



Recording Guide

Anchor

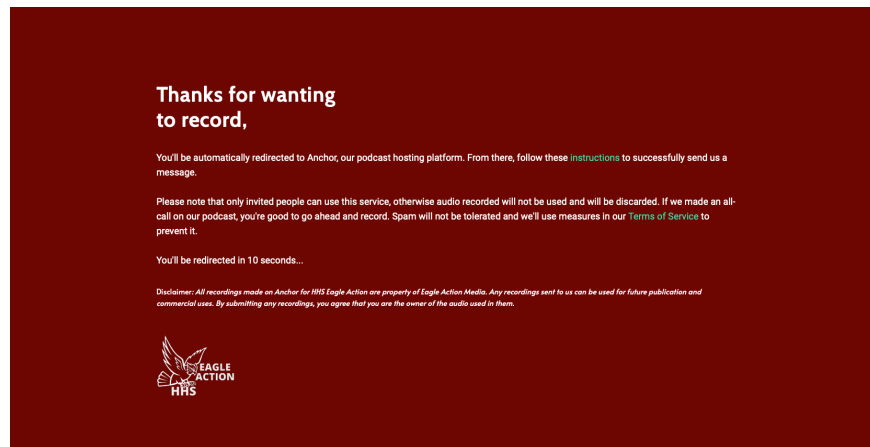
Last Updated: September 29, 2021

Desktop

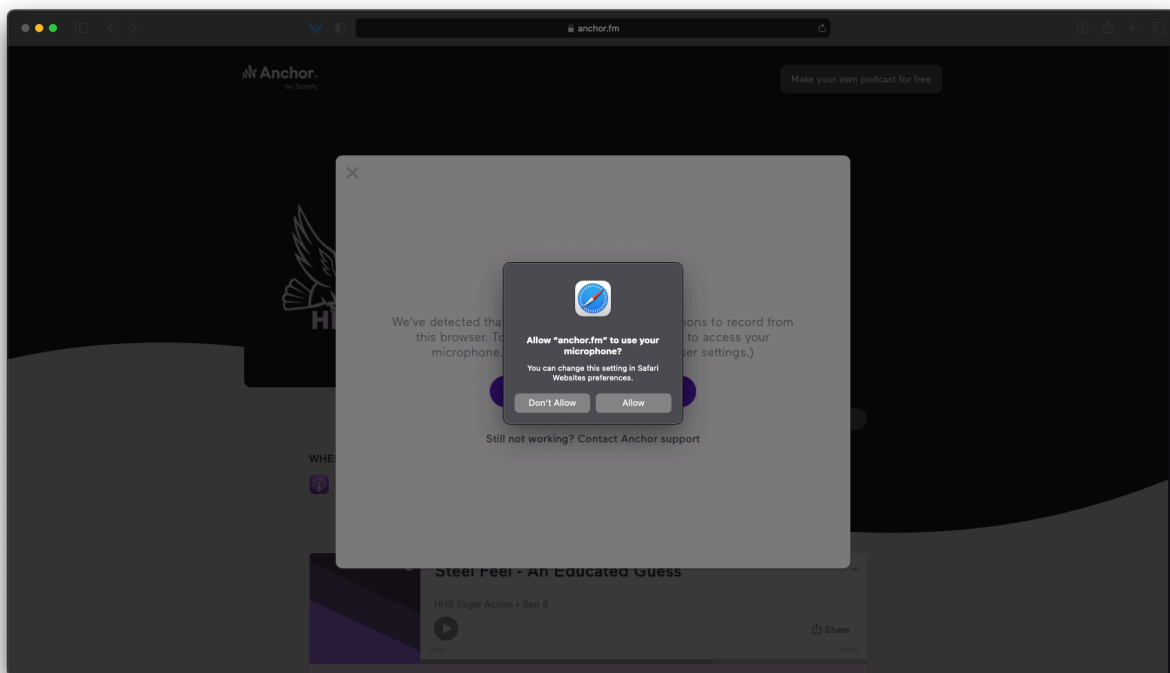


Thanks for wanting to record for the HHS Eagle Action Podcast, we can't wait for you to get started! This guide is for desktop users, however has the fundamentals of all devices and can be used universally.

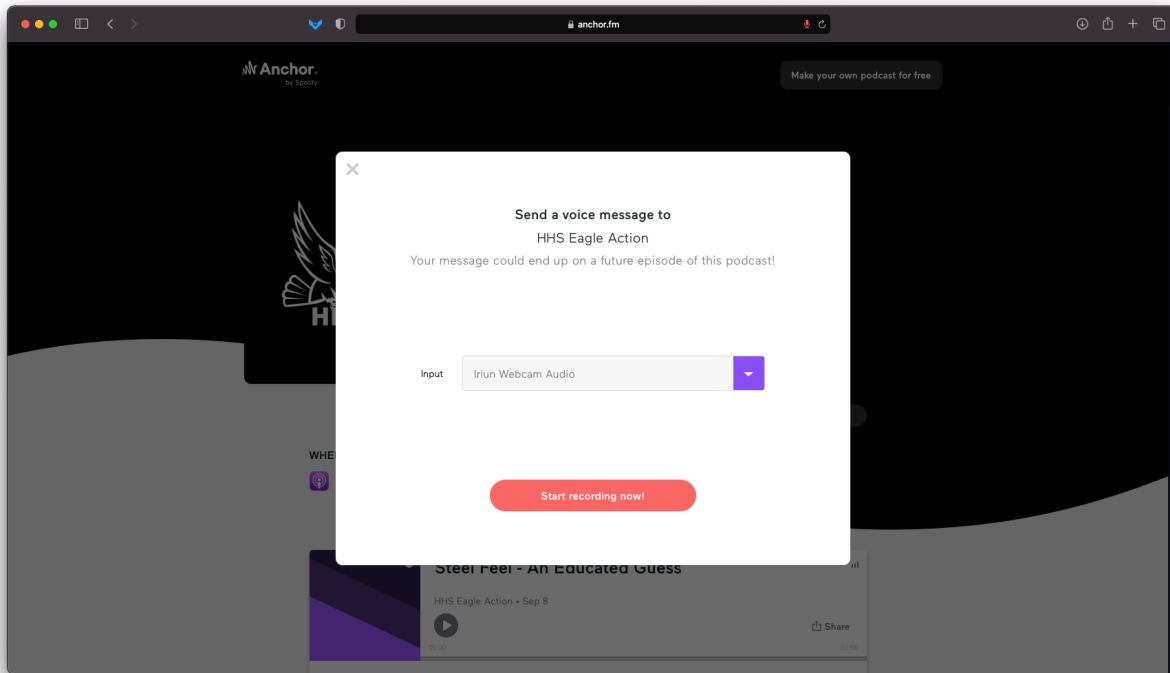
First, let's go to the recording website. Visit: hhseagleaction.com/record. This will take you to a landing page. Please read and note the disclaimer included on the page.



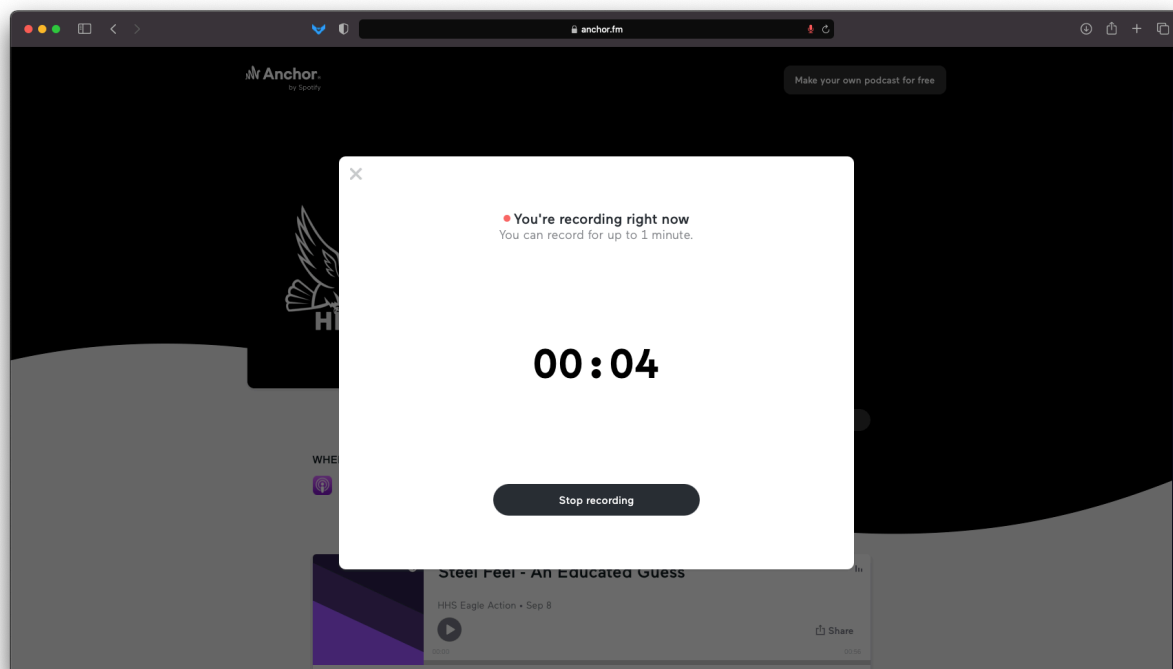
After 10 seconds, you'll be automatically redirected to Anchor. This is our podcast hosting provider. By recording, you'll also agree to their Terms of Service. After you've acknowledged the Terms of Service, you'll be greeted by this screen:



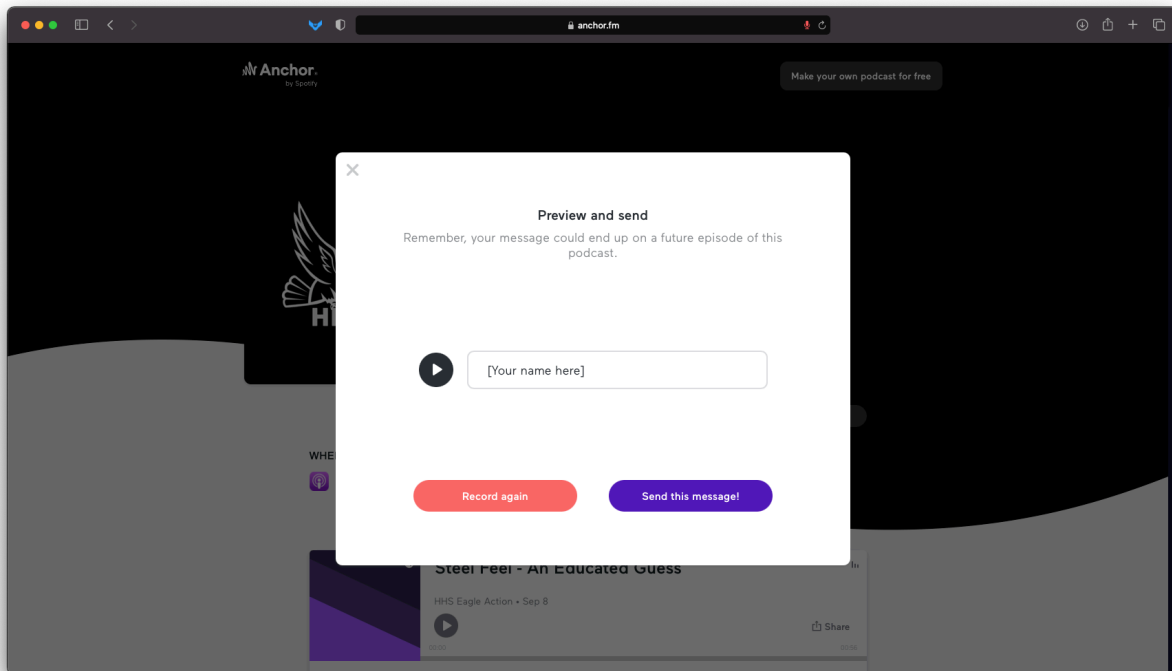
On the page, please allow permission to use your microphone. This is necessary to be able to record using your device. Once you have given permission, select an input device. This will general be your built in microphone, however if you'll use an external microphone, select it here.



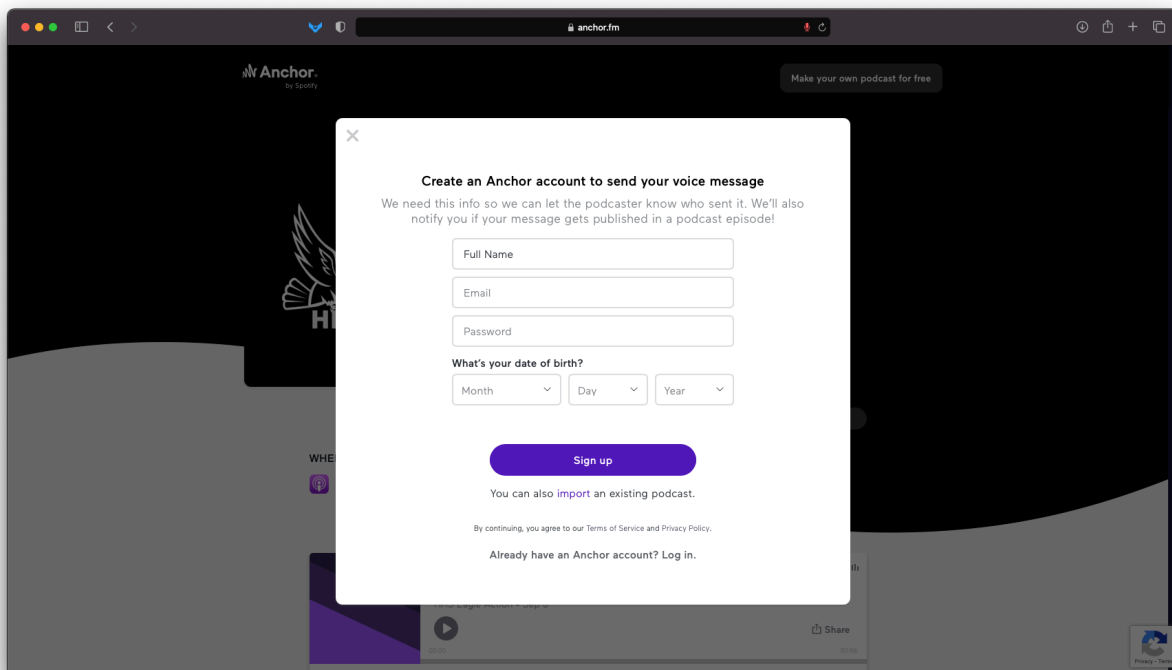
After this, click the big red “Start Recording Now” button to start recording. You can record as many times as you want, however there is a limit of 1 minute on each recording, so please keep this in mind. Once you’re finished recording, click the “Stop Recording” button.



Once you're at this screen, you can review your voice message and add your name. Please add your name so we can give credit and use your audio. If you do not provide a name, we will **not** use your audio, and it will be discarded. Once you've filled out your name and your happy with your recording, click "Send the Message!"



If you are not logged into an Anchor account, you'll be brought to this page:



To submit, you'll be required to create an account, so please make one. After you've created an account, simply submit your recording and we will have received it!

Congrats! You've sent your audio message to us.

If we love it, you'll be a part of our next episode. Please remember that you agree that any audio that you send to us belongs to you, and that once you've sent it to us, it becomes property of Eagle Action Media. From here, it can be used for future publication or commercial uses.