

# CREATE AN ON DEMAND WEBINAR

A quick checklist that helps you to organize and host a webinar in no time.

## Checklist: convert a live webinar to an on demand webinar!

- Wait for your live webinar replay to be fully processed!
- Go to your live webinar and find the correct broadcast date. Click on 'options' and select 'Recording as on-demand'.
- You have the option to **keep the same registration link as the live webinar**. When selecting this the registration link will be forwarded to the on demand webinar and **the live webinar cannot be accessed anymore by that link**.
- Choose whether you want to make the on demand webinar available for a limited or unlimited time.
- Activate or deactivate different settings for your on demand webinar on 'Settings'.
- Activate the chatbox so people can ask questions during the on demand webinar. Questions will be forwarded to your email address.
- Set a maximum viewing time so viewers cannot watch your on demand webinar more than once.  
We recommend a viewing time of **the total length of your recording plus 25%**. So viewers can rewind during the webinar, but will not be able to watch the webinar multiple times.
- Determine if the viewers can fast forward during your on demand webinar.
- Add chapters if you are going to cover different topics during the webinar.
- Schedule your interactions at the right time during the webinar, on the 'Interactions' page. You can test this beforehand in the dry run.
- Edit and schedule the emails on the 'Emails' page.
- Publish your on demand webinar!

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## Checklist: set up a new on demand webinar!

- Create a new webinar and choose for 'On demand'. Edit the title and other settings.
- Select the replay of one of your live webinars or add an external video.

For external videos, you will first have to upload your recording (MP4 file) to Youtube or Vimeo. You can then add the link of your video to your on demand webinar.

If you're uploading on Youtube, check the status of your video. Go to your Youtube settings and select 'visibility'. Choose '**Public**' or '**Unlisted**' and make sure your video can be embedded.

Setting your video as unlisted allows you to add your recording to the webinar without your video being visible to everyone on Youtube.

To add a video via Vimeo, you need a **Vimeo Business account**.

Don't want to use Youtube or Vimeo?

You can also add your own external MP4 URL. Make sure that the external MP4 URL is public so it can be embedded in WebinarGeek. **Uploading an MP4 is not possible.**

- Schedule your interactions at the right time during the webinar, on the 'Interactions' page. You can test this beforehand in the dry run.
- Edit and schedule the emails on the 'Emails' page.
- Publish your on demand webinar!