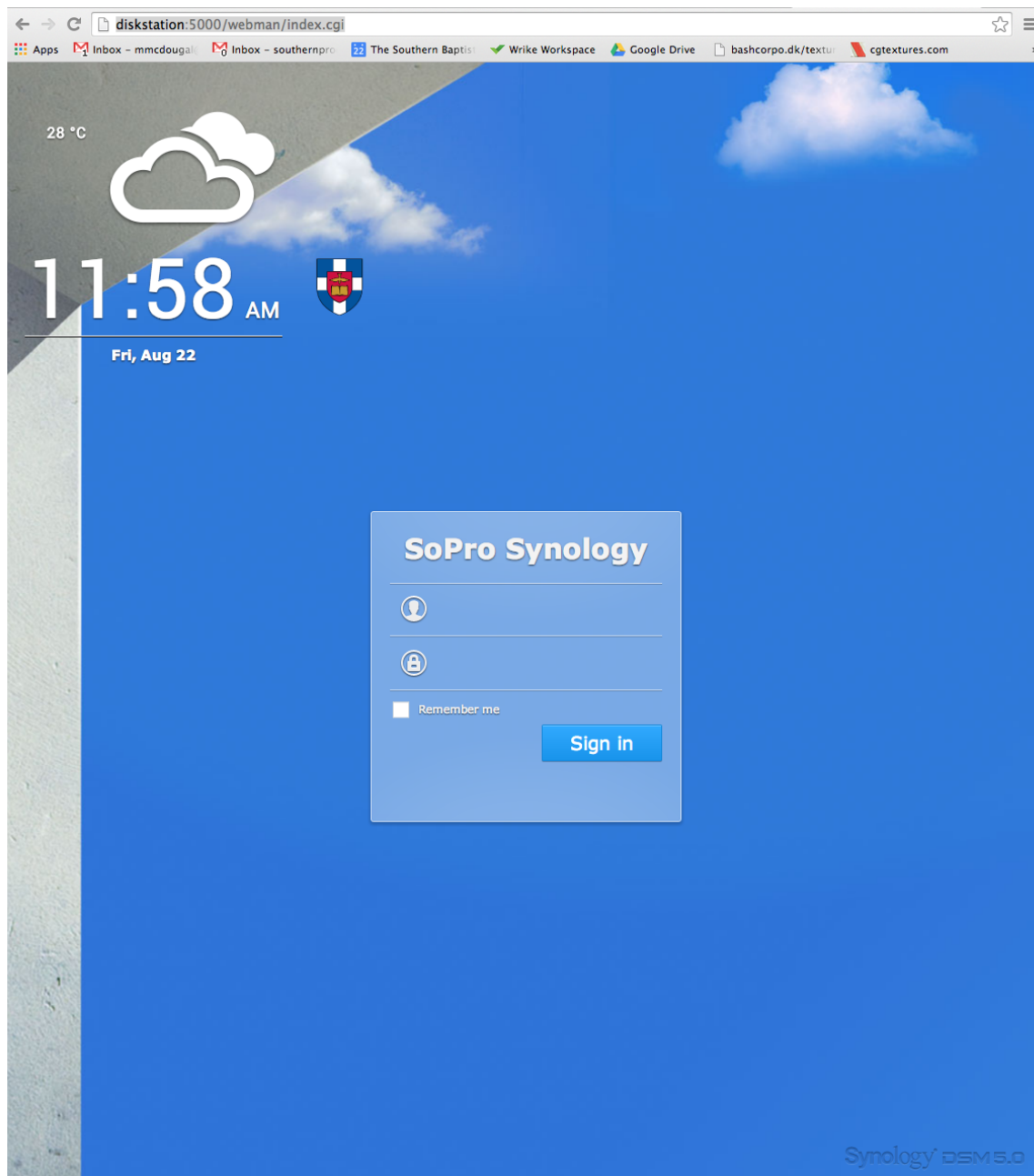# Southern Productions Audio Recording Submission Instructions

**1. Login to server in any web browser connected to wired internet or SBTS FacStaff**

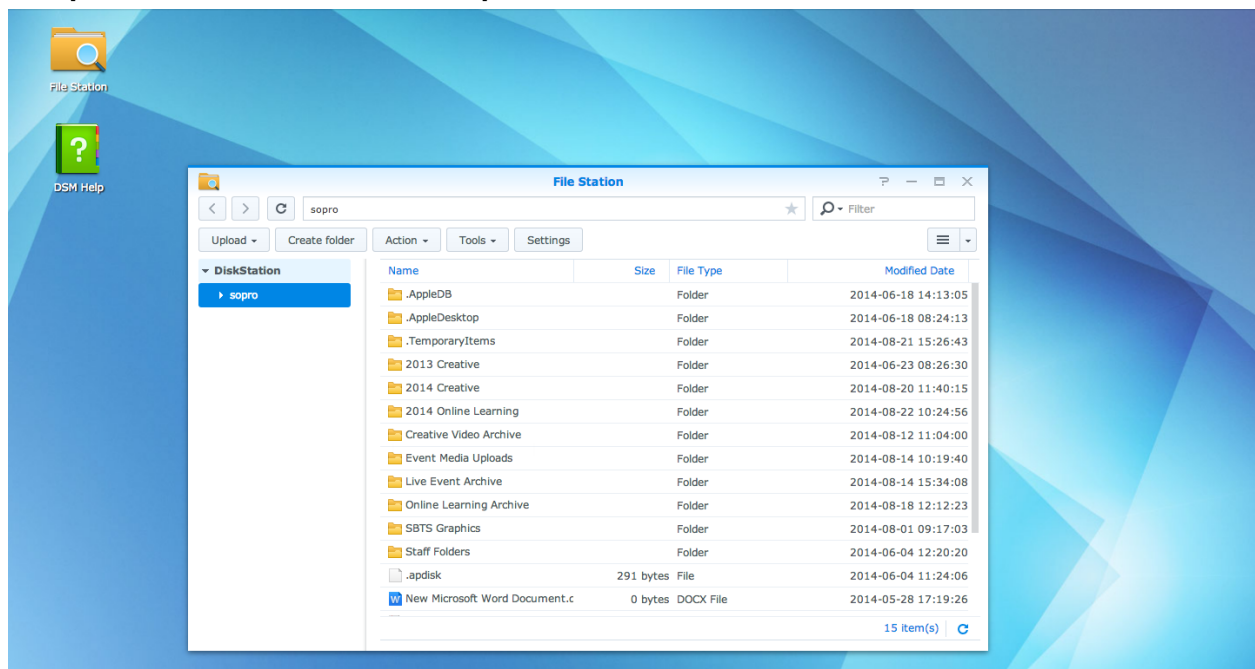Enter [http://diskstation](http://diskstation) in address bar

**Username:** eventmedia    **Password:** sbtsevmed2014

## 2. Click on File Station folder



## 3. Open the folder Event Media Uploads



## 4. Create a new folder for all audio for an event if one is not already made in Event Media Uploads using this format:
DATE(YYYYMMDD)_EVENT
ie: 20140821_Counseltheword

## 5. Create a subfolder with the event folder if one doesn't exist for the audio you are uploading.  Use this format for naming that folder
DATE_EVENT_SPECIFIC INFO
ie: 20140821_Counseltheword_MainSession1_Lambert

## 6. Rename audio files before uploading
Use the same format as the subfolder format

**<u>NEVER DELETE ANYTHING FROM THE SERVER, NO MATTER WHAT.</u>** Once a file is uploaded, leave it on the server. If it is uploaded twice, or there is an error with the naming of the file or the folder make a note in the Google Form and Southern Productions will correct any errors.

If you have questions or issues, please call:
      Matt McDougal: 502-897-4169 OR
      Chris Smith: 502-897-4162