

## Creating a Brainshark as a Guest Author

Brainshark allows an Author to invite anyone to create a Brainshark presentation. As the Guest, you will receive an email from the Author, giving you access to create a presentation in Brainshark. In one click, you can upload your content and add audio. This document provides the steps you'll follow, and when you and the Author agree the presentation is ready for publishing, you'll mark it 'complete'. Additional Related Resources are provided on the next page.

### What to Expect

- An email from the Author with preparation materials
- An email from the Author that contains a link to upload your presentation materials and add audio

### Before Creating your Presentation

- Review [Brainshark Best Practices](#)

### Creating a Brainshark Presentation as a Guest

1. Click the link in the *Guest Authoring Request* email, or copy the link into your browser.
2. *Step 1: Upload a Presentation on the Guest Authoring Checklist page*
  - a. Click **Browse** to find your file. Brainshark will automatically use the file name as the title of your presentation, but you can change it.
  - b. Click **Continue** to process your file.
3. *Step 2: Add Audio*

You can choose to:

- Record using a microphone. .
  - Add your voice by phone, follow the three simple steps.
  - Skip audio generation for now, **and** add audio at another time.
  - Generate audio from slide notes, found on the tab next to *Record your audio*. This will only display if you upload a PowerPoint that contains slide notes.
4. Once you decide how you will add your audio, you are brought to *Step 3: Record Audio*.
  5. *Step 4: Processing Audio* displays while Brainshark processes the audio you recorded.
  6. *Step 5: Declare Complete*

Now, you can choose to:

**View:** Click to watch the presentation.

**Re-record:** Click to modify or add audio.

**Re-upload:** Click to modify your presentation.

**Complete:** Click to confirm that you have finished creating this presentation. When you click **Complete**, an email notification will be sent to notify the Brainshark Author.

**Note:** Once **Complete** is clicked, the Guest no longer has access to modify the presentation. If the Company Administrator has enabled it, the Brainshark Author can make changes to the presentation.

### Related Resources

- *Creating a Presentation as a Guest Author* [tutorial](#) and [process document](#)
- *Best Practices for Creating Content* [tutorial](#) and [process document](#)
- *Best Practices for Creating Audio as a Guest* [process document](#)
- *Guest Authoring for the Company Administrator* [process document](#)