

Start here [http://oakwoodbible.org/wp-admin/edit.php?post\\_status=draft&post\\_type=wpfc\\_sermon](http://oakwoodbible.org/wp-admin/edit.php?post_status=draft&post_type=wpfc_sermon)

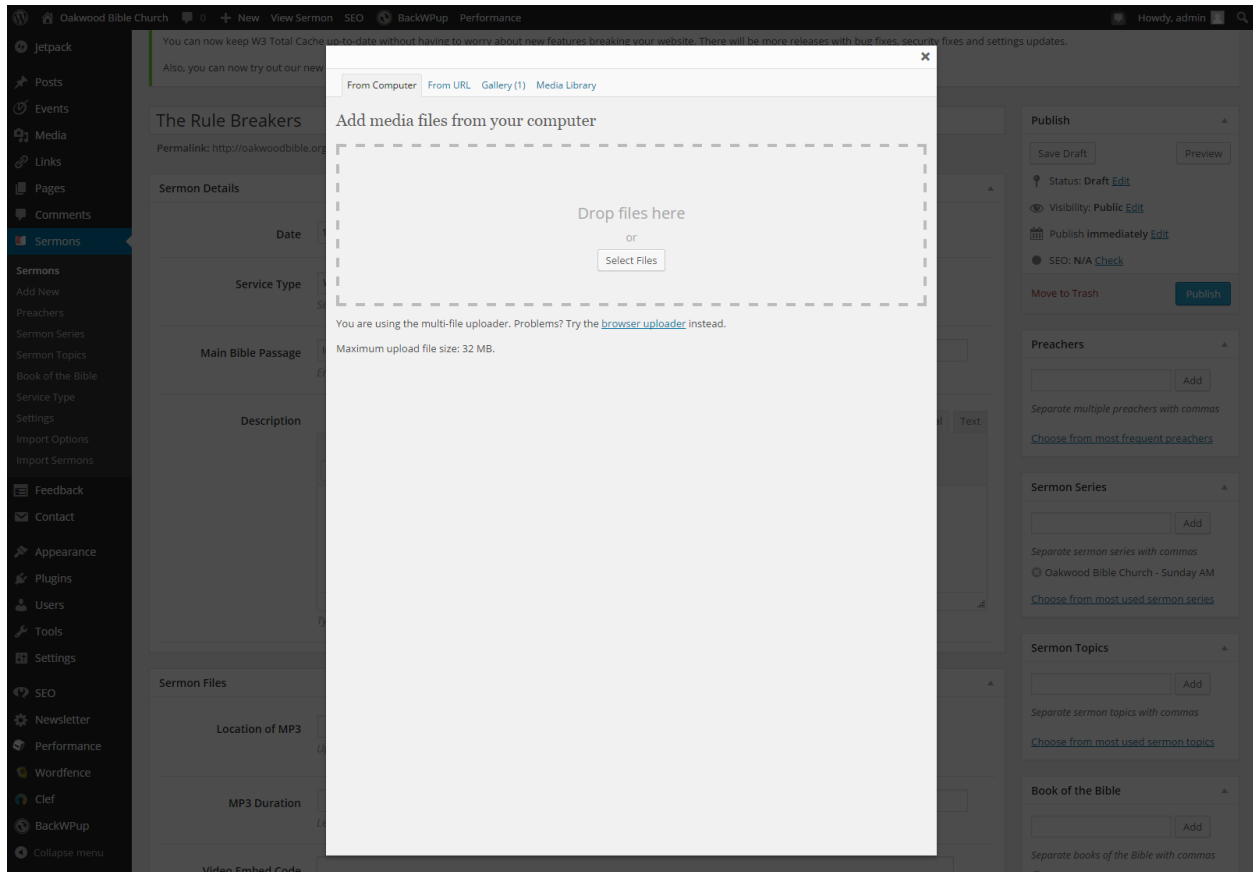
Now click edit for the draft of today's sermon.

The screenshot shows the WordPress 'Sermons' management interface. At the top, there's a navigation bar with 'Oakwood Bible Church' and user 'Howdy, admin'. A sidebar on the left contains various site management options like Dashboard, Jetpack, Posts, Events, Media, Links, Pages, Comments, Sermons, Feedback, Contact, Appearance, Plugins, Users, Tools, Settings, SEO, Newsletter, Performance, Wordfence, and Clef. The main content area is titled 'Sermons' and includes a 'TOTAL CACHE' notification. Below that, there are filters for 'All (45)', 'Published (43)', 'Drafts (2)', and 'Trash (4)'. A table lists sermons with columns: Sermon Title, Preacher, Sermon Series, Topics, Views, Date Preached, and Bible Passage. The first row is 'The Rule Breakers' by 'Oakwood Bible Church - Sunday AM', with 0 views and a date of December 21, 2014. The second row is '(no title)' with 0 views. A warning message is visible at the bottom right of the table. The URL at the bottom of the browser window is 'oakwoodbible.org/wp-admin/edit.php?post\_status=draft&post\_type=wpfc\_sermon'.

Once on the Sermon page go to 'Location of MP3' and Upload File.

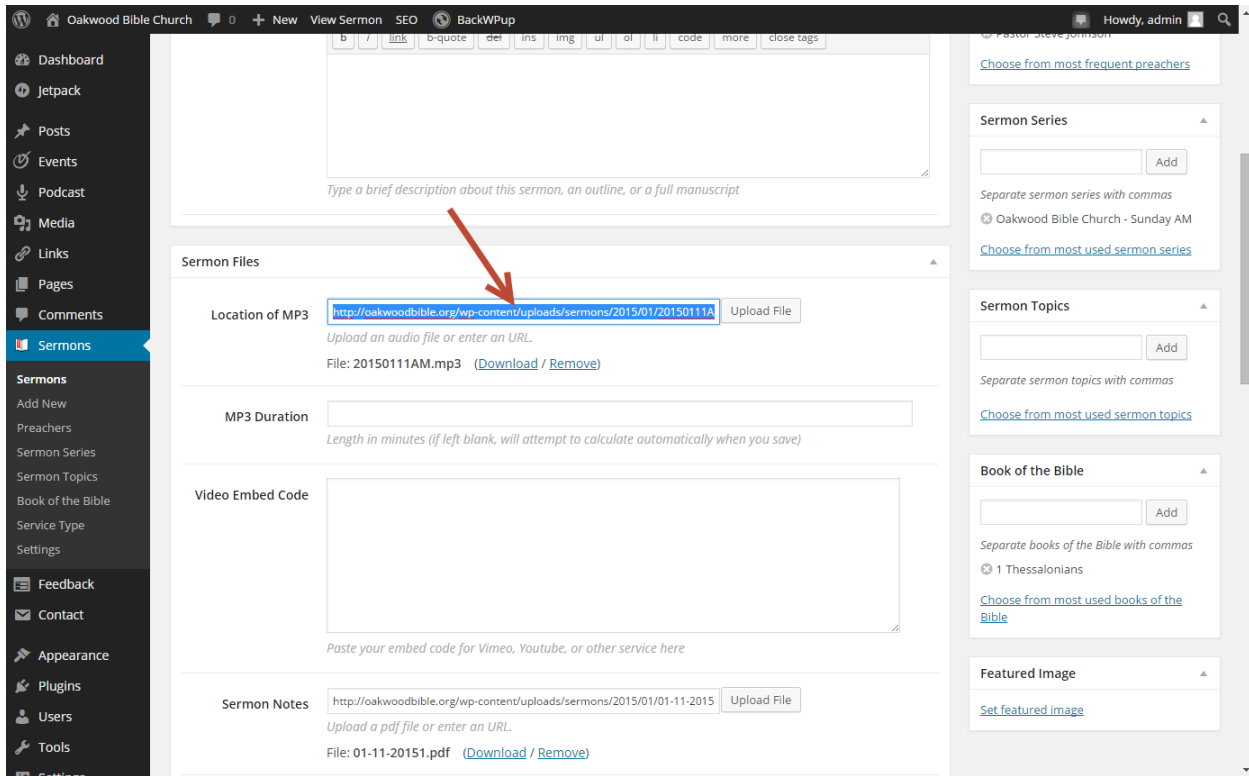
The screenshot shows the WordPress admin interface for editing a sermon. The main content area is titled "The Rule Breakers" and includes a "Sermon Details" section with fields for Date, Service Type, Main Bible Passage, and Description. Below this is the "Sermon Files" section, which contains a "Location of MP3" field with an "Upload File" button. A red arrow points to the "Upload File" button. The right sidebar contains various settings and options, including "Publish", "Preachers", "Sermon Series", "Sermon Topics", and "Book of the Bible".

Select the MP3 file (click select file) or drag and drop.

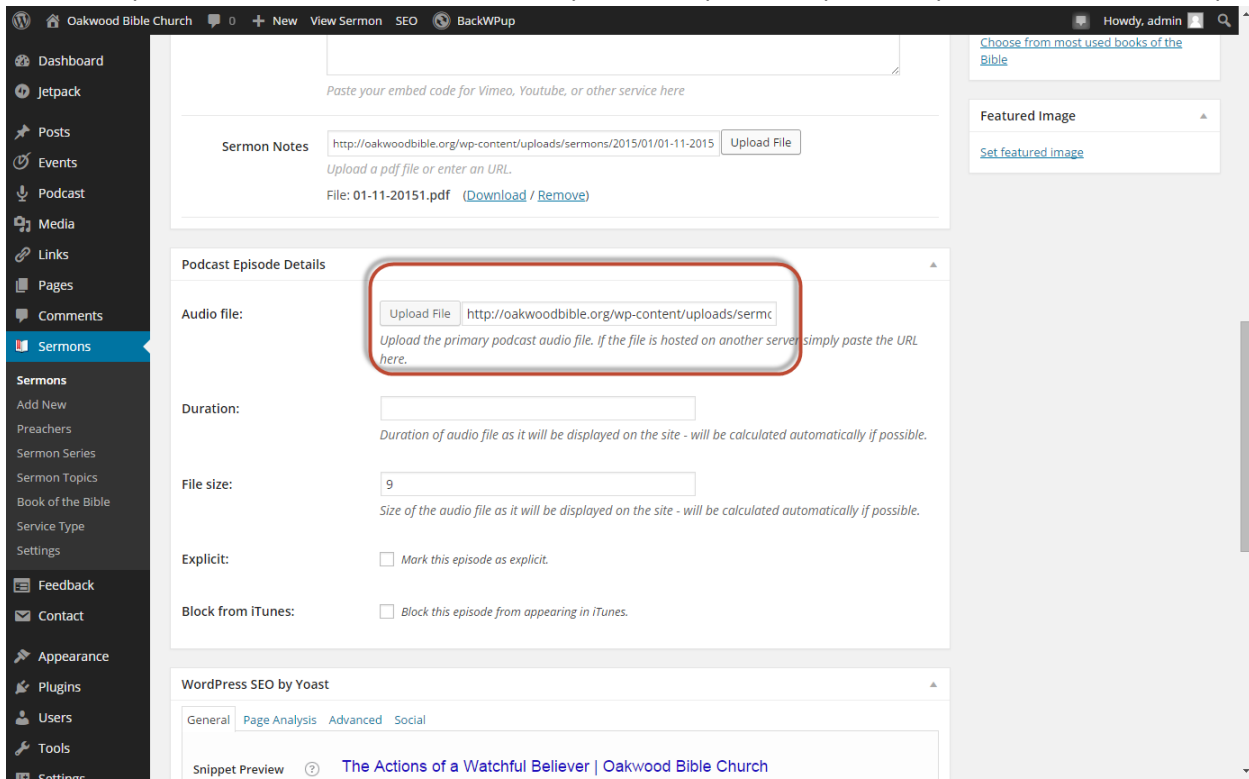


Once completed it will display the file and some details on the file. Now click on 'Insert into Post'.

Now in order to add that sermon to our Podcast feed copy the path URL of the upload you just performed. You can do this by double clicking the URL in 'Location of MP3' and pasting it into the 'Podcast Episode Details'. See screen shots...



Paste URL path here. You do not need to click upload. Just paste the path and proceed to the next step.



Now on the right hand side there is an option to add details to the post.

The screenshot shows the 'Sermon Details' form in a WordPress admin interface. The form is divided into several sections:

- Date:** 12/21/2014. Note: Enter the date the sermon was given. NOTE: Each sermon must have a date!
- Service Type:** Worship Service. Note: Select the type of service. Modify service types in Sermons -> Service Types.
- Main Bible Passage:** Isalah 11:1-10. Note: Enter the Bible passage with the full book names, e.g. "John 3:16-18".
- Description:** A rich text editor with a toolbar. Note: Type a brief description about this sermon, an outline, or a full manuscript.
- Sermon Files:**
  - Location of MP3:** Upload File. Note: Upload an audio file or enter an URL.
  - MP3 Duration:** Length in minutes (if left blank, will attempt to calculate automatically when you save).
  - Video Embed Code:** Paste your embed code for Vimeo, Youtube, or other service here.

On the right sidebar, there are several sections:

- Visibility:** Public. Edit.
- Publish immediately:** Edit.
- SEO:** N/A. Check.
- Move to Trash:** Publish.
- Preachers:** Add. Note: Separate multiple preachers with commas. Choose from most frequent preachers.
- Sermon Series:** Add. Note: Separate sermon series with commas. Oakwood Bible Church - Sunday AM. Choose from most used sermon series.
- Sermon Topics:** Add. Note: Separate sermon topics with commas. Choose from most used sermon topics.
- Book of the Bible:** Add. Note: Separate books of the Bible with commas. Isalah. Choose from most used books of the Bible.
- Featured Image:** Set featured image.

Make sure to at least add the Preacher, series, and book of the Bible. If you click the link below it "Choose from most used sermon series" it makes it easier than manually typing. Just click the one that is appropriate and it will populate.

After everything is in there. Click "Publish". After it is finished it will show a message near the top of the screen saying sermon is published.

Oakwood Bible Church | New | View Sermon | SEO | BackWPup | Performance | Howdy, admin | Screen Options

## Edit Sermon [Add New](#)

**TOTAL CACHE**  
You can now keep W3 Total Cache up-to-date without having to worry about new features breaking your website. There will be more releases with bug fixes, security fixes and settings updates. Also, you can now try out our new features as soon as they're ready. [Click Here](#) to enable "edge mode" and unlock pre-release features. [Hide this message](#)

### The Rule Breakers

Permalink: [http://oakwoodbible.org/?post\\_type=wpfc\\_sermon&p=436](http://oakwoodbible.org/?post_type=wpfc_sermon&p=436) [Change Permalinks](#) [View Sermon](#)

#### Sermon Details

**Date:**  *Enter the date the sermon was given. NOTE: Each sermon must have a date!*

**Service Type:**  *Select the type of service. Modify service types in Sermons -> Service Types.*

**Main Bible Passage:**  *Enter the Bible passage with the full book names,e.g. "John 3:16-18".*

**Description:**  *Type a brief description about this sermon, an outline, or a full manuscript*

**Sermon Files**

**Location of MP3:**  [Upload File](#)  
*Upload an audio file or enter a URL.*

#### Publish

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish Immediately](#) [Edit](#)

[SEO/HTML Check](#)

[Move to Trash](#) [Publish](#)

#### Preachers

[Add](#)

*Separate multiple preachers with commas*

[Choose from most frequent preachers](#)

#### Sermon Series

[Add](#)

*Separate sermon series with commas*

Oakwood Bible Church - Sunday AM

[Choose from most used sermon series](#)

#### Sermon Topics

[Add](#)

*Separate sermon topics with commas*

[Choose from most used sermon topics](#)

#### Book of the Bible