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
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