

Podcast Uploader

Hello and welcome to your step by step guide to getting started with iKnow Church.

To help you get started and find your way around the programme, we've provided this guide.

Designed to work in tandem with our support tutorials and guides, just follow the links beside each area to be taken to the relevant guides. We offer completely free, unlimited help and support. If you get stuck and you can't find what you're looking for on our support site, don't panic. You can get in touch with us and our amazing support team will be happy to help you out.

EXPLORE THE DASHBOARD

<https://support.iknowchurch.co.uk/modules/dashboard/the-dashboard>

- Add a Prayer request or a Praise Report.
- Click on 'Me', upload a picture of yourself
- Ensure that your details are correct and input any holiday dates you've already booked in 'Unavailability'

MEDIA

<https://support.iknowchurch.co.uk/modules/podcasts>

- From the Dashboard, open the 'Media' module.
- Set up the Stream for your Churches Podcasts. Much of this information is for iTunes and you'll need to complete all of the fields with the exception of the Key Words. However, Key Words will make the podcast more accessible to people searching for content.
- Set up a Series for you Messages. This could be either a series specific to a sermon series or a generic one such as 'Teaching'.
- Add an image for the Series
- Upload a sample audio file (or a recording if you have one available)