

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

Revision #2

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