

Using the ShotGrid website

Guides on using the more production-oriented ShotGrid tools for supervisors and coordinators.

- [ShotGrid - Creating a playlist](#)

ShotGrid - Creating a playlist

Playlists are a handy way of grouping together versions (the preview videos in ShotGrid) so you can easily review them. To get started, go over to the *Review* tab on your ShotGrid project page.

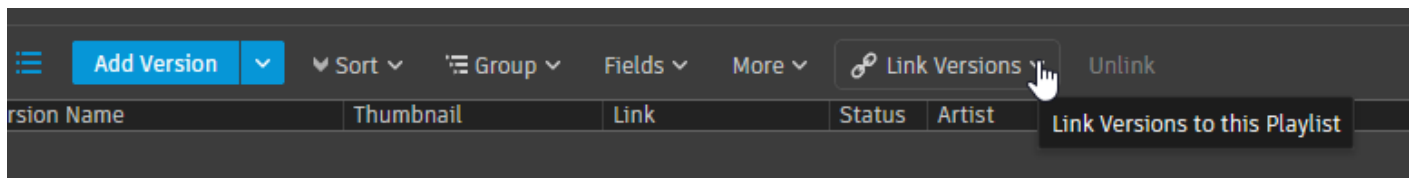
The screenshot shows the 'Create a new Playlist' form in ShotGrid. The form is titled 'Create a new Playlist - Global Form' and includes the following fields:

- Playlist Name:** Documentation demo playlist
- Description:**
- Date and Time:**
- Project:** x_project_sterrendokter

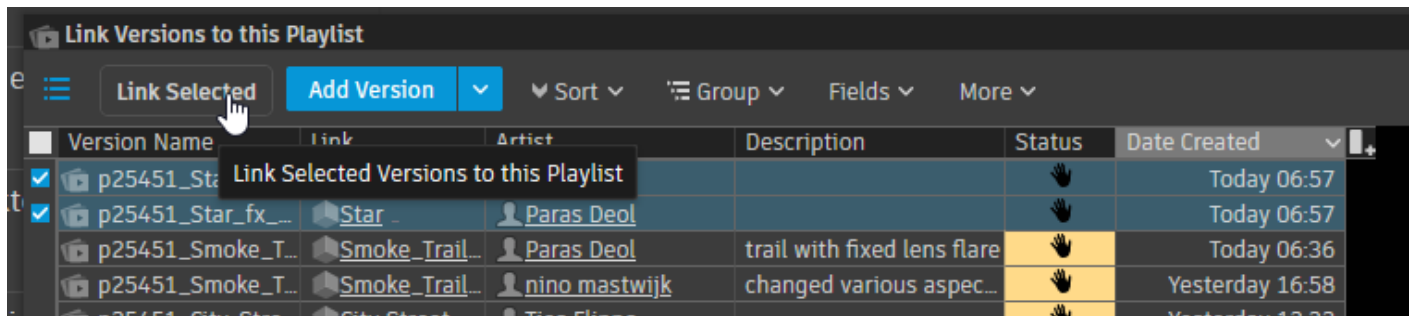
Below the fields is a 'More fields' dropdown menu. At the bottom of the form are three buttons: 'Open Bulk Import', 'Cancel', and 'Create Playlist'.

To add a version to your playlist you should play the *Link Versions* button.

The *Add Version* button is used to create a *new* version, not to add an *existing* version to the playlist. The name is very confusing.



A small menu will pop up, click on the blue *advanced* text. A new window will appear:



This is where you actually need to select the versions that you want to add to the playlist. It might be useful to click on the *Date Created* column so newer versions show up first. Select the version you want to add and click on *Link Selected*. This will add the versions to the playlist.