

Uploading Sermon (Podcast)

1. Get Information you need
 1. Soft copy of the notes for you to get the title and speaker name
 2. The sound file
 3. The notes file if applicable to attach as message notes
2. Go to www.lagunabaptist.org/wp-login.php and login. If you have not received login information, please contact Philip Wong or Fay Hui.
3. After logging in, go to **Podcast** → **Add New Podcast** from the Dashboard on the left of the screen.
4. For each service, upload the sermon for both the English and Chinese pages using following steps. For example, the 1st service sermon needed to be uploaded to both English and Chinese pages. Then the 2nd service sermon needed to be uploaded to both English and Chinese pages.
 1. Enter Podcast Title (from the notes)
 2. In the Content rectangle, add the date of sermon using this format: yyyy/mm/dd. See figure 1 below.
 3. Upload the sound file by clicking the **Upload File** button. Make to click **Use as Message Audio File**.
 - i. Notes 1: Due to upload speed and network traffic, this may take 5 minutes to upload one file.
 - ii. Notes 2: Only file smaller than 8MB can be uploaded.
 4. Upload the notes file under Message Notes and click Upload File if applicable. Make sure to click **Use as Message Notes**.
 5. Select the service: English Service (1st service) or Chinese Service (2nd service). If this is not checked, the sermon will not show up on the page.
 6. Select the speaker. This allows people to filter the sermon by the speaker. If you need to add a new speaker, read the note below or ask Fay to add.
 7. Click Publish. Now you should have published the sermon for the English page.
 - i. Note: If you publish the file on a date that is different from the sermon date, edit the Published on: date to the sermon date.
 8. Now go up to Language 中文 and click **Add New**
 9. Repeat steps a to g. But for step c and d, please select the file that you have already uploaded from the Media library after you click **Upload File** button. Do not upload the file from your computer again.
 10. Verify the English and Chinese pages to make sure the files are posted.

NOTES: Adding new Speaker

- i. Note: If you add a new speaker, you need to enter the Chinese name for that speaker by going to **Podcast** → **Speakers**. Find the new speaker name you added and click **Edit**. Under **Translation** → **Add**.

Figure 1: Add the date in the content

