Upload a Video File

You can add videos from your computer.

By default, visitors can't see new entries. To make your media file publicly available, check Availability & Access in the editor.

1. Log in to audio-video.shanti.virginia.edu
   - Learn more at Log in to Audio-Video

2. Create a collection if you haven't already
3. Find the "Add to Your Collections" section
   - This section is on the right, under the search icon

   - If you don't see the section, expand it by clicking the **|<** icon beneath the search icon

4. Choose a collection from the drop-down menu
   - The drop-down menu will close and show the name of the collection

5. Click **Upload a Video**
   - The "Create Video" page will open

6. Click **Media**
   - The "Media" section will unfold

7. Click **Add Media**
   - The "Add Media" dialog box will appear

8. Click the **Choose File** button
   - A dialog box showing files on your computer will open

9. Open the file you want to add to Mandala
10. Click **Upload**
    - You'll see a progress bar for your upload

    - When the process is done, you'll see the file name next to "Choose File"

11. Click **Submit**
    - The "Add Media" box will close

12. Add your title in **Title & Description** section
13. Check the **Availability & Access** section
    - By default, only group members can see the entry; set this field to **Public** so all visitors can see it

14. Click the sections below "Media" to add more settings
    - These fields are all optional

    - See the Add Information to Files guide for more information on editing these fields

15. Click **Save**
    - A message will confirm your new video