How to Create Media Folders

This guide explains how to Create Media Folders using the BeatKongs producer dashboard.

Where to go

Website → Media Library

Steps and key details

1. Open Media Library and navigate to the parent folder.
2. Choose New folder and enter a clear descriptive folder name.
3. Open the new folder and upload or organize media there.

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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