

# “How Do I” – Add our sermon to our website?

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## YOUR “SERMON” FOLDER ON YOUR COMPUTER

1. On your computer, create a “sermon” folder if you don’t have one.
2. Be sure to transfer ALL Sunday Sermons from your flash drive to this folder.

## YOUR INTERNET WEBSITE

1. Go to your website
2. At the top of the page, click the “sermon” button
3. Your website page called “Sermon” will open
4. In the box called sermon.net, look at the lower right corner for a padlock icon
5. Place your mouse over the padlock icon and click once -
6. This will open a new page labeled sermonstudio

## LOGIN TO THE “SERMON.NET” INTERNET WEBSITE

7. In the login/email box type: (YOUR USER NAME)
8. In the password box type: (YOUR USER PASSWORD)
9. Click on the login button
10. A new page will open labeled sermonstudio - channel
11. Click on “Add a New Record”
12. A box will appear stating: “Enter the record title”
13. Type the name of the sermon in the box
14. Click on the “next” button - a new window will open

## RECORD TITLE AND DATE

1. You will notice the sermon title is already shown in the “Title” box
2. Click on the mini calendar to the right of the “date” box
3. The calendar will open
4. Click on the date of the sermon
5. The calendar will close and the date will appear in the “date” box

## ASSIGN CATEGORIES you will see 3 “label” and “content” boxes

1. Click on the first “label” box and select either speaker or pastor
2. Click on the first “content” box and select (a) Sam, David, or (b) add new
3. (If you select “add new” a box will appear below it - type the new name
4. Click on the second “label” box and select Sunday Service
5. Click on the second “content” box and leave blank
6. Click on the third “label” box and select Scripture
7. Click on the third “content” box and select book
8. Next to the third “content box” are two boxes
9. In the first box type the chapter
10. In the second box type the verses

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### DESCRIPTION AND KEYWORDS

1. In the “description” box repeat the chapter and verse information
2. In the keyword boxes you can type individual words from the title (this allows anyone searching for these specific words to find the sermon.)
3. Click on the “save” button
4. A new page will open

### RECORD DETAILS

1. Under record setting the following should have a checkmark in the “on” column “Show in Player:”, “Podcast”, “User Comments”
2. To the right you should see the name of the sermon with the date and the description (chapter-verse, etc)
3. Under Key words you should see the words you entered in the “keyword” box
4. The next line should show (speaker or pastor) and the name you selected
5. The next line should show (scripture) with the book, chapter, verse.
6. **IF YOU WISH TO CHANGE ANYTHING, CLICK ON THE “EDIT” BUTTON AND MAKE YOUR CORRECTIONS**
7. Once everything is correct, click on the “save” button
8. A new page will open

### MEDIA UPLOAD CENTER

1. Under “Audio” do not change the “select audio compression” - leave it as is.
2. Click on the “select audio” button
3. We are now switching from the internet “Sermon” page to your computer (you have your sermon file stored on your computer)
4. A “select file” box opens
5. Find your file and double click on the file name
6. The box will close and you will be returned to the internet “Sermon” page
7. You will see the filename appear in the “Upload from Computer” box
8. Click on the “begin upload” button
9. The button will change to a “cancel upload” button. Do not click on this button.
10. Next to the “cancel upload” button you will see a line that shows the percentage of the file that has been uploaded, along with the transfer rate and time left.
11. The upload will take a long time because it’s a big file.

### NOTE:

**You don’t have to wait until it’s through to use your computer. Just make sure you don’t close the page before it has completed the upload.**