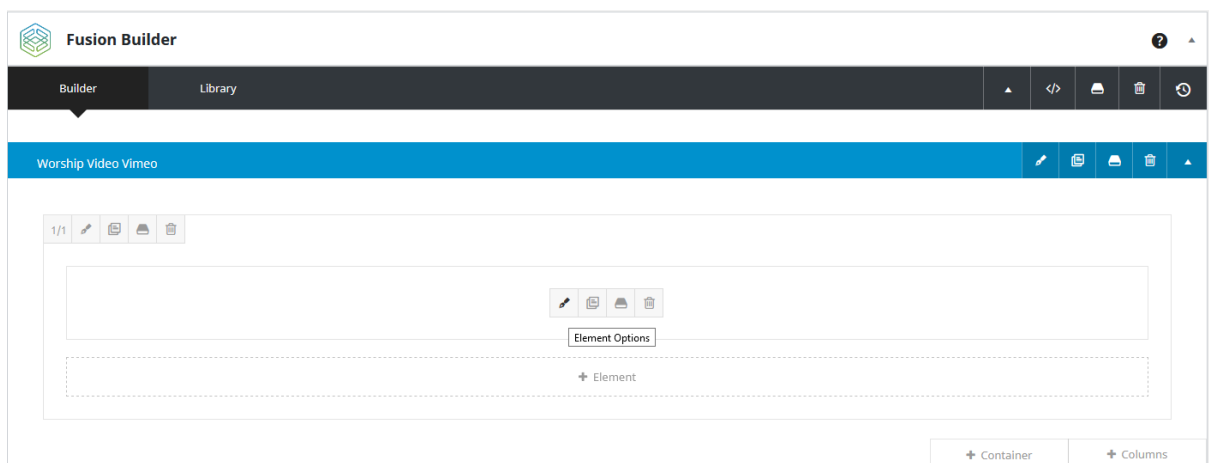
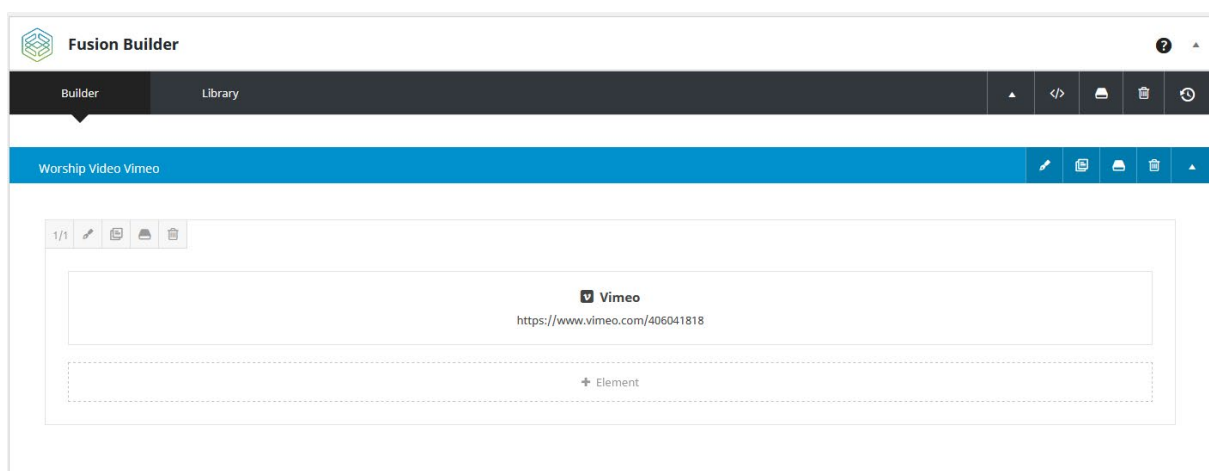
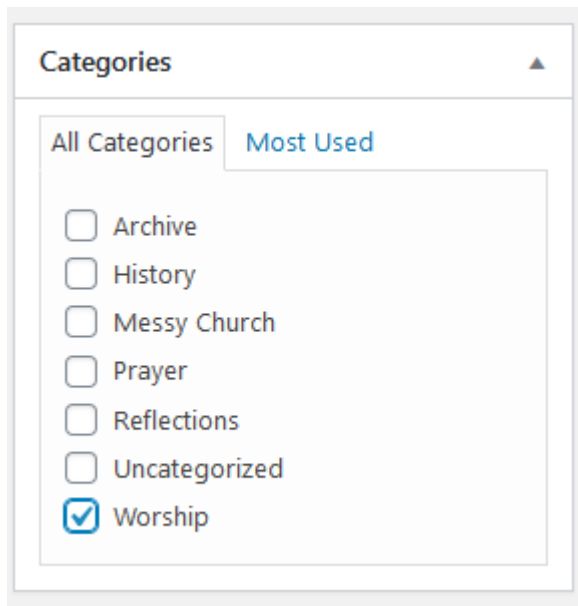


Add a Vimeo Worship Video

1. Log in at <http://emmanuel.wldesign.co.uk/wp-admin/>
2. On the left menu, click on "Posts"
3. At the top, click Posts "Add New"
4. At the top, add title, for example 'Sunday Worship 26/04/2020'
5. Click the blue button "Fusion Builder"
6. Click the button "+ Container" in the Fusion Builder area
7. In the top menu, choose "Library Containers"
8. Click on "Worship Video Vimeo"
9. Hover over the "Vimeo" Object, this brings up a menu with four buttons

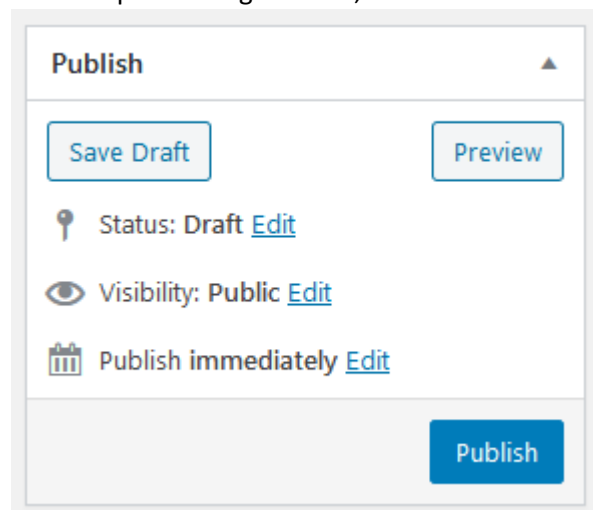


10. Click on the first button that looks like a brush to edit the Vimeo video object
11. Change the first field "Video ID" to the Vimeo id number, for example '406041818'
12. At the bottom of the window, click "SAVE"
13. In the Right Menu, under "Categories", tick the "Worship" tickbox



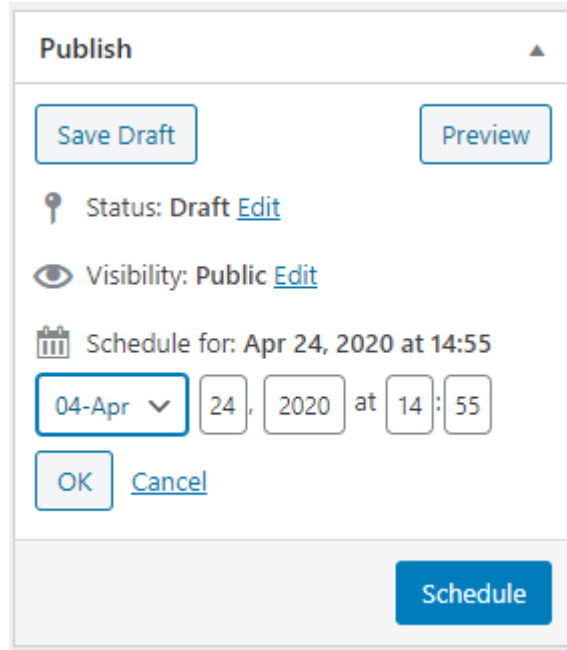
14. Publish

- a. To publish immediately:
 - i. At the top of the Right Menu, click on Publish



- b. To schedule the post to be published at a later time:
 - i. Click on “[Edit](#)” after “Publish immediately”
 - ii. Change the date and time to when you want the Worship to be published
 - iii. Click “Ok”

iv. Click the blue “Schedule” button



The image shows a 'Publish' dialog box with a title bar and a close button. It contains several sections: a 'Save Draft' button on the left and a 'Preview' button on the right; a 'Status: Draft' section with a key icon and an 'Edit' link; a 'Visibility: Public' section with an eye icon and an 'Edit' link; a 'Schedule for: Apr 24, 2020 at 14:55' section with a calendar icon and a date-time picker showing '04-Apr', '24', '2020', 'at', '14', and '55'; and 'OK' and 'Cancel' buttons at the bottom left. A large blue 'Schedule' button is located at the bottom right of the dialog.

15. Done! Have a look on the “Worship” page to make sure everything has worked smoothly and don’t hesitate to give us a call if there are any problems.