

# Change a Simulated Live event from live acquisition to pre-recorded content

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If you schedule a Simulated Live event to be recorded and then decide you'd rather upload pre-recorded media, you cannot convert the event directly. Instead:

- Before you begin, create a custom calendar reminder for the actual broadcast date and update the event landing page.
- Run the event briefly to create an archive that you can edit.
- Open the archive in the SimLive Studio where you can upload media and assemble and publish the event.
- Go back to the Event Settings tab and schedule the Simulated Live broadcast.
- Finally, set up follow-up emails to act as event reminders for registered attendees. For more information, see [Send reminder emails for a converted Simulated Live event](#).

This article walks you through the process.

Jump to: [Before you begin](#) | [Run and archive the event](#) | [Upload pre-recorded content and publish](#) | [Schedule the broadcast](#)

## Before you begin

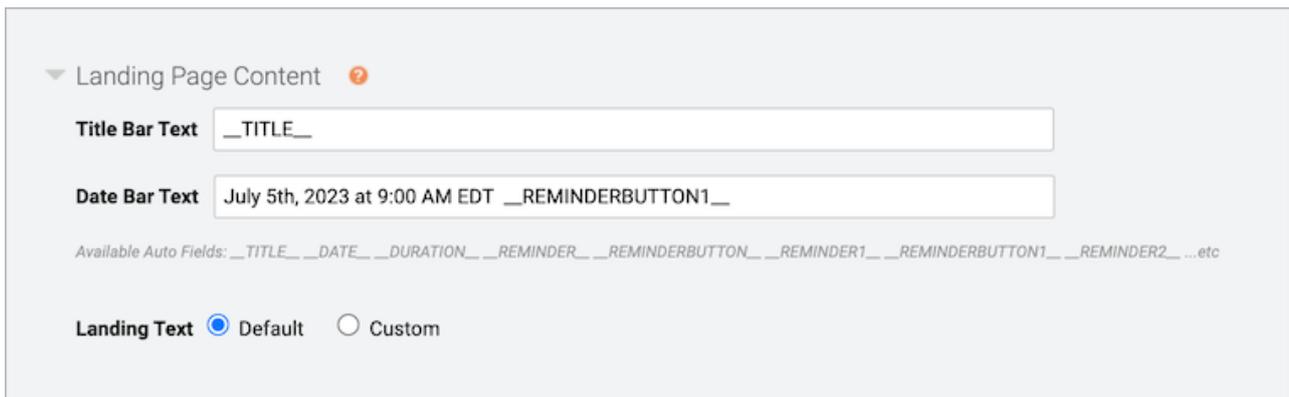
The original + Add to Calendar button has the wrong date and time. Create a custom calendar reminder and replace the `__REMINDERBUTTON__` auto-field with the auto-field for the custom reminder (for example, `__REMINDERBUTTON1__`). To learn more, see custom calendar reminders in [Auto-fields for event landing pages](#).

Before you run the event, manually set the event date and time on the landing page so attendees can continue to register and make sure the event window stays closed while you're editing.

The event date and time on the landing page will change as you work with the event. To avoid confusion, manually set the event date and time and optionally, update the + Add to Calendar button.

## To update the event date and time on the landing page:

1. On the left panel, click the **Registration** tab.
2. In the Customize Event Landing Page section, open the Landing Page Content section, and next to Date Bar Text, delete the \_\_DATE\_\_ and \_\_REMINDERBUTTON\_\_ auto-fields.
3. In the Date Bar Text field, enter the date and time the event will be broadcast, followed by the \_\_REMINDERBUTTON#\_\_ auto-field for the custom calendar reminder you created.



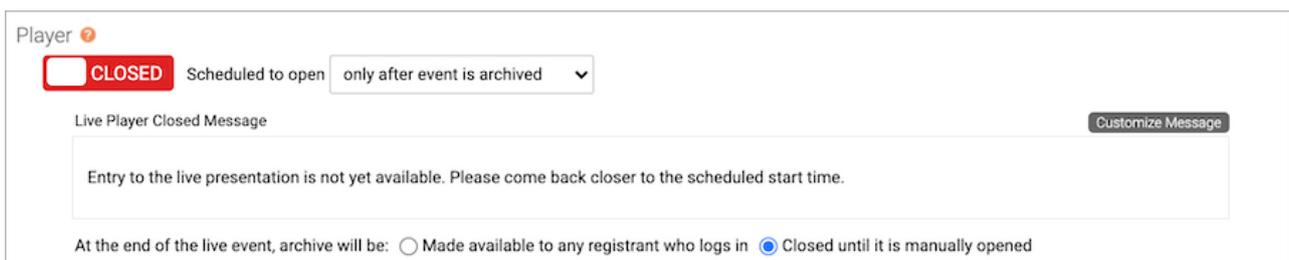
The screenshot shows the 'Landing Page Content' configuration panel. It includes a 'Title Bar Text' field with the placeholder '\_\_TITLE\_\_'. The 'Date Bar Text' field contains 'July 5th, 2023 at 9:00 AM EDT \_\_REMINDERBUTTON1\_\_'. Below these fields, a list of 'Available Auto Fields' is shown: \_\_TITLE\_\_, \_\_DATE\_\_, \_\_DURATION\_\_, \_\_REMINDER\_\_, \_\_REMINDERBUTTON\_\_, \_\_REMINDER1\_\_, \_\_REMINDERBUTTON1\_\_, \_\_REMINDER2\_\_, ...etc. At the bottom, there are radio buttons for 'Landing Text', with 'Default' selected and 'Custom' unselected.

4. Click **Save and Continue**.

## To close the event window to attendees:

Because the event is a Simulated Live recording, the player is set to Closed until it is archived. Change the setting so that it remains closed until you are finished editing and publishing.

1. On the left panel, click the **Event Summary** tab.
2. Under Event Access, click **Manage Access**.
3. Next to At the end of the live event, archive will be, select **Closed until it is manually opened**.



The screenshot shows the 'Player' configuration panel. It features a 'CLOSED' status indicator, a 'Scheduled to open' dropdown menu set to 'only after event is archived', and a 'Live Player Closed Message' text area containing the message: 'Entry to the live presentation is not yet available. Please come back closer to the scheduled start time.' At the bottom, there are radio buttons for 'At the end of the live event, archive will be:', with 'Closed until it is manually opened' selected.

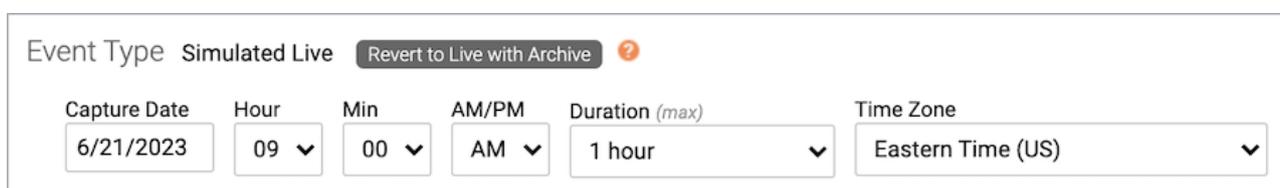
4. Click **Save Changes**.

## Run and archive the event

To create an archive that you can edit, run the event briefly. When you're ready, set the event date to the current day and time, and then start the broadcast.

### To archive the event:

1. On the left panel, click the **Event Settings** tab.
2. Under Event Type, schedule the event to be captured immediately and click **Save and Continue**.



The screenshot shows the 'Event Settings' panel. At the top, 'Event Type' is set to 'Simulated Live' with a 'Revert to Live with Archive' button and a help icon. Below this are several input fields: 'Capture Date' (6/21/2023), 'Hour' (09), 'Min' (00), 'AM/PM' (AM), 'Duration (max)' (1 hour), and 'Time Zone' (Eastern Time (US)).

3. On the Event Summary tab, under Run My Event, click **Launch Live Studio**.
4. In the Live Studio, start the event, let the event run for a few minutes, and then end it. Once you end the event, it will automatically be archived.

## Upload pre-recorded content and publish

Wait until the event is archived, then launch the SimLive Studio, upload media files, organize them on the event timeline, and finally publish the event.

**Note:** You can also upload media on the Event Content tab. Again, wait until archiving finishes or you will only be able to upload overlay videos.

### To upload pre-recorded content:

1. On the Event Summary tab, under Run My Event, click **Launch SimLive Studio**.
2. Delete the content from the broadcast that created the archive. Under Event Timeline, right-click Live Clip 1 and click **Remove Clip**.

A warning message is displayed asking if you really want to delete the clip. Click **Yes**.

3. Upload videos and audio files to the event.
4. Drag the clips you uploaded to the event timeline and then click **Publish All Changes**.

You'll receive an email when the event has been published.

## Schedule the broadcast

Now that the event is ready for broadcast, schedule it and reopen the player.

### To schedule the new broadcast:

1. On the left panel, click the **Event Settings** tab, and then click **Schedule A New Broadcast**.
2. Select a date, time, and time zone for the broadcast, and click **Save and Continue**.

The screenshot shows a scheduling interface with the following elements:

- Event Type:** Simulated Live (Archived from Live Event) with a help icon. A button labeled "Revert to On-Demand" with a help icon is next to it.
- Broadcast Date:** A text input field containing "07/05/2023".
- Hour:** A dropdown menu showing "09".
- Min:** A dropdown menu showing "00".
- AM/PM:** A dropdown menu showing "AM".
- Duration:** A text input field showing "59 min and 26 sec".
- Time Zone:** A dropdown menu showing "Eastern Time (US)".
- Buttons:** A "Cancel Broadcast" button is located on the right side of the form.

3. To make sure attendees can access the event on the day of the broadcast, on the Event Summary tab, under Event Access, click **Manage Access**, set the Player option to **Open**, and click **Save Changes**.

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