**HOW TO UPDATE VIDEOS ON THE WEBSITE**

<https://vimeo.com/>
username: rpbooth66@gmail.com

password: new$cov15

Basic steps:

1) Download video from camcorder to computer using PlayMemories

a. plug usb cable into usb port

b. open camcorder and PlayMemories should open automatically. If not, just start manually

c. Click "Import Media Files"

d. Select video(s) by clicking white block @ upper left-hand side of each video

e. Click "import"

2) Export Video to MP4

a. Once import is complete, you should be returned to main menu

b. Select "Export Media Files"

c. Select a video to export to MP4

NOTE: it may take several minutes for the videos to show up after import so, be patient.

d. Go to menu at top of PlayMemories and select "Edit"->"convert"->"convert to MP4 and save"

e.  IMPORTANT: select "standard quality"

f. Select "Browse" to change the directory where the MP4 is saved

g. click "start" and follow rest of prompts

3) Rename MP4

a. I use the name "NCF\_<name>\_<date>"

EXAMPLE: NCF\_sermon\_05\_10\_15.MP4" or "NCF\_time\_with\_children\_05\_10\_15.MP4", etc.

4) Upload video to Vimeo

a. login to vimeo.com (I'll give you username & password tomorrow)

b. Click "Upload a video" on the right-hand side

c. Select "Choose a video to upload"

d. Browser window will pop-up and select the video you would like to upload

e. If you have more than one video, select "Add another video to upload"

f. once all videos are selected for upload, click "Upload selected videos"

5) Prepare video for use on NCF website

a. click on rotor at upper right-hand side

b. change title of sermon to match format of existing videos

c. scroll to bottom and hit "save changes"

d. scroll back to top and select "Collections"

e. Click "New Covenant Fellowship Austin - Sermons 2015"

f. Click "save changes"

6) Add video to website

a. Click on video

b. On upper right-hand side, there will be 2 small icons. Click on the icon that looks

like a paper airplane.

c. A box will pop-up with a link that can be used to share this video

. Save this link

7) Log into NCF website

a. Go to the sermon page

b. Click on the Video you want to update

c. Click "Settings"

d. Insert the URL you saved in step 6c in "insert a video URL"

e. click "Update"

That's it. You can now update the table with the details of the sermon and save and publish as

you normally to with other website edits.