

# 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](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

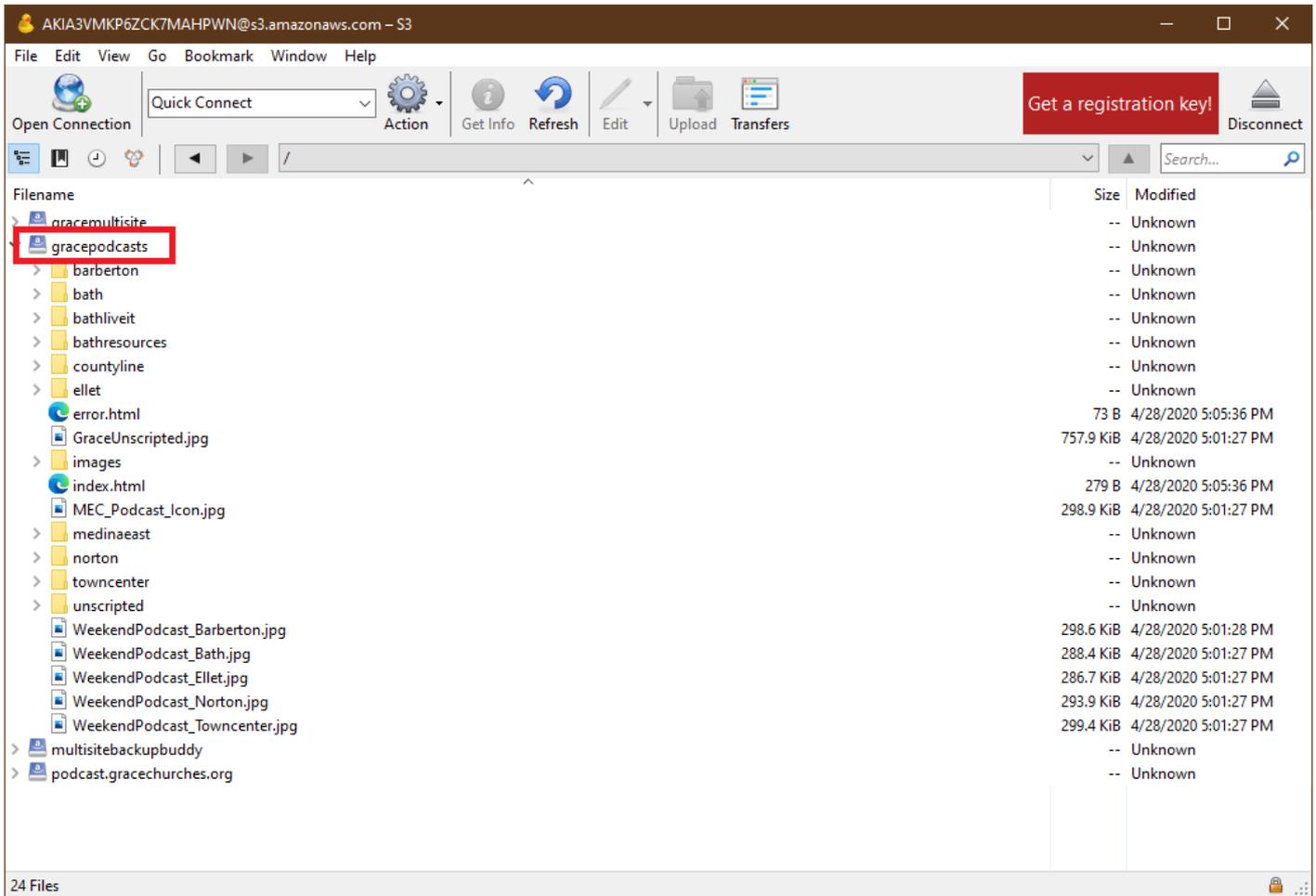
 type unknown

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

Search...

Filename	Size	Modified
__l_ Experienced Loss.mp3	46.4 MiB	4/28/2020 5:04:05 PM
4.7.19 YT Thum	590.8 KiB	4/28/2020 5:02:13 PM
5_Assumptions	54.4 MiB	4/28/2020 5:02:13 PM
5_Assumptions	46.0 MiB	4/28/2020 5:02:13 PM
5_Assumptions	53.0 MiB	4/28/2020 5:02:14 PM
5_Assumptions	49.8 MiB	4/28/2020 5:02:14 PM
5_Assumptions	47.3 MiB	4/28/2020 5:02:14 PM
5_Useful_Thing	40.5 MiB	4/28/2020 5:02:14 PM
30_in_30_-_Mis	48.1 MiB	4/28/2020 5:02:12 PM
30_in_30_-_Mu	50.6 MiB	4/28/2020 5:02:12 PM

622 Files

Refresh Ctrl+R

New Folder... Ctrl+Shift+N

New Encrypted Vault...

New File... Ctrl+Shift+F

New Symbolic Link...

Rename...

Duplicate... Ctrl+D

Copy URL

Open URL

Share...

Edit With Ctrl+K >

Info Alt+Enter

Download Alt+Down

Download As... Alt+Shift+Down

Download To...

Upload... Alt+Up

Synchronize...

Delete

Revert

Create Archive

Expand Archive

HTTPS URL

https://gracepodcasts.s3.amazonaws.com/bath/\_\_l\_ Experienced Loss.mp3

HTTP URL

http://gracepodcasts.s3.amazonaws.com/bath/\_\_l\_ Experienced Loss.mp3

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

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

Torrent URL

http://gracepodcasts.s3.amazonaws.com/bath/\_\_l\_ Experienced Loss.mp3?torrent

HTTPS URL

https://s3.amazonaws.com/gracepodcasts/bath/\_\_l\_ 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.

[wp-add-post.png](#) type unknown

# 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

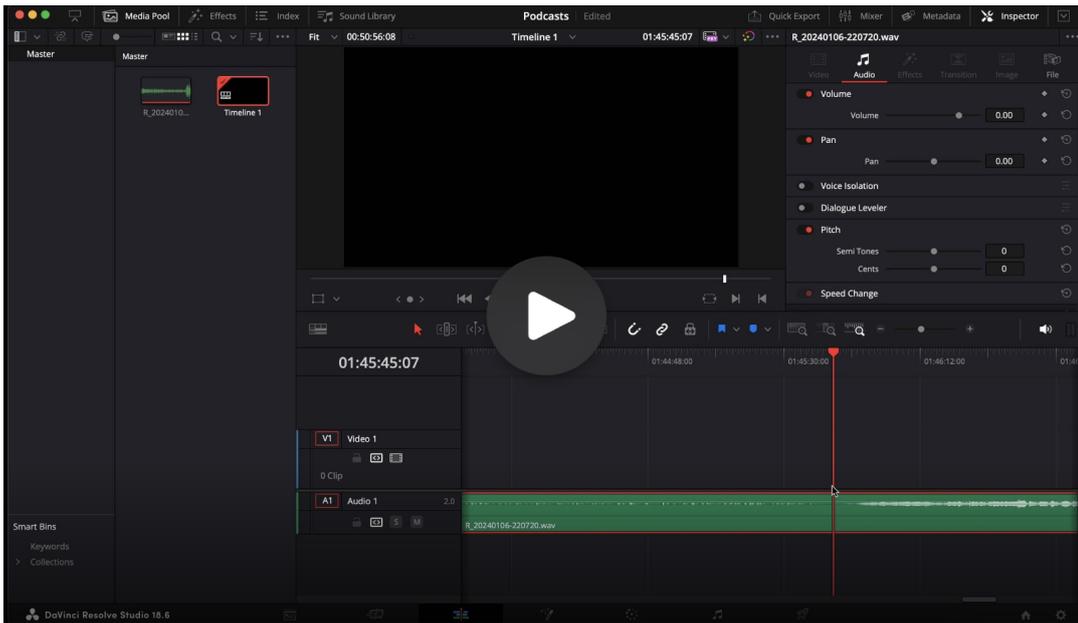
subsplash\_new\_media\_series.png

# CLC Podcast 2024

## Edit the recording in Davinci Resolve

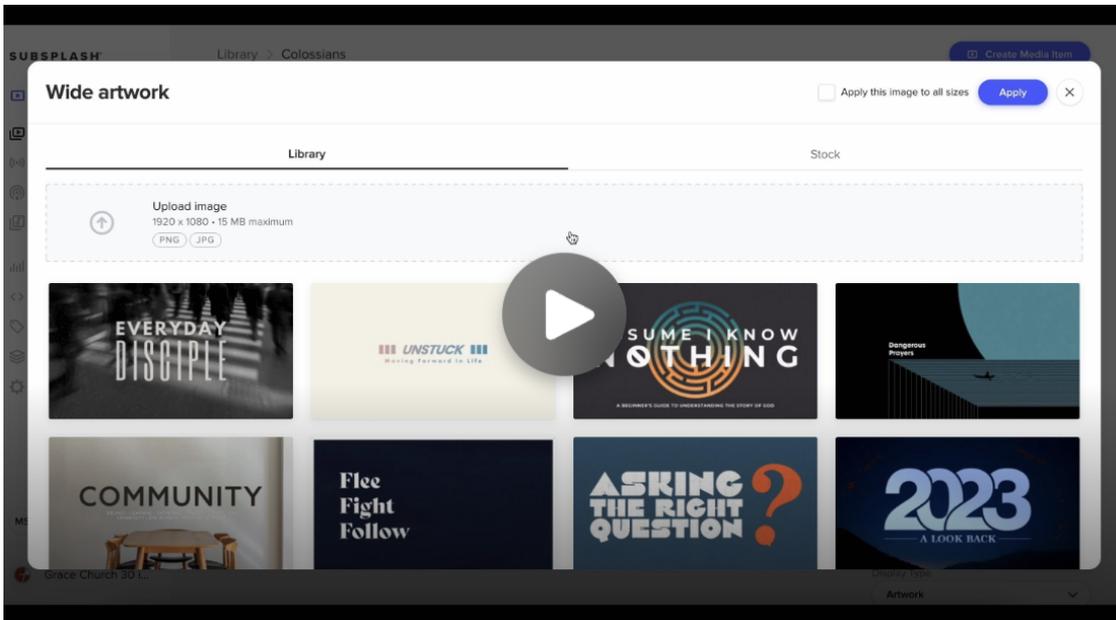
The purpose of editing the sermon is to:

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](#)