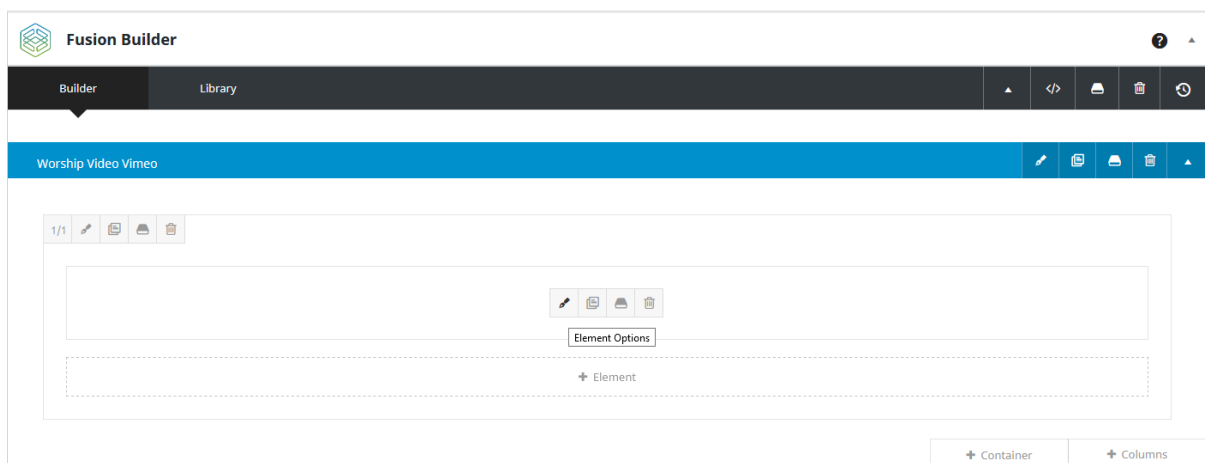
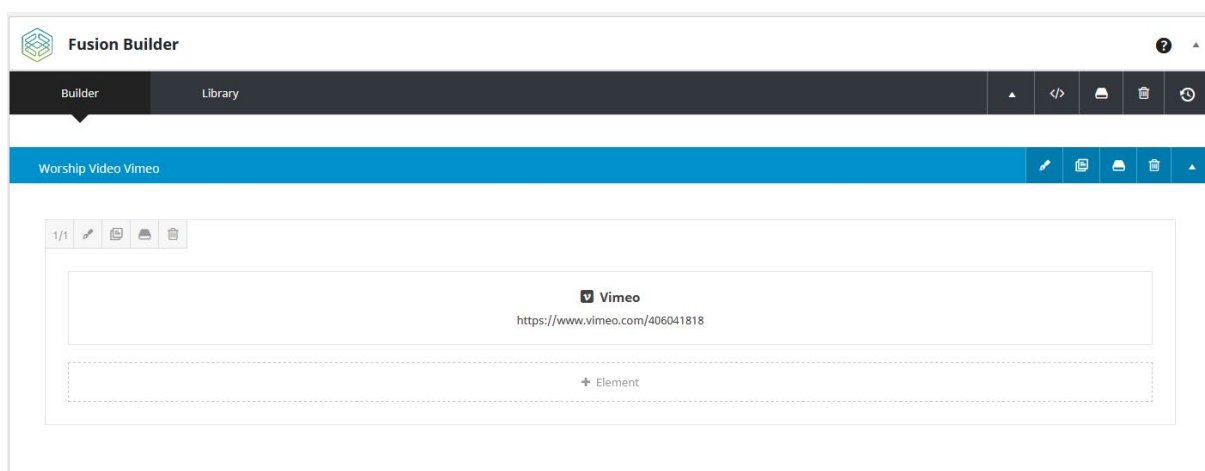
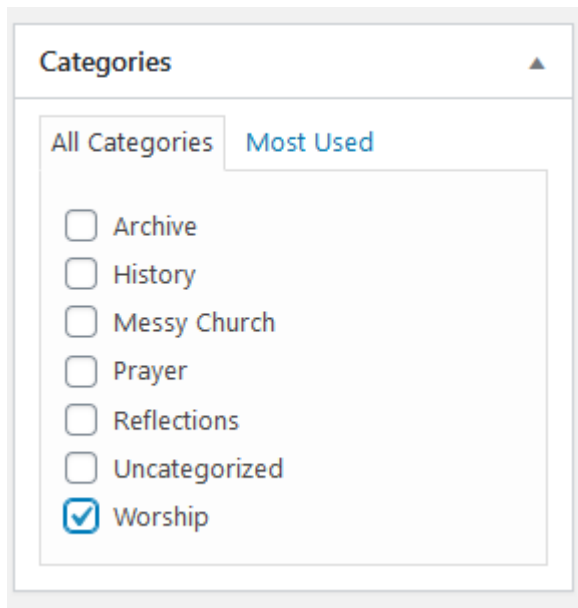


Add a Youtube Worship Video

1. Log in at <https://crostonmethodist.org.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 Youtube Video"
9. Hover over the "Youtube" Object, this brings up a menu with four buttons

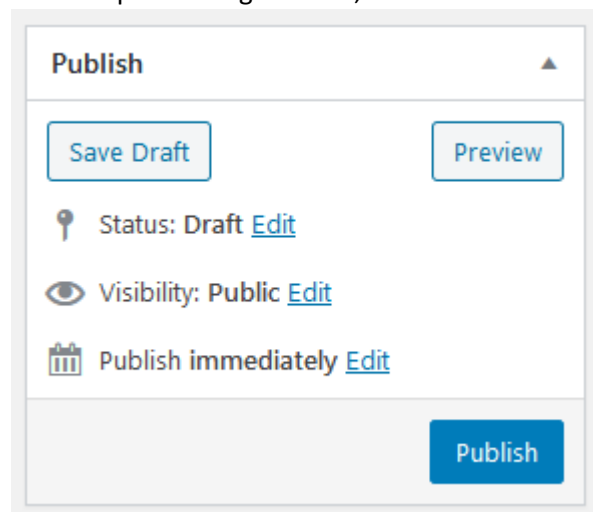


10. Click on the first button that looks like a brush to edit the Vimeo video object
11. Change the first field "Video ID" to the Youtube id number, for example if the link to the Youtube video is <https://youtu.be/pREJgizYojs>, the Video ID is 'pREJgizYojs'.
12. At the bottom of the window, click "SAVE"
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 the following elements:

- Buttons:** 'Save Draft' and 'Preview' at the top.
- Status:** 'Status: Draft' with an 'Edit' link.
- Visibility:** 'Visibility: Public' with an 'Edit' link.
- Scheduling:** 'Schedule for: Apr 24, 2020 at 14:55'. Below this is a date and time picker with a dropdown for '04-Apr', a date field '24', a year field '2020', and a time field '14:55'.
- Confirmation:** 'OK' and 'Cancel' buttons.
- Final Action:** A large blue 'Schedule' button at the bottom right.

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.