

# HOW TO UPLOAD YOUR CUSTOM BUMPER

- 1** Create your slide(s) in Microsoft PowerPoint
- 2** Save as type: MPEG-4 Video
  - Note: When you save it without setting a timer on the slides, it automatically does 2-5 seconds per slide
- 3** Log in to the admin side of your streaming site
- 4** Click the tab on the left side, “Bumper Admin”
- 5** At the bottom of the page, click the “...” to select your file and click “Upload”

## HOW TO ASSIGN YOUR CUSTOM BUMPER

- Click on the “Bumper Assignment” tab on the left side
- For randomizing bumpers before movies, click the button at the top that says “Random Bumper Assignments”
- Otherwise, click that button to OFF and you can customize which bumpers go in front of what content