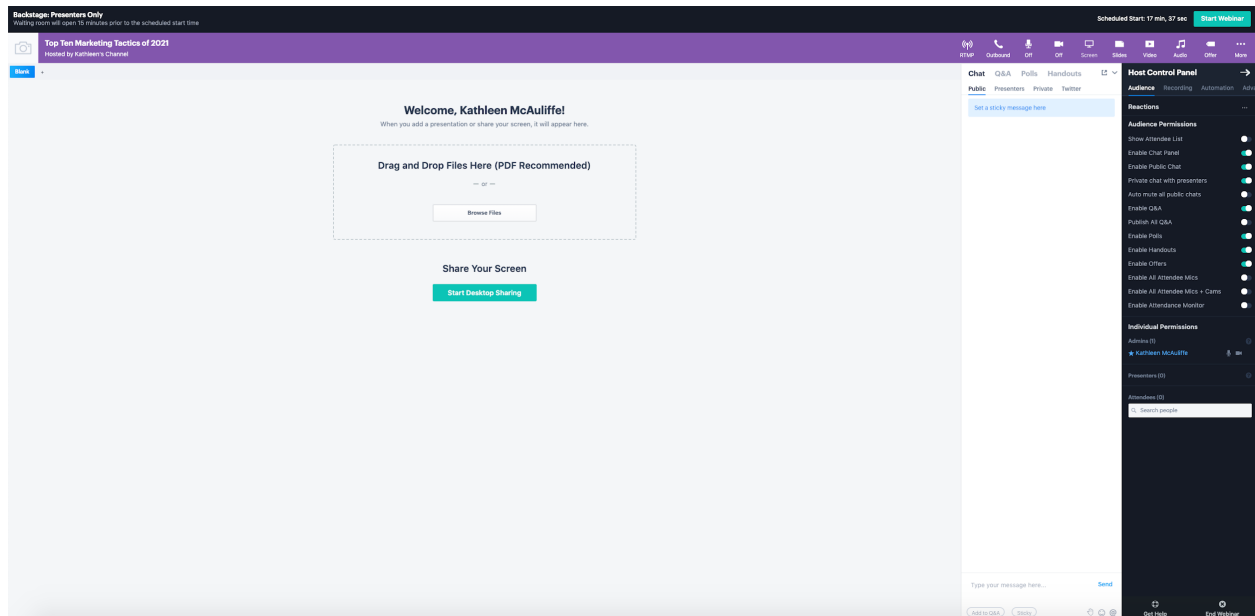


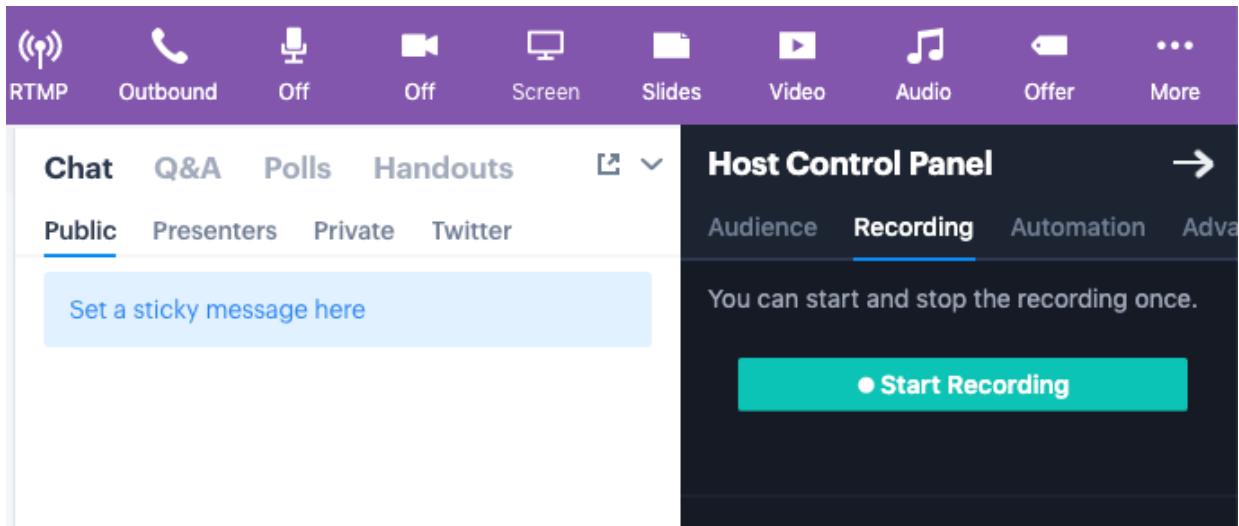
This will begin a ten-second countdown until your “webinar” goes live, and you can begin presenting. This countdown will appear as a colored bar on the top of your screen. Once the countdown runs down to zero, you can start recording your presentation.

## Begin Recording

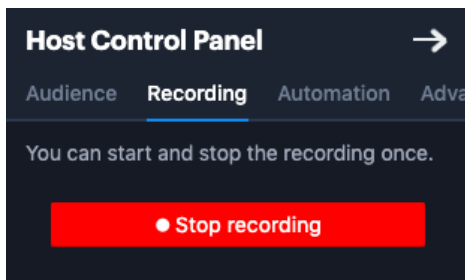
To begin recording your presentation, navigate to the Host Control Panel, the black panel on the far right side of your screen. Select the Recording tab, then press Start Recording.

**IMPORTANT:** You can only start and stop recording once during your session.





From there, deliver your presentation. At any time, you can confirm that you are still recording by double checking the Recording tab. As long the recording button reads Stop Recording, your session is still recording.



Once you've finished your presentation, press Stop Recording. Then press End Webinar, located in the lower right corner of your webinar room, to end the "webinar." This will initiate a ten-second countdown until the end of your webinar—do not close the browser window until this countdown runs down to zero.

# Download Your Recording

You'll then redirect to your webinar dashboard, where a buffering screen will indicate that your webinar recording is being processed so that it's compatible with all browsers. This process takes two to three hours. Once your recording has been converted, it will be available for download just below this buffering screen.

**IMPORTANT:** Download the video as an .mp4 file, as this is the only video file format allowed on BigMarker.

EditPresentersDesignEmails & InvitationsManage WebinarAutomationIntegrations

View Landing Page

WEBINAR

Dashboard

Analytics & Reporting

Test the Webinar Room

Manage Webinar Registrations

Custom Registration Fields

SEO/Social Sharing Tags

Confirmation Page

Waiting Room

Push Notifications

Transcript

Chat Spam Protection

Block List

Webinar Survey

Attendance Monitor

Lucky Draw

AD Banner

Disclaimer

Immersive Booth (Admin Only)

Top Ten Marketing Tactics of 2021

Live WebinarFriday, October 9, 2020 · 12:00 PM CDT · Webinar ID: 80656a949468

Share LinkCopy WebinarConvert to On-DemandMore

Recording Conversion In Progress

Your webinar recording is being converted into dozens of formats and sizes so it can be embedded anywhere and played back in any browser across iOS, Android, Windows, and Mac. This process usually takes 2-3 hours and you'll be notified when it's complete.

Need Help? Contact Support

# Add Your Recording To Your Event Session

Finally, add your recording to your event session. This way, it'll be available for you (or the host) to trigger once your event session begins. On BigMarker, enter the webinar that corresponds to your event session. You'll then land on your webinar dashboard.

To add your recording to your webinar, select Pre-Load Files and Videos from the left-hand menu.

The screenshot shows the 'Manage Webinar' dashboard for a webinar titled 'Innovation Festival'. The top navigation bar includes links for Edit, Presenters, Design, Emails & Invitations, Manage Webinar (active), Automation, Integrations, and a View Landing Page button. The left sidebar lists various webinar management options under categories: WEBINAR (Dashboard, Analytics & Reporting, Test the Webinar Room, Manage Webinar Registrations, Custom Registration Fields, SEO/Social Sharing Tags, Confirmation Page, Waiting Room, Push Notifications, Transcript, Chat Spam Protection, Block List, Webinar Survey, Attendance Monitor, Lucky Draw, AD Banner, Disclaimer, Immersive Booth (Admin Only)), PRE-LOAD (Pre-Load Pop-up Offers, Pre-Load Files & Videos, Pre-Load Handouts, Pre-Load Polls), and WIDGETS (Registration Widget, Multi-Webinar Widget, Live Webinar Widget, Pop-up Widget).

The main content area displays the webinar details for 'Innovation Festival', scheduled for Wednesday, October 28, 2020, at 1:00 PM CDT. The webinar ID is 4515f217534b. Below the title, there are buttons for 'Share Link', 'Copy Webinar', 'Practice Webinar', and a 'More' dropdown menu.

The 'Webinar Stats' section shows four key metrics:

- Registrants:** 0, with a note '+ 0% this week'.
- Revenue:** \$0.00, with a note 'ticket price: FREE'.
- Page Views:** 1, with a note 'unique visitors'.
- Invited:** 0, with a note 'No invites sent yet'.

A 'View Analytics' link is located to the right of the stats.

The 'Webinar Setup' section includes three main components:

- Landing Page:** Start with a template, then add content and branding. Includes a 'Customize >' link and a thumbnail image of a landing page.
- Registration Form:** To register, people must provide the following data: Full name, Email address, Job Title, How did you hear about us?, and GDPR fields. Includes a 'Customize >' link.
- Sell Tickets Off:** Includes an 'Add Tickets >' link and a thumbnail image of a ticket sale interface.

The 'Waiting Room On' section indicates that attendees can enter the waiting room up to 15 minutes early and includes a 'Customize >' link.

Select Add Videos to upload your recording to your webinar. Note: You can also upload YouTube videos in this dropdown.

EditPresentersDesignEmails & InvitationsManage WebinarAutomationIntegrationsView Landing Page

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Disclaimer

Immersive Booth (Admin Only)

PRE-LOAD

Pre-Load Pop-up Offers

Pre-Load Files & Videos

Pre-Load Handouts

Pre-Load Polls

Pre-load files and videos

The files and videos you upload here will be available in the Webinar Room. After you add files and videos here, use the Test Webinar Room to see them in action.

Note: Once the webinar room is open, you can no longer pre-load files, videos, or handouts. You can enter the webinar room and load content directly.

No Presentations Yet

Pro Tip: We recommend using .pdf files to preserve presentation formatting.

+ Upload New File

No Videos Yet

Add both YouTube videos and MP4 files.

Add Video

Upload .MP4 Video

Import .MP4 URL

Add YouTube Video

No Audios Yet

Add both MP3 and WAV files.

+ Add Audio

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