QUICK & EASY STEPS for UPDATING WEBSITE MONDAY MORNING

Open the Website dashboard, YouTube and Vimeo to have ready

Archive immediate past worship service:
- Go to Videos – duplicate last week's worship service and edit the duplicated one
- From Vimeo – pick up the video link from the LIBRARY on Vimeo
- Scroll to the bottom of the new video to paste in the new link. When there, delete the pdf link.
- Scroll to top and rename video file, update video information
- Go to Video menu on the right to reset the date, type of video, if needed, and preacher

Update Vimeo for the upcoming Sunday:
- Go to the Vimeo tab and click on Live Events. Open last week's service
- Left Menu: Click on Settings and update video title; click SAVE
- Left Menu: Click on Player|Customize Player and toggle OFF the "Show Latest Video" menu item

Update the Watch Live page on the website:
- Open the Watch Live page
- Delete the bulletin link (bulletin button) and leave blank (until Wednesday)
- Update the Date, sermon info, preacher info and scripture info.
- Update page

Update the About Worship page on the website:
- Open the About Worship page
- Update the date, sermon info, preacher info and scripture info
- Delete Bulletin link and add "(coming Wednesday)" text next to the DOWNLOAD BULLETIN text
- Update page

Tag and Code the Live event on YouTube:
- Open the YouTube tab
- Click on YouTube Studio|Content|Live tab
- Click on the EDIT pen to open the latest worship service
- Categorize it as a Worship Service on the playlist
- Click on SHOW MORE
- Add tags
- Add recording date
- Add recording location
- Change the Category to "Nonprofits & Activism"
- Click on SAVE at the top