# Posting sermon audio

1. Log into newsongarts dropbox to download podcast bumper tracks.
    Username: newsongarts@gmail.com
    Password: psalm403

2. Navigate to the folder called, "Podcast Media (1)"

3. Download the two .mp3 files in the folder.

4. Open your sound editing software and place "Campus Podcast Bumper In" at the beginning and "Campus podcast Bumper Out" at the end with a little overlap on both sides (listen to one of the previous podcasts for an example of the overlap).

5. Once your file is edited and the bumpers are in place, export the file as an .mp3.

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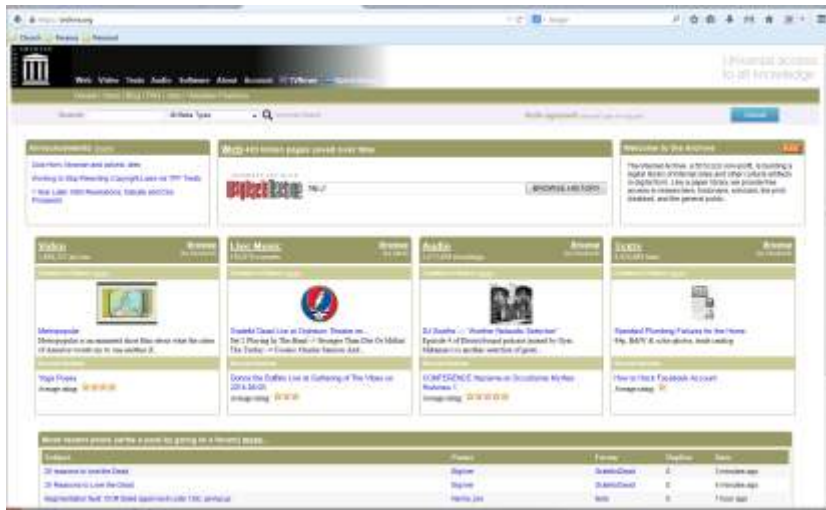
1. After sermon is exported as a .mp3, go to www.archive.org.

2. Log in with:
   Username: anthony@newsongchurch.com
   Password: newsong1

3. Click "Upload" & choose file to upload.
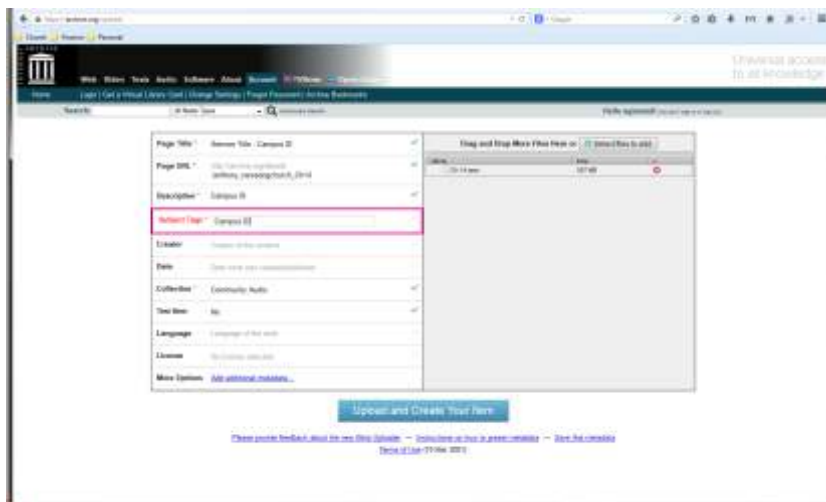
4. Enter the title of the sermon followed by a hyphen and then campus ID:
   - CC = Central Campus
   - IH = Inland Hills
   - SS = Seaside
   - PS = Parkside
   - EV = Elevate

5. You may enter a description and tagwords if you please but they won't do much so I typically just enter the campus ID again.

6. Click "Upload and Create Your Item".
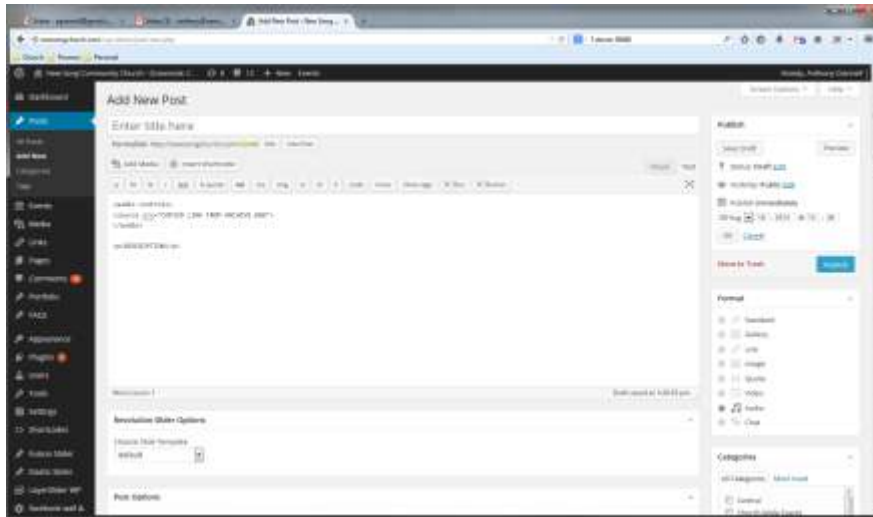
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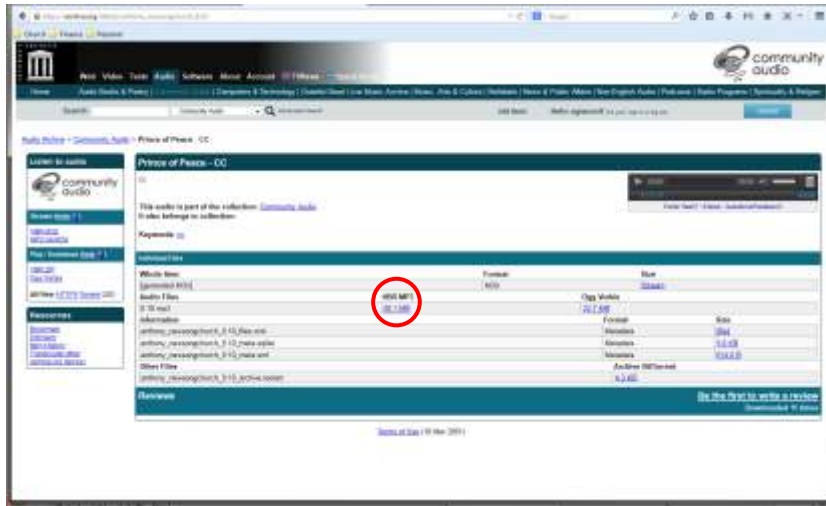
7. Once file uploads you will automatically be taken to this page. Right click on the "VBR MP3" link and select "Copy Link" (mac) or "Copy Link Location" (PC).
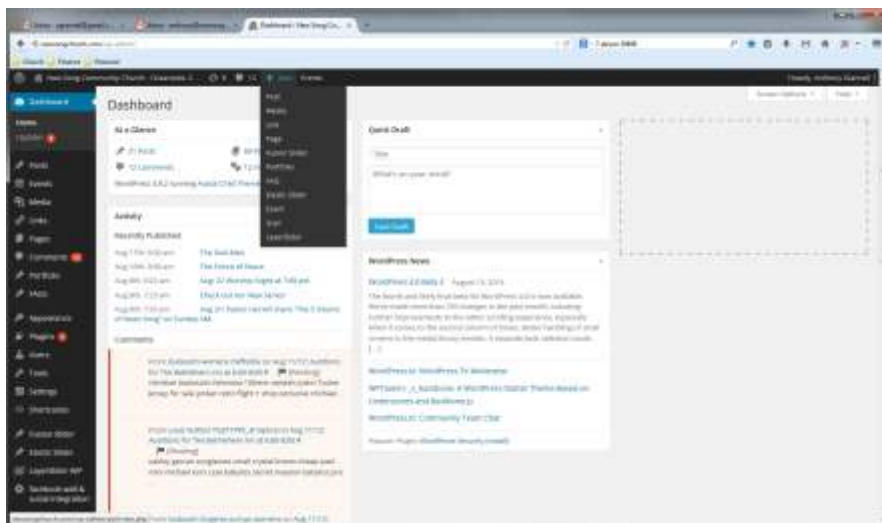
8. Navigate to www.newsongchurch.com/wp-admin
Log in info is:
Username: Anthony
Password: newsong1

9. Hover over "+ New" at the top, then select "Post" from the drop-down menu.

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10.   Type in the title where instructed.

11.   In the body field, make sure the "text" tab is selected in the upper right corner.

12.   Type the following **EXACTLY** as it is written below but with your info:

```
<audio controls>
<source src="COPIED ARCHIVE LINK">
</audio>
<p>SERMON DESCRIPTION</p>
```

           NOTE: include all punctuation as written

13.   Click edit next to the date and select the correct date & time, then click "OK".

14.   Next, select "Audio" from the format menu below "Publish".
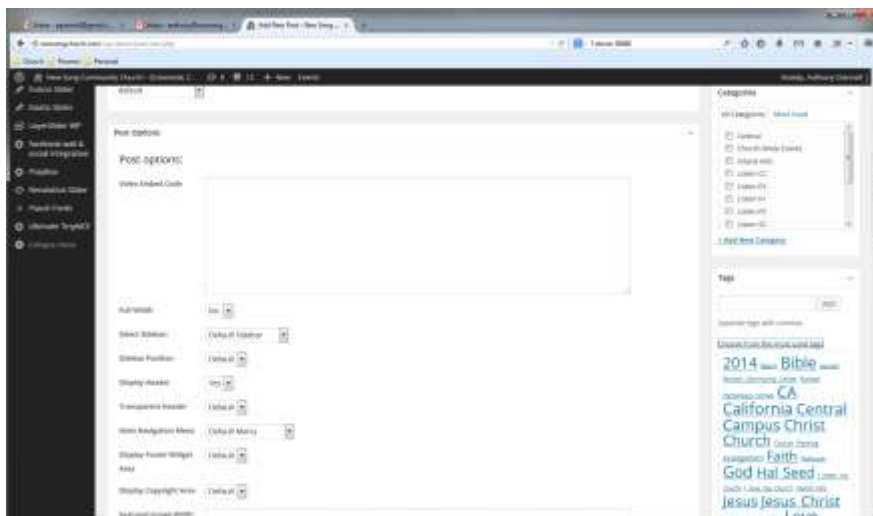
15.   Select the proper category for your campus from the list.

16.   Add tags as you desire. By clicking "Choose from the most used tags", you will see tags I have been using.

17.   Finally, scroll back to the top and click the blue "Publish" button.

**If you have any questions or it's not working for some reason
feel free to email me, anthony@newsongchurch.com or call me (760)638-1144**