SIGNIVENT

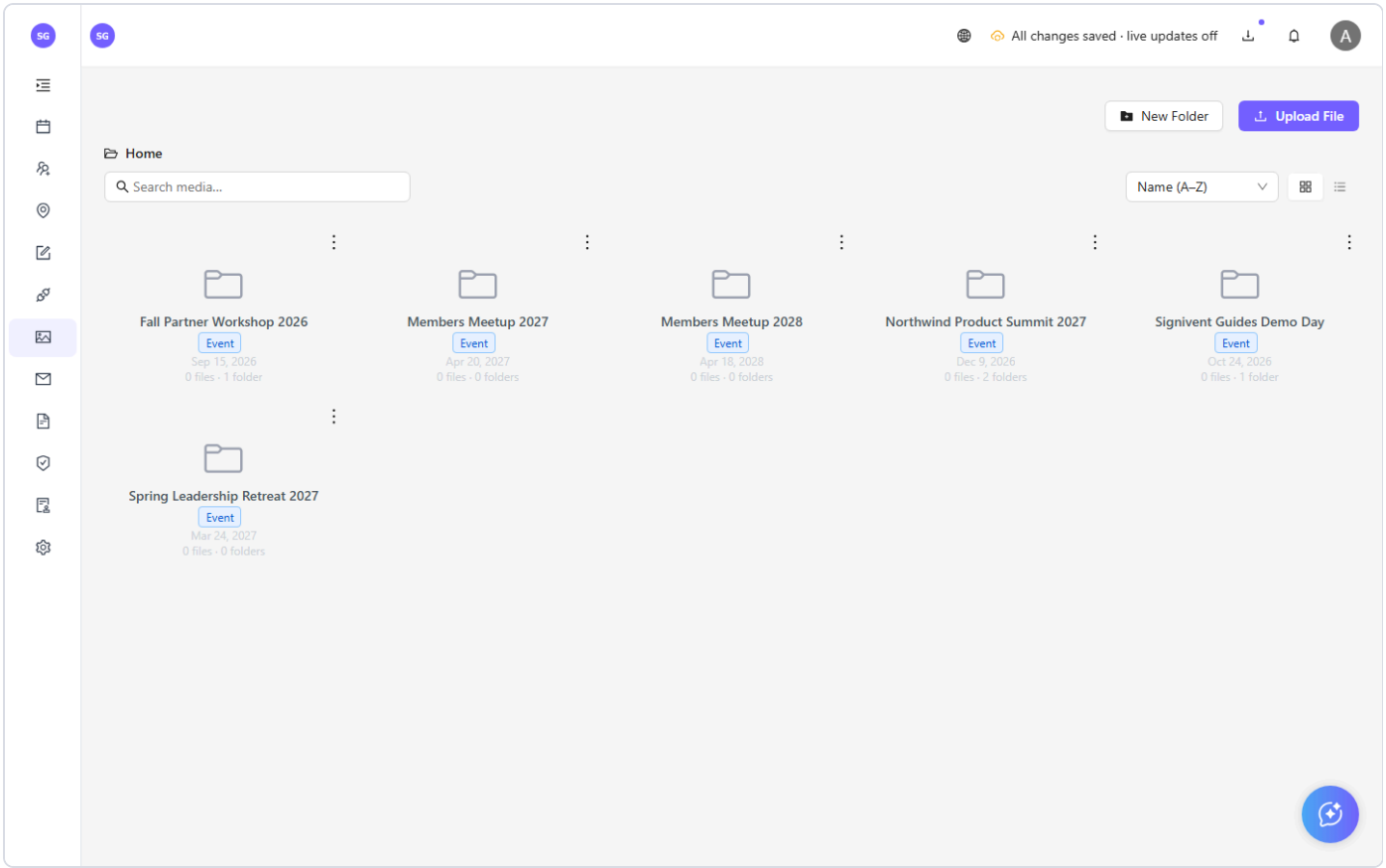
Media library

Signivent · Last updated October 25, 2026

Media Library in the organization sidebar holds the files your organization uses: banners, logos, documents and presentation files. Every event gets its own folder automatically, and you can add folders of your own inside it.

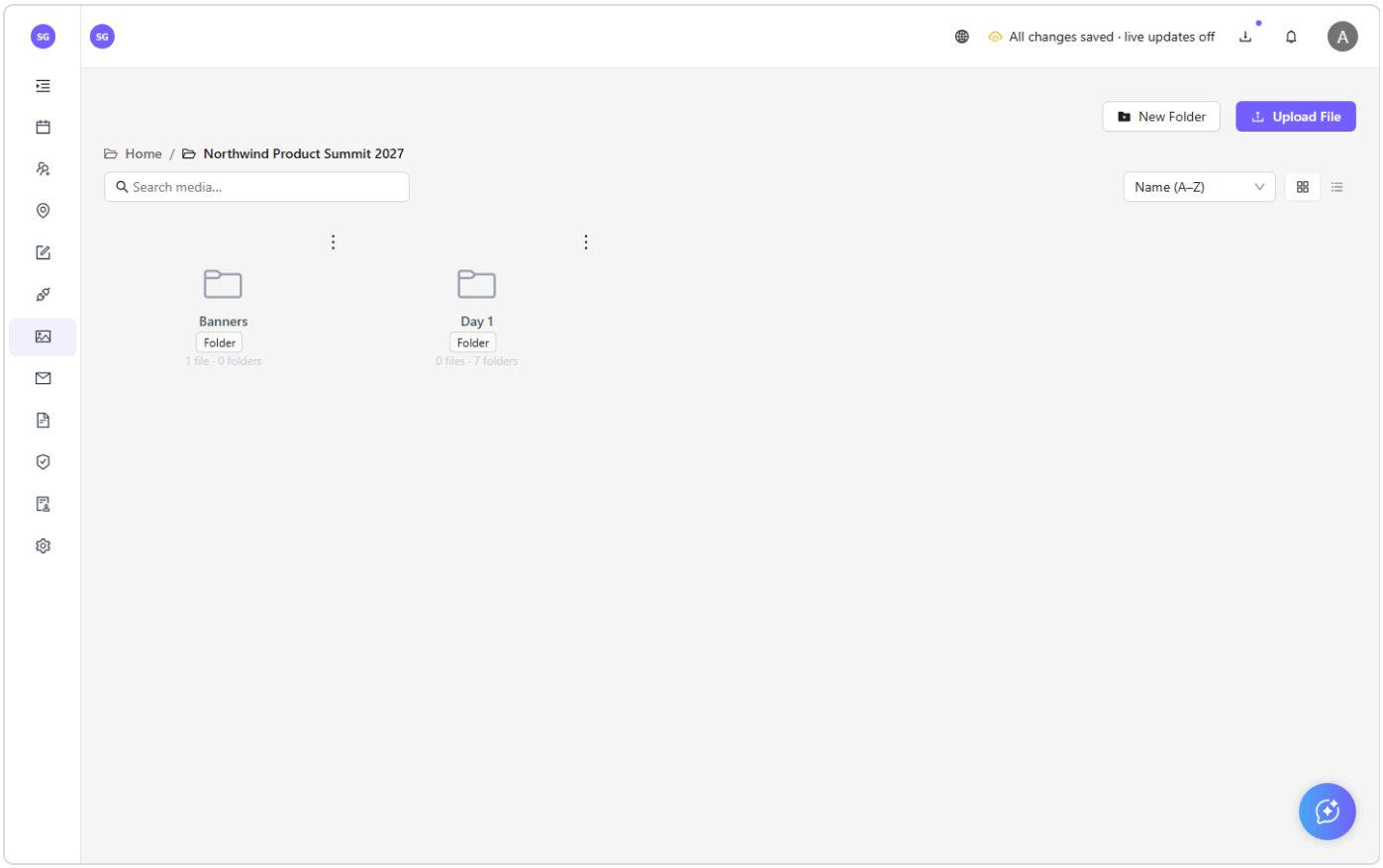
Find your files

1. Open **Media Library** in the sidebar. **Home** lists a folder for each event, with the event date and how many files and folders it holds.
2. Click a folder to open it. The path at the top (for example **Home / Northwind Product Summit 2027**) takes you back up.
3. Use **Search media** to find a file by name, the sort menu to order by name, date, size or type, and the two buttons on the right to switch between grid and list.



The Media Library home: one folder per event with its date and file count

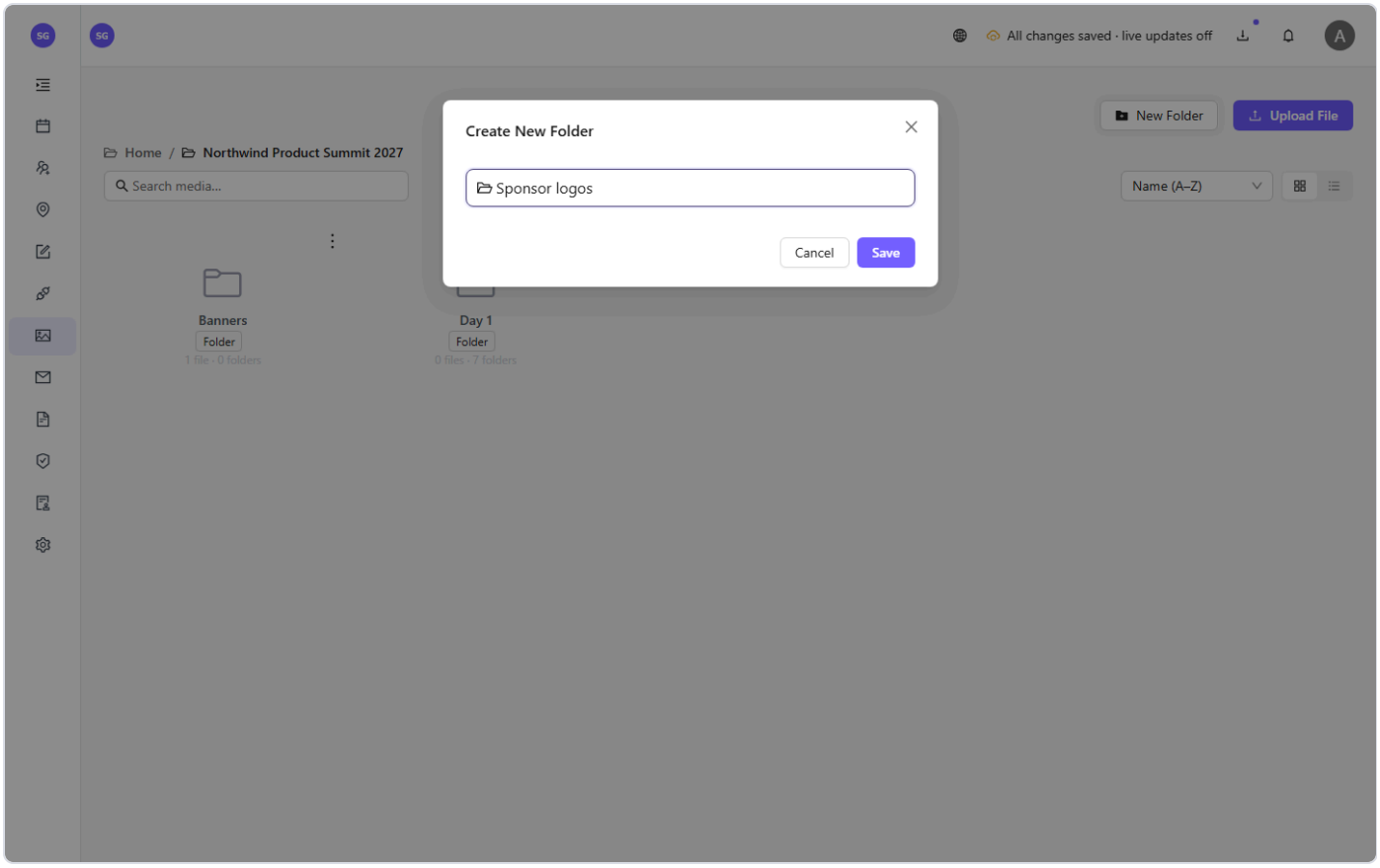
Inside an event folder you may also see folders the system creates, such as one per day of the program with a folder for each session.



An event folder with a Banners folder and the Day 1 folder

Create a folder

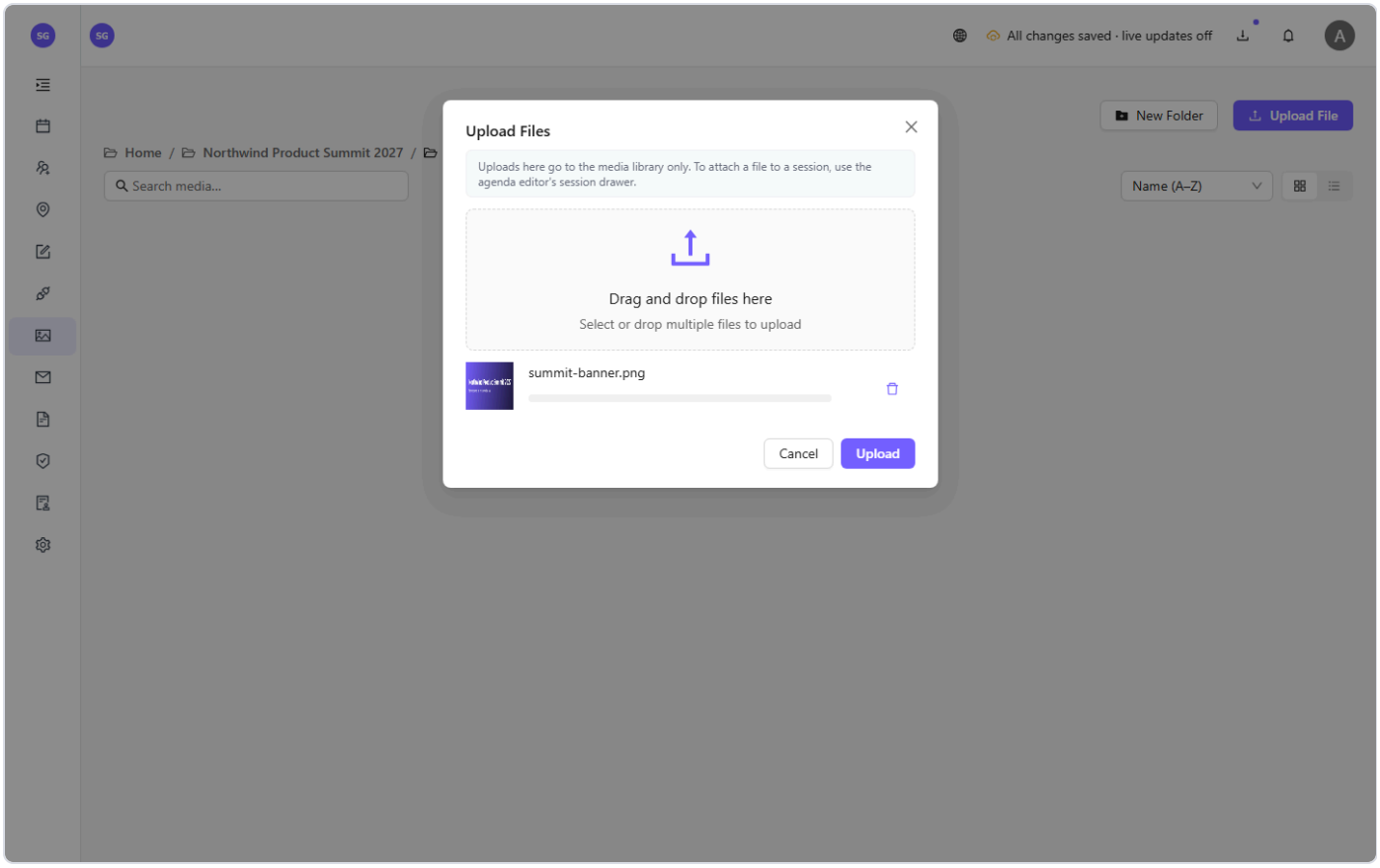
1. Open the folder you want to add it to.
2. Click **New Folder**.
3. Type the name and click **Save**.



The Create New Folder dialog

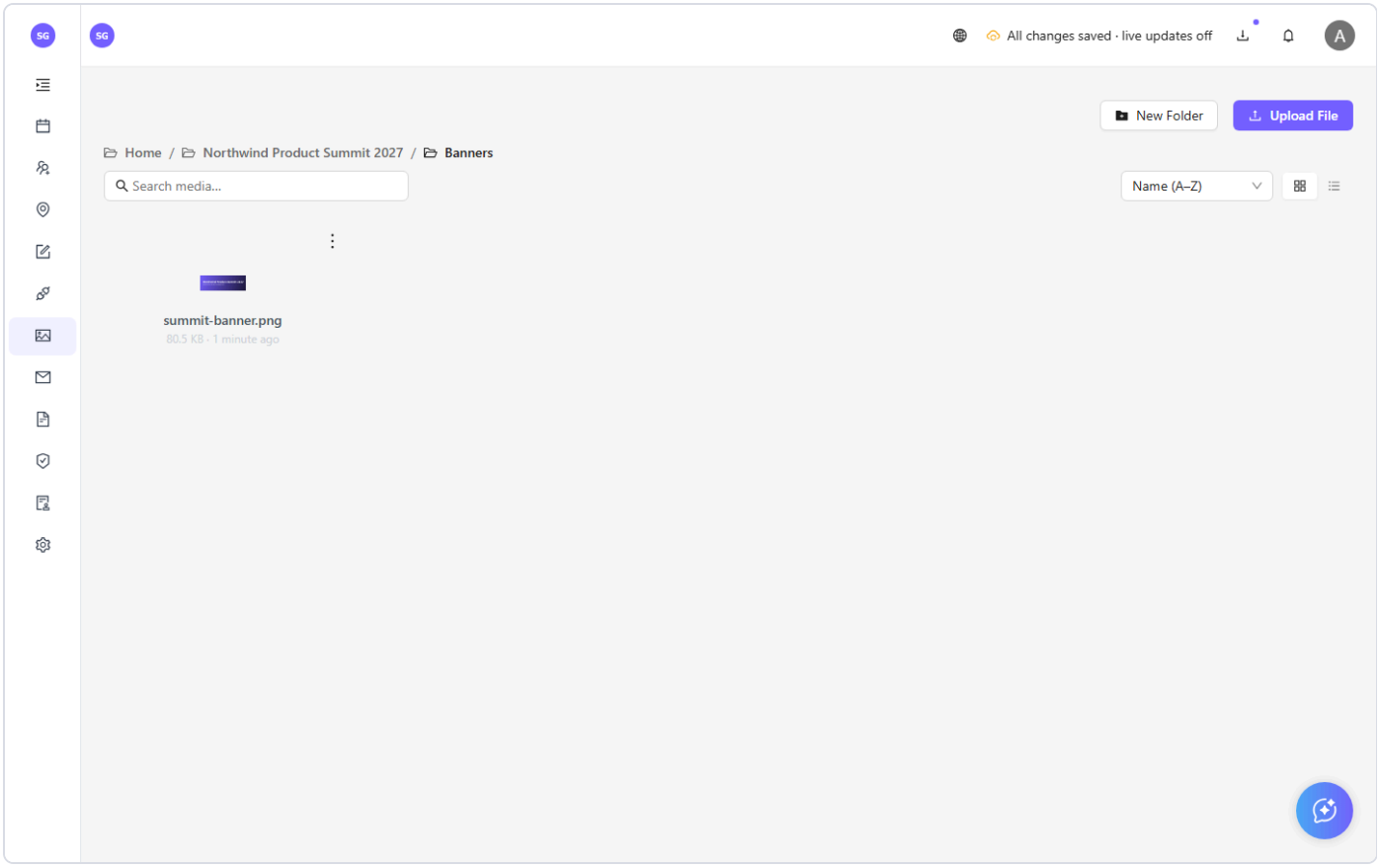
Upload files

1. Open the folder the files belong in.
2. Click **Upload File**.
3. Drag files onto the box, or click it to pick them. You can add several at once; each shows a preview and a bin icon to take it off the list.
4. Click **Upload**.



The Upload Files dialog with one image ready to upload

Uploads here go to the media library only. To attach a file to a session, use the session drawer in the event's agenda editor.

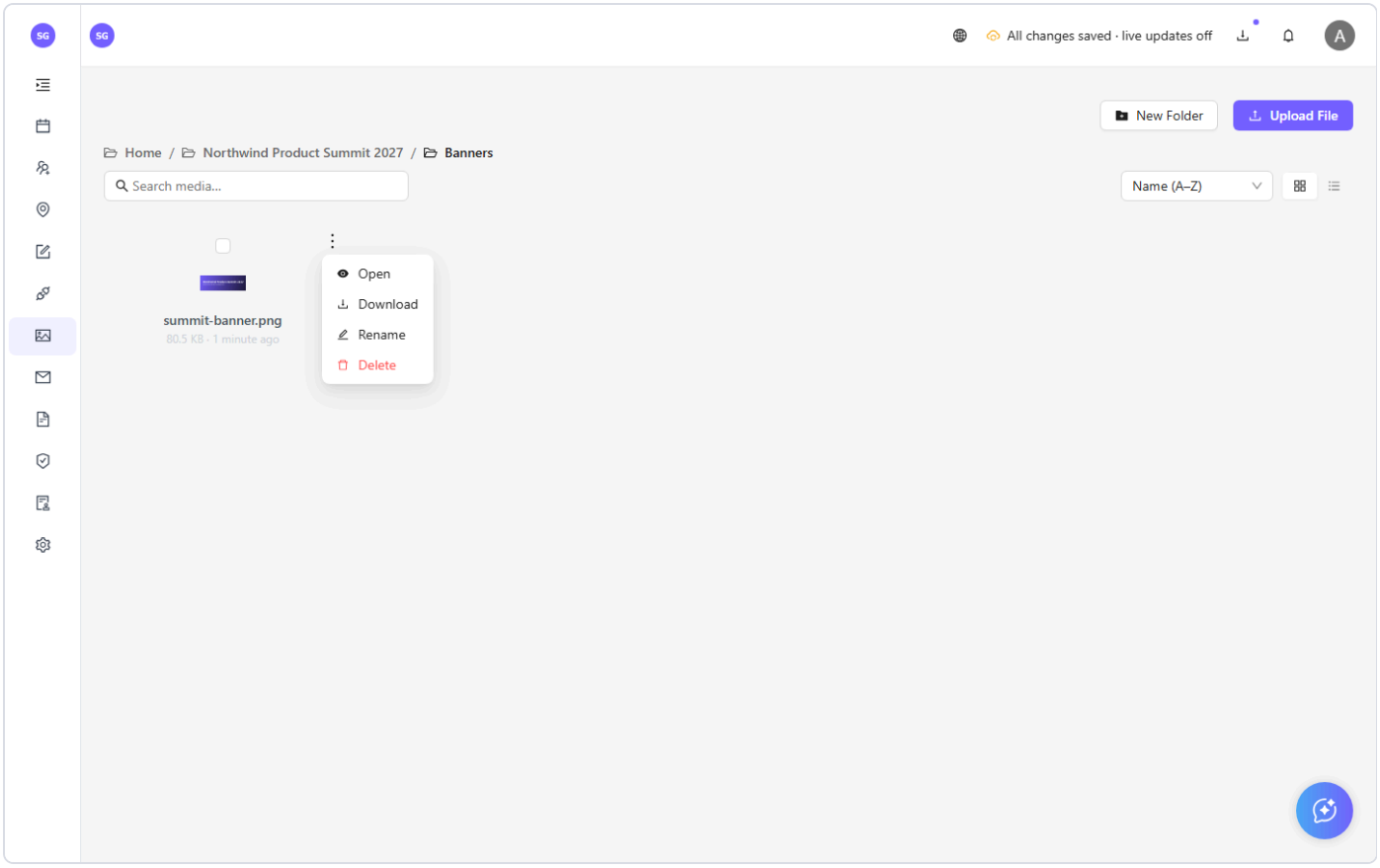


The Banners folder with the uploaded file, its size and when it was added

Open, download, rename or delete a file

Click the three dots on a file:

- **Open** shows the file in a new browser tab.
- **Download** saves it to your computer.
- **Rename** changes its name.
- **Delete** removes it after you confirm. This cannot be undone.



The file menu: Open, Download, Rename and Delete

Folders have a three-dot menu too, with **Open**, **Rename** and **Delete**.

Who can do this

Organization admins and staff with access to the media library can upload and manage files.

Troubleshooting

You see	Why	Fix
A file is not where you expected	It was uploaded while another folder was open	Check the path at the top before you upload; move it by uploading again and deleting the old copy
An event's Day 1 folder shows sessions from another event	The day folders are shared by name across events today	Check the session names before you use those folders
The file you need for a session is missing in the session	Uploads here do not attach to sessions	Attach it from the event's agenda editor