

## Loading Sermons Into The New Website

**Important Note:** Sermons will appear the next day eg if you load a sermon preached on Sunday, it will only appear on Monday. This is an unfortunate defect/feature at the moment.

### Login Credentials

To load sermons to the church website, you need a special login.

Ask your Diaconate Chair to send a message using:

<https://www.chinesechristianchurch.org.au/english/who-are-we/contact-us/>

The message should provide the name of the person and their email address as well as the name and the email address of the Diaconate Chair.

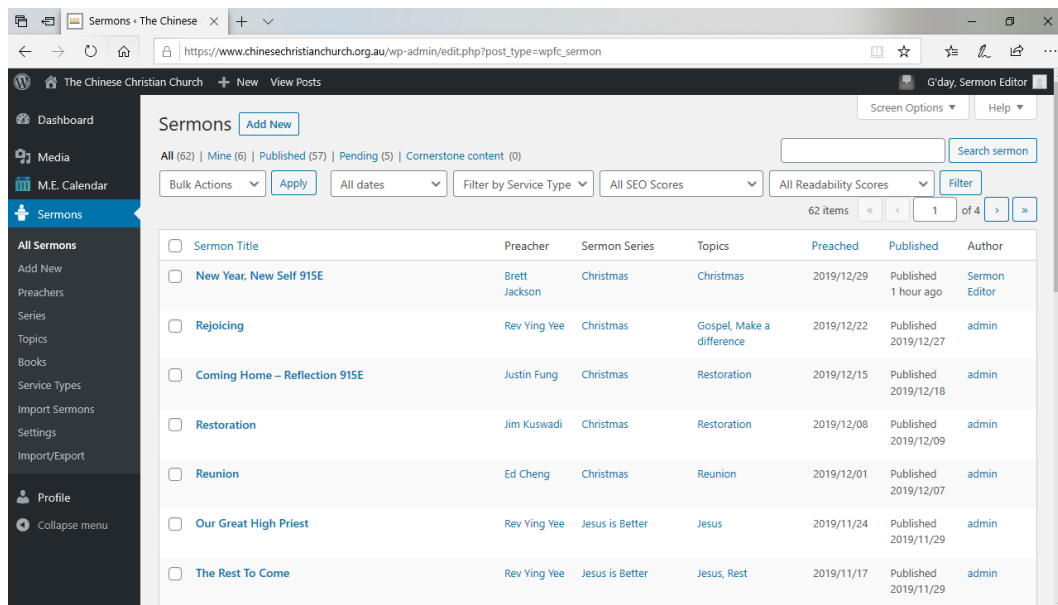
### Login

Go to the following weblink:

URL: <https://www.chinesechristianchurch.org.au/wp-admin/>

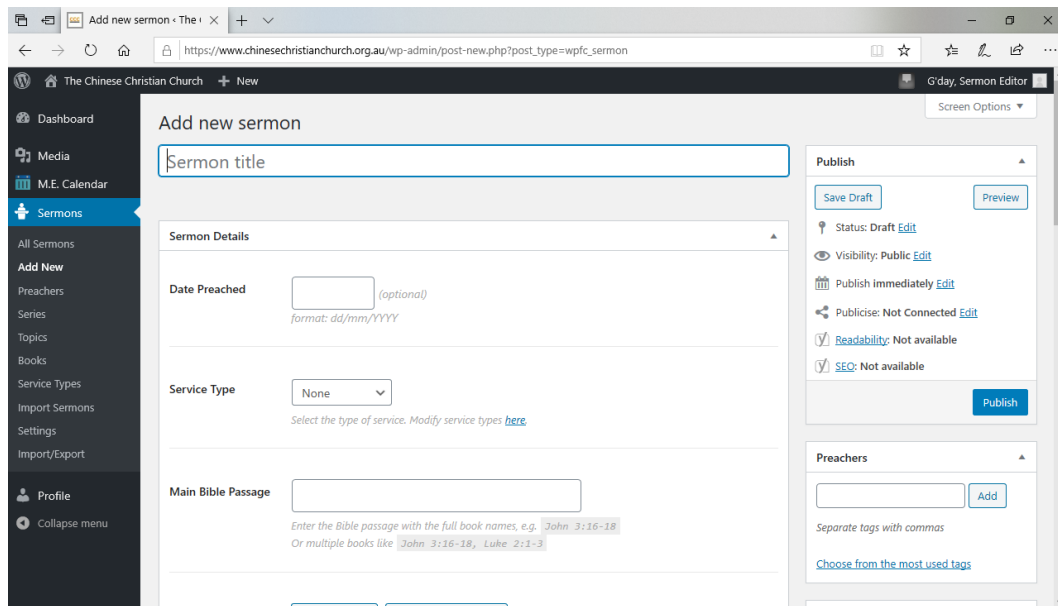
Enter your login name and password.

After you login, goto “Sermons” tab – see picture



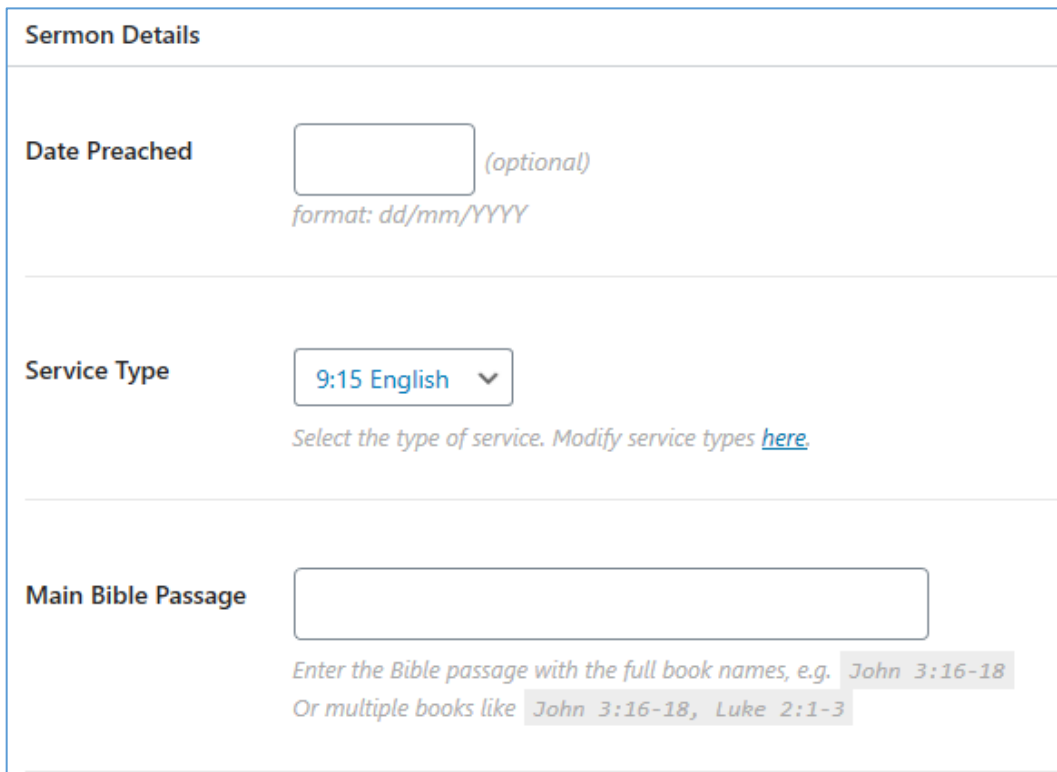
## Process

1. Click on “Add New”



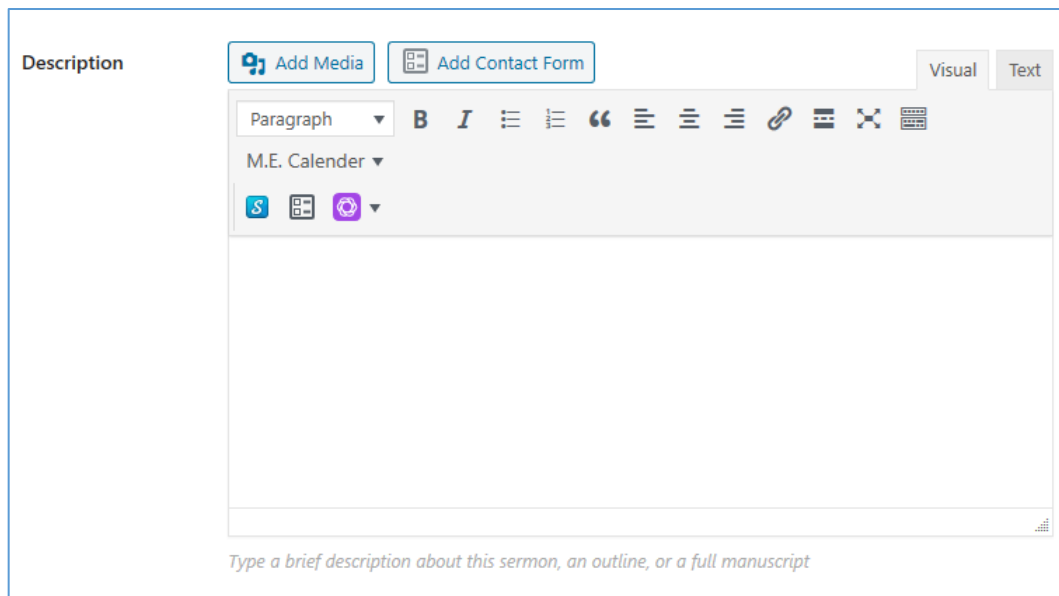
The screenshot shows the WordPress admin interface for 'The Chinese Christian Church'. The page title is 'Add new sermon'. The left sidebar contains a navigation menu with 'Sermons' selected. The main content area is titled 'Add new sermon' and features a 'Sermon title' input field. Below this is the 'Sermon Details' section with three main fields: 'Date Preached' (optional, format dd/mm/YYYY), 'Service Type' (set to 'None'), and 'Main Bible Passage' (with instructions on how to format the passage). On the right, there is a 'Publish' section with buttons for 'Save Draft', 'Preview', and 'Publish', along with status and visibility options. Below that is a 'Preachers' section with an 'Add' button and a note to separate tags with commas.

2. Enter the following information:



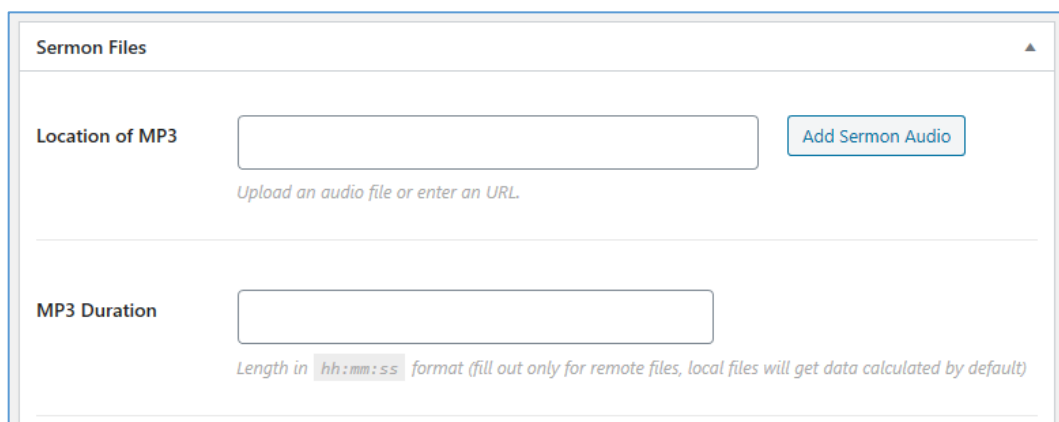
This image shows a detailed view of the 'Sermon Details' form fields. The 'Date Preached' field is empty, with the text '(optional)' and 'format: dd/mm/YYYY' below it. The 'Service Type' dropdown menu is set to '9:15 English', with the text 'Select the type of service. Modify service types [here](#).' below it. The 'Main Bible Passage' field is empty, with the text 'Enter the Bible passage with the full book names, e.g. John 3:16-18' and 'Or multiple books like John 3:16-18, Luke 2:1-3' below it.

3. Enter Description e.g. “1400 - Coming Home - Reflection 915E – John Fong 15-12-2019”.

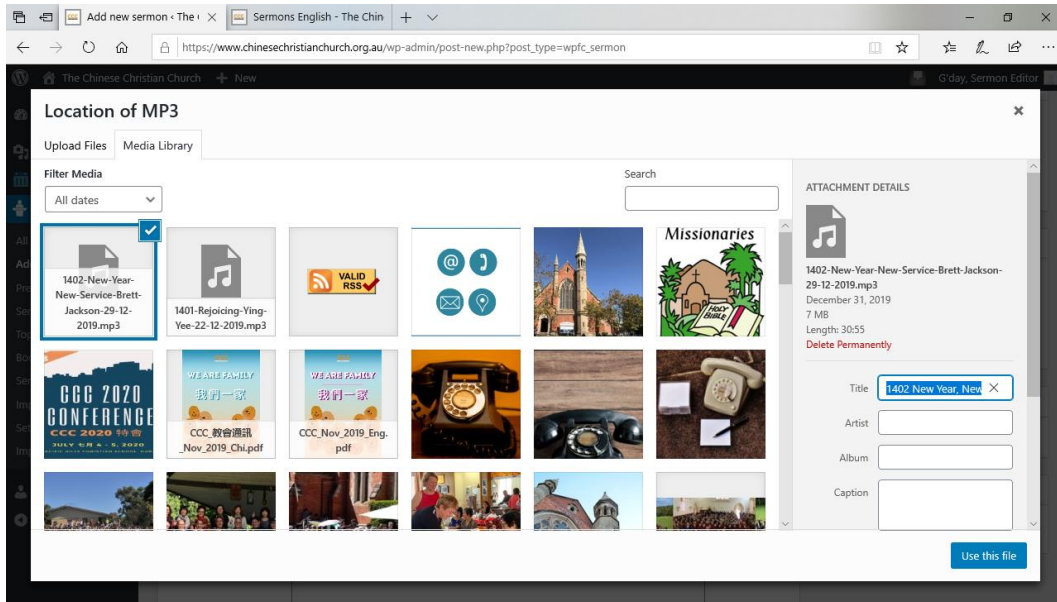


The screenshot shows a text editor interface for a 'Description'. At the top left, the word 'Description' is displayed. To its right are two buttons: 'Add Media' and 'Add Contact Form'. Further right are two tabs: 'Visual' and 'Text'. Below these is a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Bulleted List, Numbered List, Quote, Indent Left, Indent Right, Link, Unlink, and Table. Below the toolbar is a section labeled 'M.E. Calender' with a dropdown arrow and three icons. The main area is a large text input field. At the bottom of the field, there is a placeholder text: 'Type a brief description about this sermon, an outline, or a full manuscript'.

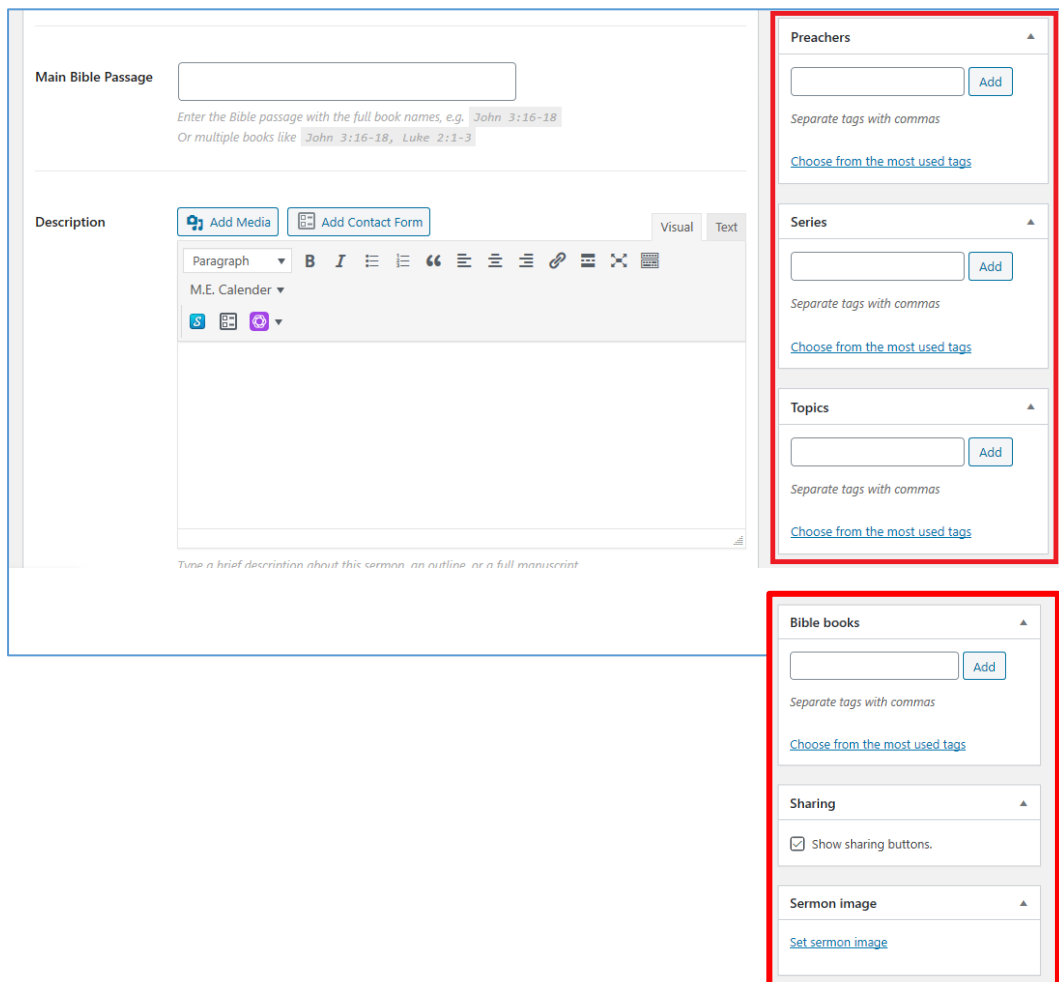
4. Click on “Add Sermon Audio”.  
In the popup, switch to “Upload Files” tab.  
Upload the sermon using mp3 format.  
Switch back to “Media Library” tab.  
Select the uploaded file if it is not selected.  
Check and modify the title as required.  
Click on “Use this file” button.  
PS: Ignore the MP3 duration field as it will be filled up automatically by the system.



The screenshot shows a popup window titled 'Sermon Files'. It contains two main sections. The first section is labeled 'Location of MP3' and features a text input field. To the right of the input field is a button labeled 'Add Sermon Audio'. Below the input field is a small text instruction: 'Upload an audio file or enter an URL'. The second section is labeled 'MP3 Duration' and features a text input field. Below this field is a small text instruction: 'Length in hh:mm:ss format (fill out only for remote files, local files will get data calculated by default)'. The popup has a close button (triangle) in the top right corner.



- On the right hand side, fill up the “Preachers”, “Series”, “Topics”, and “Bible books” field as required.  
 Leave “Sharing” and “Sermon Image” as they are unless there is a need to change them.  
 The Sermon Manager is set for RSS feed so that those who listen to the sermons via mobile devices can do so easily.  
 Sermon Image is for a photo of the speaker or a special Powerpoint picture.



6. Publish. (It is possible to save a draft or to review before publishing.)

**Publish** ▲

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

📌 Status: Draft [Edit](#)

👁️ Visibility: Public [Edit](#)

📅 Publish immediately [Edit](#)

🔗 Publicise: Not Connected [Edit](#)

✔️ [Readability](#): Not available

✔️ [SEO](#): Not available

[Publish](#)

## EXAMPLE OF A 9:15 SERMON FORM

Edit sermon [Add New](#)

Permalink: <https://www.chinesechristianchurch.org.au/sermons/the-god-who-cares-915e/> [Edit](#)

Yoast SEO

Sermon Details

Date Preached  (optional)  
format: dd/mm/YYYY

Service Type  Select the type of service. Modify service types [here](#).

Main Bible Passage   
Enter the Bible passage with the full book names, e.g. [John 3:16-18](#)  
Or multiple books like [John 3:16-18](#), [Luke 2:1-3](#)

Description [Add Media](#) [Formidable](#) [Add Contact Form](#) Visual Text

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

Sermon Files

Location of MP3  [Add Sermon Audio](#)  
Upload an audio file or enter an URL.  
File: [1403-The-God-who-cares-Jim-Kuswadi-5-1-2020.mp3](#) ([Download](#) / [Remove](#))

MP3 Duration  **Loaded automatically / Do not use**  
Length in `hh:mm:ss` format (fill out only for remote files, local files will get data calculated by default)

Video Embed Code

Items in the Red boxes are entered

Publish [Preview Changes](#)

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

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

Published on: **Jan 11, 2020 at 17:59** [Edit](#)

Publicise: **Not Connected** [Edit](#)

**Readability:** Not available

**SEO:** Not available

[Clear cache](#)

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

Preachers  [Add](#)

Separate tags with commas

Jim Kuswadi

[Choose from the most used tags](#)

Series  [Add](#)

Separate tags with commas

Heart of the Christian Faith (Psalms)

[Choose from the most used tags](#)

Topics  [Add](#)

Separate tags with commas

Faith

[Choose from the most used tags](#)

Bible books  [Add](#)

Separate tags with commas

Psalm

[Choose from the most used tags](#)

WP Rocket Options

Never cache this page

Activate these options on this post:

LazyLoad for images

LazyLoad for iframes/videos

Minify HTML

Minify/combine CSS

Minify/combine JS

CDN

Optimize CSS Delivery

Defer JS

Note: None of these options will be applied if this post has been excluded from cache in the global cache settings.