## Welcome!

This manual will provide you with detailed instructions for updating the coming events on the PCMK church website for upcoming sermons. The process is fairly easy for anyone familiar with a web site and web browsers, and we have spent many hours simplifying it as much as possible. After a couple times, it will become quite routine for you. Thank you for helping us make the Word of God available to the public! The coming events on the web site and especially the sermons are probably the first encounter potential visitors will have with the church well before they even consider stepping foot across the church threshold to see if they want to join us on a regular basis. Your help with this ministry is vitally important to the welfare of our church and the potential new members who are searching for our expression of God's love in their lives.

These instructions assume you are using a Microsoft Windows. The instructions should also work for a Macintosh computer as well. Our favorite web browser is Google Chrome, but you can use any other web browser you prefer including MS Internet Explorer, Fire Fox, or Safari (on most Mac computers).

Open the main church web site at <u>http://www.pcmk.org</u>. Scroll all the way to the bottom of the web page. There is a super secret menu system at the bottom of every web page for the church web site. If you "hover" the mouse over the word "Copyright" at the bottom of the page, it should pop up a little "balloon" with the word "Copyright". That means you are right over the hidden button to access the login screen. Click on the word "Copyright" at the very bottom left of the web site page. The Security page of the church web site will open. Log into the church web site with the user id and password the webmaster provided you and click on the "Log in" button.

Scroll all the way to the bottom of the web page again and hover the mouse over the text "for this website" at the very bottom middle of the web page. You should see the word "Sermons" pop up in a "balloon". Now click on the web page.

The following web page will show up:

	C 🕯 www.pcmk.dreamhosters.com/Sermons/SermonSubmit.php							<u></u>		
lookMarks MB The Int	ernet Movie 🧕	Amazon.c	om: Amaz 💈		-	📋 web site downloading		»	Other book	
Maximum file size	allowed for uplo	ads is 500	MB							
Sermon Date:	2013-05-06			Directory List for /Sermons//SermonFiles/						
	2013-03-00					Home				
Title:				Sort by Filename				by Size	by Dat	
Speaker:	Rev. Dr. Dale S	outhorn		2012-08-12_Sermon_T	he-A-to-Z-of-Hebrew-Poetry	_Rev-Dr-Dale-Southorn.mp3	223	39 Kb - Jan 08 201	3 08:22:21 PI	
Туре	Sermon		-	2012-08-19_Sermon_V	/hats-the-Point_Sarah-Luca	as.mp3	197	92 Kb - Mar 05 201	3 01:20:15 PI	
First Reading:				2012-08-19_Sermon_V	/hats-the-Point_Sarah-Luca	as.wma	67	51 Kb - Jan 02 201	3 05:42:24 PI	
Second Reading:				2012-08-26_Sermon_F	ractures-Healed-Make-Us-	Stronger_Rev-Tom-Hughart.mp3	152	25 Kb - Jan 08 201	3 08:24:59 PI	
eccond redding.					atience-Prayer-and-a-Little	-Oil_Rev-Dr-Dale-Southorn.mp3	103	04 Kb - Mar 05 201	3 01:20:13 PI	
				2012-09-30_Sermon_F	atience-Prayer-and-a-Little	-Oil_Rev-Dr-Dale-Southorn.wm	a 35.	21 Kb - Jan 02 201	3 05:42:28 PI	
					lealth-and-Discipleship_Ke	en-Godshall.mp3	107	66 Kb - Mar 05 201	3 01:20:08 PI	
Audio File	Choose File	No file chos	en		/ealth-and-Discipleship_Ke	en-Godshall.wma	36	66 Kb - Jan 02 201	3 05:42:44 PI	
to Upload:						Rev-Dr-Dale-Southorn.mp3		28 Kb - Mar 05 201		
Video Web Link:						Rev-Dr-Dale-Southorn.wma		22 Kb - Jan 02 201		
Your Name:	Steve Griffee			2012-10-21_Stewards	ip Minute_Denise Shutz.m	1p4	421	31 Kb - Jan 08 201	3 06:47:01 PI	
	Send	Res	et							
Sermons Data	base Contents:									
θ id θ sermondate	θ title 6	speaker '	\varTheta audiofilename		⊖ videofilename	θ submitter θ ty	уре	⊖ firstreading	⊖ secon	
1 2012-08-26		Rev. Tom Hughart	Make-Us-	rmon_Fractures-Healed Stronger_Rev-Tom- ughart.mp3		Steve Griffee	Sermon			
2 2012-08-12	The A to Z of Hebrew	Rev. Dr. Dale	2012-08-12_5	Sermon_The-A-to-Z-of- oetry Rev-Dr-Dale-		Steve Griffee	Sermon			

Now comes the easy part. This web page is used for uploading a sermon after it has been recorded, but since this sermon has not happened yet, all you need to do is fill in the information for an upcoming sermon. That means you only fill in the fields:

Sermon Date

Title

Speaker (usually already filled in)

Type (usually already filled in)

First Reading

Second Reading

## That's it!

Click on the "Send" button to save your changes and update the "Coming Events".

When you click on the "Send" button, the web page will change to display a very detailed progress of the entire process. It looks a little confusing but it has great meaning to the web site administrators. Scroll all the way to the bottom of the page. It should look something like this:

a 7 () × 5 () 7 () 1 () × 1 () () () () () () () () () () () () ()	<u> </u>									
← → C 🖌 🗋 www.pcmk.dreamhosters.com/Sermons/SermonSubmit.php ☆ 🔘	≣									
BookMarks M The Internet Movie Amazon.com: Amaz S Google » Other bookmarks Dr. Dale Southorn , 2013-05-12_Sermon_what-Have-we-Learned_Kev-Dr-Dale- Southorn.','','Steve Griffee','Sermon','Proverbs 31:10-31','Acts 1:1-14','')" new record inserted										
sermonfilelink table closed										
preparing to move upload file										
TEMP file for AUDIO file is ""										
TEMP file for VIDEO file is "" upload file destination changed to "/SermonFiles/2013-05-12_Sermon_What-Have-We-										
Learned_Rev-Dr-Dale-Southorn."										
move failed for "/SermonFiles/2013-05-12_Sermon_What-Have-We-Learned_Rev-Dr-Dale-										
Southorn."										
logdata written to file details mailed to webmaster@pcmk.dreamhosters.com										
details maled to webmaster@penik.citeaninosters.com	=									
Success !	*									

At the very bottom of the text on this web site, the web server will indicate whether everything updated correctly or if there was a problem. Please let the webmaster know if you encounter any problems or have any questions. Please email webmaster@pcmk.org and please copy all the text from the webpage displaying the problem into the email. Thanks! Please note: You cannot delete any sermon entries, but you can correct them by submitting the information again and overwriting the same entry for the same date. If you make any entries with the same <u>date AND type</u> information (such as 2013-05-05 and "sermon" type), the web page will prompt you to confirm that you want to overwrite the already existing entry. Please be sure you have the correct date entered before clicking on the "Send" button. And don't worry, you cannot erase an existing sermon file on the web site.

Note: any submissions to this sermon upload web page will take effect on the main web pages immediately after you submit them. If you need to correct something, don't panic! You can contact the webmaster and they can make more detailed, advanced changes to the database containing the sermon information. No problemo.

That's it! After a couple times it becomes very routine.

Was that easy or what? And the best part? We can do all this at no cost to the church!

Thanks for helping!!! Your webmasters are eternally grateful and you have just announced to all the world that the Good News of God is available at PCMK! Nice job good and faithful servant! (Matthew 25:21)