How to Upload Images and Files

This guide explains how to Upload Images and Files using the BeatKongs producer dashboard.

Where to go

Website → Media Library

Steps and key details

1. Open Media Library and navigate to the desired folder.
2. Use Upload file or the drag-and-drop upload area to select a supported file.
3. Wait for the upload to finish and verify the new file appears before using it on a page.

Before you finish

Save your changes where applicable, then check the result on your live website or in the relevant dashboard list. If a control differs from this guide, use the current dashboard label and report the mismatch to BeatKongs Support.

Review note: Some screens may change during platform development. Verify the current controls

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before publishing this article.

Attached files:

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