

Putting sermons on the WCC website

This provides instructions on how to add a video from a Sunday Service to the Catch Up section of the WCC website.

Log in to the Website as an Admin user

- 1) Point your browser to wantagecc.org.uk/admin/
- 2) if that doesn't work, go to <https://wantagecommunitychurch.churchpages.co.uk/admin/>
- 3) Log in as an admin user (details available from Andy White if you don't already have them)

Create a new sermon for the new video

- 4) On the top blue bar, hover the pointer over **My Site**, then **Pages**, and then click on **Tree View**
- 5) In the left-hand column, click on **Catch Up** and then **Sunday Services**
- 6) Click the *right* mouse button over the latest sermon (the one immediately below "Sunday Services") and select **Duplicate...**
- 7) When prompted "Duplicate this page?" click **OK**
- 8) There will now be a new two copies of the page at the top of the list of sermons.

Enter the details of the new video

- 9) Click on the sermon at the very *top* of the list (this is the duplicate you just created)
- 10) Hover the mouse pointer over the **Edit** menu in the main part of the window and then click on **Info**
 - a) Update the **Navigation Title** to describe the subject of the sermon for that Sunday
 - b) Update the **SEO URL** to include this and the date
 - c) Leave the URL blank and all other settings as they are
 - d) Click **OK**
- 11) Click **Edit** button in the list of menus in the top left of the window
 - a) Update the **Sermon Date**
 - b) Update the **Preacher**
 - c) Update the **Title** to match the Navigation Title just entered into the Info above

Get information about the new video from Facebook

- 12) Open a new browser tab or window and go to [facebook.com/wccopengate](https://www.facebook.com/wccopengate)
- 13) Find the post with the video of the live stream in it, and click on it
- 14) Go to the address bar in your browser and look at the web address. It will be something like this:
 - a) <https://www.facebook.com/159980340735905/videos/1184818105293776>
- 15) **Copy** the number to the right of "/videos/", in bold in the example above

Link to this video in the new sermon on the website

- 16) Go back to the website admin window or tab.
- 17) Click on the **Source** tab above the main text box to see the html for the sermon
- 18) Replace the video number in the copied page with that from Facebook. It appears twice, as highlighted in the following examples. Make sure that you *only* replace the number as highlighted in bold below!
 - a) href=[https%3A%2F%2Fwww.facebook.com%2Fwccopengate%2Fvideos%2F321157609275873](https://www.facebook.com/159980340735905/videos/321157609275873)%2F&
 - b) href="<https://www.facebook.com/159980340735905/videos/321157609275873>"
- 19) Click on the **Visual** tab above the text box to check that this has worked and that the video is visible in the text box

20) If it hasn't worked then click on a different sermon in the list under "Sunday Services" to throw away the edits you just made and then on the new sermon at the top of the list again and resume at step 17 above

21) Edit the text to indicate where the sermon starts (check the Facebook video to work out when this is)

22) Click the **Save** button below the main text box

Set the attributes of the video to allow filtering on the webpage

23) Click the **Attributes** button in the list of buttons at the top right of the page

24) **Tick** all the relevant boxes for this new video.

25) Remembering to **untick** any boxes that were ticked from the video page that was copied to create this new one and which are not relevant to this new video

26) If you need a new option, please let Andy White know so he can add it

27) Click **Save Changes**