

Request Audio from a Guest Speaker

There are 7 different ways to add audio to your Brainshark presentation; each option is detailed in the [Adding and Managing Audio](#) document. The method, or combination of methods, you ultimately choose when you add audio depends on the recording quality you are hoping to achieve, who will record, and his/her access to the technology it takes to record.

Any subject matter expert or voice professional can add audio to your presentation. The Guest Speaker you choose does not need to be a Brainshark user or have detailed knowledge of how to use the application; all of the instructions are included in the email Brainshark will send to the Guest and you can also add your own suggestions to that email.

Be sure to share the *Best Practices for Recording Audio as a Guest* [document](#) with your Guest Speaker.

1. Select **Manage Audio > Request Audio** from the *Things you can do* menu.
2. Initiate a new audio request by selecting the **Send New Guest Voice Request** link at the right side of the screen.
3. The system will present an email template which includes simple instructions for your Guest. You can modify the email text; however, **do not** alter or remove the information in chevrons <<**GuestAuthoringLink**>>, as this contains the link your Guest will click to record his or her audio.

NOTE: Only one Guest Audio request can exist for any one presentation at any one time. If *Require Login* is set to 'Yes', the Guest must have a valid Brainshark username and password in order to access the presentation and record the audio; if the Guest Speaker is not a regular Brainshark user, set *Require Login* to 'No'.

4. Once the audio request has been sent, check its status by navigating to **Edit Presentation > Manage Audio > Request Audio**.
5. You can change the status of the request by clicking the hyperlinked **Title of the presentation** on the *Request Audio* page. After you change the status, the *Presentation Access* links and codes previously sent will be inactivated. When audio is declared complete by the Guest who is recording, you will receive an email notification. However, if the Guest doesn't click the *Declare Complete* link, you will be still able to inactivate the link.
 - a. **Set to Complete:** If your guest speaker did not complete the recording, possibly because the audio was not recorded in Brainshark or he/she didn't click the 'Declare Complete' link, use this option to complete the request manually.
 - b. **Delete Request:** If you no longer need this Guest to record, use this option to delete the request.
 - c. **Re-send Request:** If your Guest cannot locate the original request email, or needs to rerecord after declaring the audio complete, use this option to resend the audio request.