Upload meetup recordings, identify speakers and find edited videos

Status: Current product help

Use this guide for recordings of an AI Tinkerers event. For a hackathon team's submitted project demo, follow that hackathon's submission instructions instead.

Open the correct event folder

The recording QR in **Run of Show** opens that meetup's video folder directly and provisions it before showing the link. Accepting a main-stage or science-fair speaker also creates the folder immediately. An hourly reconciliation provisions missing folders for existing accepted speakers, including older meetups. These event folders are retained even when empty. Sign-in and event upload permissions still apply.

Sign in and open your chapter's **/media/upload** page, then open the folder for the exact event. An organizer reminder may contain its direct folder link. Use that verified folder link when sharing instructions with a speaker or videographer. A generic upload page does not identify the event or grant folder access.

If the folder or upload control is unavailable, ask the event organizer to check your folder access. A person's ability to view an event or board does not establish upload or management permission. Automatic editing also needs an eligible event-linked folder and an enabled chapter; successful upload alone does not enable the service.

Upload original recordings and reference notes

Upload the complete raw footage. A single recording of several talks can be split into individual talks; separate recordings per talk are also supported. You do not have to cut a whole-event recording into talks yourself.

- Keep camera, screen and separate audio originals. You do not have to combine them manually before uploading. Matching and synchronization depend on the available recordings; keep usable reference audio and identify which files belong together. Avoid recording live amplified Zoom audio twice in the room.
- Put files in the event's raw upload folder. The editor can discover eligible source videos and audio in its subfolders, but private/members-only trees and generated **Edited** output are excluded. Uploading into a finished speaker folder is not the same as supplying raw event footage.
- The upload limit is **20 GB per file**. Supported reference files include **.txt**, **.md** and **.vtt**. Put a speaker/talk-title list, spelling corrections or approximate talk timestamps in an ordinary text or Markdown file alongside the corresponding footage. References apply to that folder, so keep them with their sources.
- A reference file supplies context. It does not replace the video's official transcript, approve a speaker, or execute an editing instruction. Uploading a transcript file does not prove a failed transcription has

been repaired.

Identify the event's speakers

The event organizer should use **Review Speaker Proposals** to ensure the real presenters have the appropriate accepted speaker or science-fair entries. The editor uses the event roster, source context and recordings to identify talks. There is no requirement for a speaker to upload another proposal merely because footage is already waiting for processing.

If the status says **Add speakers to continue video editing**, review the missing-speaker details and correct the event roster. Names or timestamps in a note can help attribution, but they cannot grant speaker approval or access.

Check processing and retrieve the result

The event folder's editing status distinguishes **Waiting for transcripts**, **Waiting for uploads to settle**, **Ready for automatic editing**, **Automatic video editing is running**, **Edited videos ready**, and work needing review. A file appearing in the library is not proof that editing completed. Transcription failures and authorization errors need the specific event, folder, filename and visible error checked; repeated uploads or renaming a transcript are not a general repair procedure.

Open **Edited**, then the relevant speaker folder, to find the completed talk and any generated social clips. Speaker access and ready notifications are handled separately from rendering. Check the actual files and permitted sharing links before telling attendees that they can watch or download them. A folder you cannot find under your access is not evidence that nobody uploaded footage.

Sharing, YouTube and corrections

Edited files, speaker notifications, event recap inclusion and external publication are separate steps. Processing does not create a chapter YouTube channel or prove that a talk was published on YouTube or LinkedIn. Share an actual verified video or folder link. There is no guaranteed processing or correction turnaround.

For wrong speakers, broken cuts, captions, duplicate uploads or a replacement source, use Request a video correction or reprocessing. Existing output is not automatically replaced merely because you add a note or upload another file.

Does renaming a transcript make it official?

No. Renaming a VTT file to TXT, or uploading either as reference material, does not make it the official generated transcript and does not repair a failed transcription. That distinction is known even when the cause of a rejected upload or transcription failure is unknown. Investigating the error and its repair requires the actual folder, file and visible error.