

# Uploading Sermons to the web site

[http://thcc.org.uk/wp-login.php?redirect\\_to=http%3A%2F%2Fthcc.org.uk%2Fwp-admin%2Findex.php&reauth=1](http://thcc.org.uk/wp-login.php?redirect_to=http%3A%2F%2Fthcc.org.uk%2Fwp-admin%2Findex.php&reauth=1)

- Go to 'Media' and 'add new' select the sermon mp3 and upload it to the media library. Make sure that the name of the file you upload is all one word with no spaces (DateMonthYear\_Preacher) e.g. 20130602\_TonyUddin
- Go to 'Posts' and then 'add new'
- Type the title e.g. Haggai - Tony Uddin
- Click on 'Add Media' and select from the library a picture of the speaker, or the sermon series graphic press upload. Note that this image appears on Sermons page, not on the home page.
- Next to the picture type 'Listen to a sermon from \*Speaker's name\*'. If there is already text that says "Listen to this week's sermon" delete this.
- On the right hand side of the page, above 'Publish' go to 'Publish **immediately edit**' and set the date that the sermon was preached on
- On the right hand side of the page, under 'Categories' check 'sermons' so that the post will appear under the sermon tab of the website and check 'featured' so that it will show up on the home page.
- 'Tags' is underneath. Choose some relevant tags for the sermon e.g. Tony Uddin, Haggai
- Below tags select a featured image. This is the image that will appear on the home page. Try to pick an image which is wider than it is tall for this one.
- Scroll down to 'Podcast Episode' this is where you actually upload the sermon mp3
- Next to 'Media URL' type the url of the sermon. This follows the pattern:  
[http://thcc.org.uk/wp-content/uploads/2017/11/20130602\\_TonyUddin.mp3\\_](http://thcc.org.uk/wp-content/uploads/2017/11/20130602_TonyUddin.mp3_)

The blue part is always the same. The red part changes and is the year and month and the name of the sermon mp3 file. If for any reason you don't know the sermon mp3 file name you can go to the media library, click on the file and copy the url from there.

- Press 'verify URL'.
- Scroll back to the top and click 'Publish'