

Podcasts

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Basic Podcast Info

Access URLs

Podcast Storage Location

Amazon S3 - <https://gracepodcasts.s3.amazonaws.com/>

Each podcast will be uploaded under it's campus/feed in the format of:
<https://gracepodcasts.s3.amazonaws.com/FolderName/FileName.mp3>

Examples:

<https://gracepodcasts.s3.amazonaws.com/unscripted/UrbanVision.mp3>

https://gracepodcasts.s3.amazonaws.com/bath/There_Are_Just_Some_Things_Week_4_Spur_One_Another_On.mp3

Podcast Website

Wordpress - <https://podcasts.gracechurches.org/>

Log in at: <https://podcasts.gracechurches.org/wp-admin/>

Mobile App Dashboard

Subsplash - <https://dashboard.thechurchapp.org/>

Uploading the Podcast via Cyberduck (Windows or macOS)

Cyberduck is a free cloud storage browser that can connect directly to Amazon S3.

Download and install the latest version from <https://cyberduck.io/download/>.

Access the Amazon S3 Bucket

Launch Cyberduck

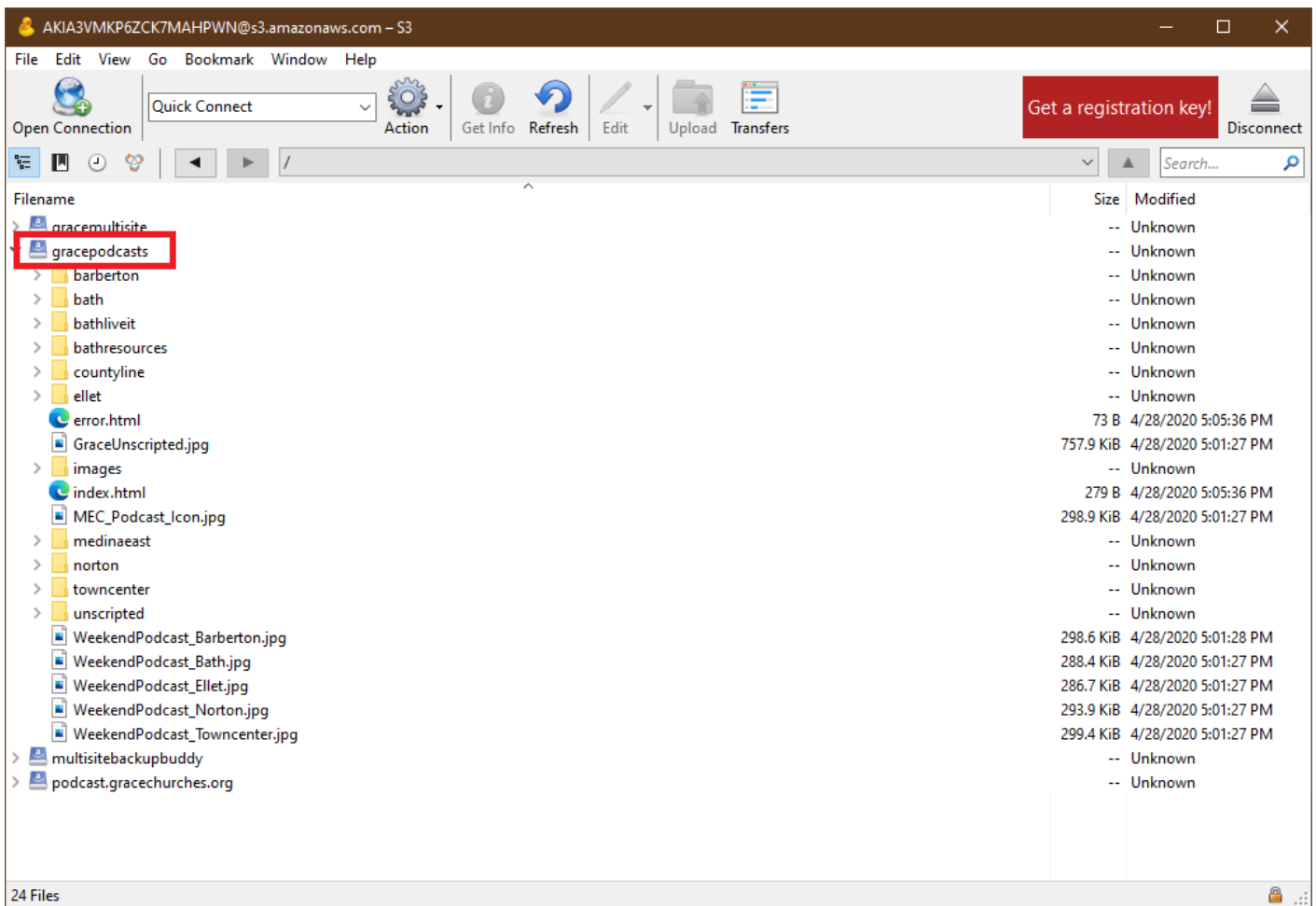
 type unknown

1. Click "Open Connection"
2. In the Open Connection screen select "Amazon S3" from the drop down menu
3. Enter the "Access Key ID" provided by the IT Department
4. Enter the "Secret Access Key ID" provided by the IT Department

Click "Connect" and you'll be connected into Amazon S3.

Open the Folder named "gracepodcasts".

Drag & Drop your mp3 to the correct folder to upload it.



Copy the URL

You can easily copy out the URL of the podcast from CyberDuck for use in posting your podcast in either the app or podcast site.

1. Right-Click the item you want the URL of
2. Highlight "Copy URL"
3. Choose the first HTTPS URL option
 - All uploads will follow the format of

<https://gracepodcasts.s3.amazonaws.com/FolderName/FileName.mp3>

This is the URL you will use to publish the podcast

AKIA3VMKP6ZCK7MAHPWN@s3.amazonaws.com – S3

File Edit View Go Bookmark Window Help

Open Connection Quick Connect Action Get Info Refresh Edit Upload Transfers

Get a registration key! Disconnect

Filename Size Modified

▼ bath -- Unknown

___I_ Experienced Loss.mp3 46.4 MiB 4/28/2020 5:04:05 PM

4.7.19 YT Thum Refresh Ctrl+R

5_Assumptions New Folder... Ctrl+Shift+N

5_Assumptions New Encrypted Vault...

5_Assumptions New File... Ctrl+Shift+F

5_Assumptions New Symbolic Link...

5_Assumptions Rename...

5_Assumptions Duplicate... Ctrl+D

5_Assumptions Copy URL

5_Assumptions Open URL

5_Assumptions Share...

5_Assumptions Edit With Ctrl+K

5_Assumptions Info Alt+Enter

5_Assumptions Download Alt+Down

5_Assumptions Download As... Alt+Shift+Down

5_Assumptions Download To...

5_Assumptions Upload... Alt+Up

5_Assumptions Synchronize...

5_Assumptions Delete

5_Assumptions Revert

5_Assumptions Create Archive

5_Assumptions Expand Archive

622 Files

HTTPS URL

https://gracepodcasts.s3.amazonaws.com/bath/___I_ Experienced Loss.mp3

HTTP URL

http://gracepodcasts.s3.amazonaws.com/bath/___I_ Experienced Loss.mp3

Pre-Signed URL (Expires Monday, May 4, 2020 5:18:29 PM)

https://gracepodcasts.s3-us-east-2.amazonaws.com/bath/___I_ Experienced Loss.mp3?X-Amz-Algorithm=...

Pre-Signed URL (Expires Tuesday, May 5, 2020 4:18:29 PM)

https://gracepodcasts.s3-us-east-2.amazonaws.com/bath/___I_ Experienced Loss.mp3?X-Amz-Algorithm=...

Pre-Signed URL (Expires Monday, May 11, 2020 4:18:29 PM)

https://gracepodcasts.s3-us-east-2.amazonaws.com/bath/___I_ Experienced Loss.mp3?X-Amz-Algorithm=...

Torrent URL

http://gracepodcasts.s3.amazonaws.com/bath/___I_ Experienced Loss.mp3?torrent

HTTPS URL

https://s3.amazonaws.com/gracepodcasts/bath/___I_ Experienced Loss.mp3

Pre-Upload Process

Get the Audio file of the message from the CAM Team, computer, etc.

Trim the file to include the sermon dialogue (possible the pre-sermon bumper audio).

- Some people do this using QuickTime or Audacity.

Export the trimmed file into iTunes

- While the file is in iTunes put any information into it (such as title, series, etc) by right clicking the file and clicking on “Song Info”

Convert the file into an MP3

- To do this select the file, then Click on “File” in the top left and select “Convert” then click “Create MP3 Version”

Drag the MP3 file out of iTunes onto your desktop.

Change the file name to match with the series and the week (or the week title).

Updating the Podcast Feed

Access the Podcast Wordpress Site

The Admin Page can be accessed here: <https://podcasts.gracechurches.org/wp-admin/>

Create a new Post, either:

- On the top bar hover over "+ New" choose "Post"
- On the left choose "Posts" then "Add New"

On the New Post fill out the following:

1. "Add title" - Name the podcast entry. This is what will show up as the name of the podcast in the feed.
Usually the Date & Sermons Series & Sermon Title.
 1. Example: 11/3/19 - There Are Just Some Things You Shouldn't Do Alone - Spur One Another On
2. "Start writing or type / to choose block" - Add a Sermon Synopsis. This shows up as the Show Notes in the podcast feed.
3. Change the "Publish" date to match the Sunday when the message was given. This will also be the date/order the podcast appears in the feed.
4. Update the "Category" to match the Campus.
5. Add a "Featured Image" If there is one.
6. Find the "Podcast Episode for Custom Channel:..." that matches your campus
 1. Enter the Media URL from the file you uploaded before, example:
<https://gracepodcasts.s3.amazonaws.com/FolderName/FileName.mp3>
 2. Click "Verify URL" - If the media location is correct it will auto-fill the appropriate fields.
 3. Enter any other info as necessary.
7. "Publish" the post to add it to the podcast feed.

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Updating the Mobile App

Access the App Dashboard

The Admin Page can be accessed here: <https://dashboard.thechurchapp.org/>

In the left side navigation select "Library" then "Media".

To add a message to an existing series

Click "Create Media Item" in the top left.

1. Give the message a *Title*
2. Select the Sermon Series from the *Media Series* drop down menu
3. Click *Create*

[subsplash_create1.png](#)

On the following page:

1. Fill out the desired fields under **Basic Info**
2. Enter the URLs of the message under **Video & Audio**
 1. Video is mostly likely a Vimeo URL.
 1. Format of:
`https://player.vimeo.com/external/number.sd.mp4?s=randomnumbers&profile_id=164`
 2. Audio will be the URL where the podcast was uploaded.
 1. Format of:
`https://gracepodcasts.s3.amazonaws.com/FolderName/FileName.mp3`
3. Upload or link a **PDF** or **Web Links** as needed
4. Add desired **Artwork**
5. **Publish** the Media Item

[subsplash_create_Media_Item.png](#)

To create a new sermon series

Click "Create Media Series" in the top left & name the series. Then fill out the following:

1. Give the Semon series a Title & (optional) Subtitle in the **Basic Info** section
2. Upload the series **Artwork**
3. **Publish** the series

subsplash_new_media_series.png

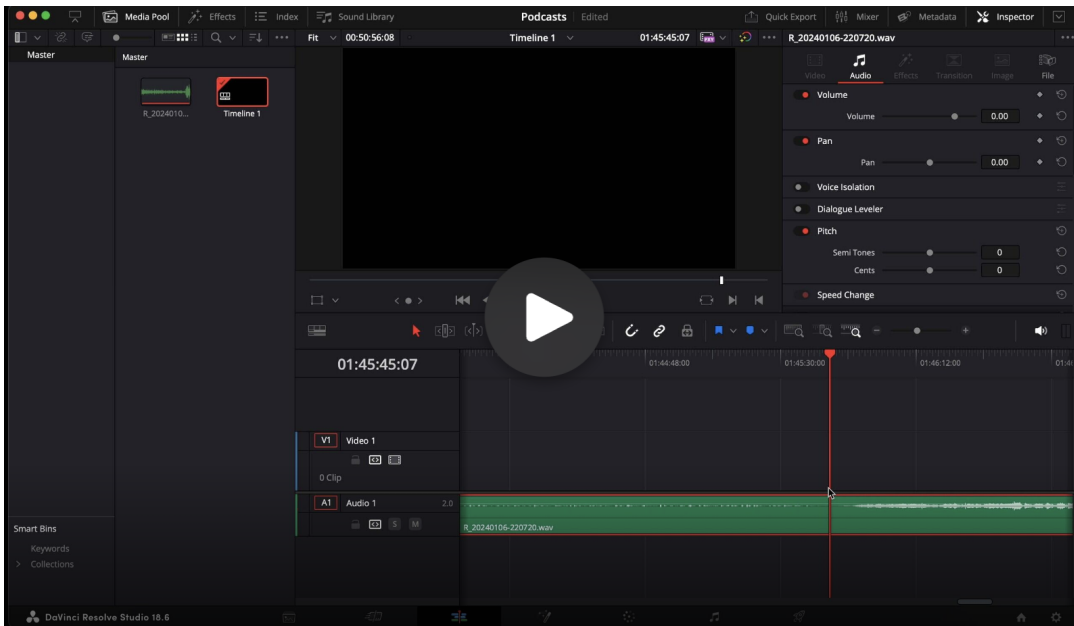
Image found type: none

CLC Podcast 2024

Edit the recording in Davinci Resolve

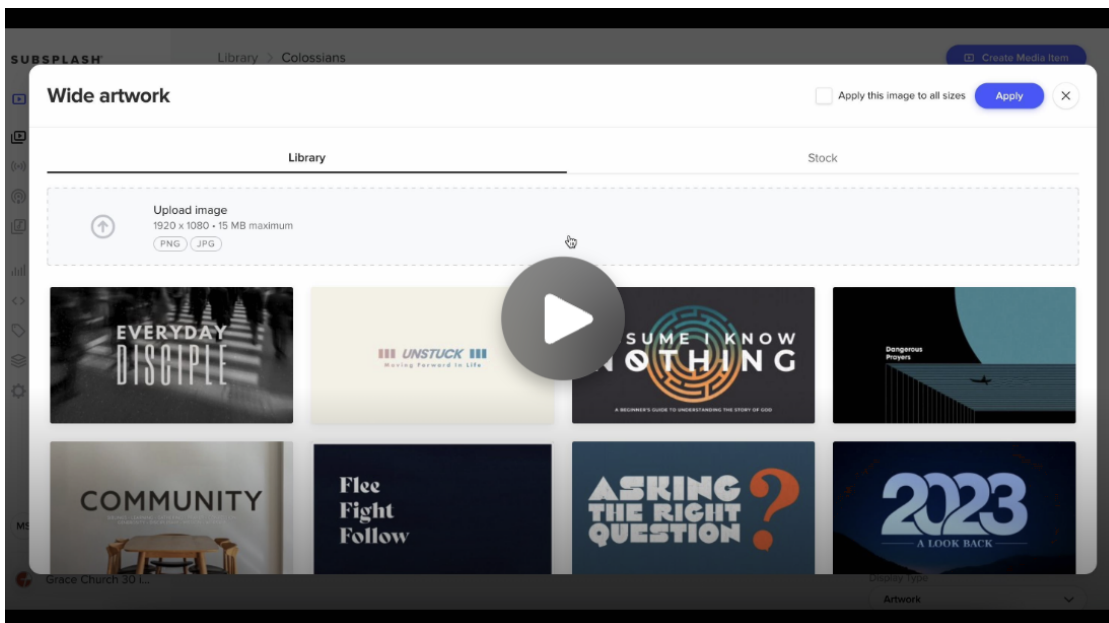
The purpose of editing the sermon is to:

1. Trim off the beginning and end of the recording that isn't part of the sermon
2. Make the audio louder



Upload to the App

This will make the audio sermon available on the Mobile app, Roku app, and on the website.



[Upload to the App.mov](#)