

Help is at hand

Media Distributor

Uploading and managing videos

Media Distributor

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Introduction

Media Distributor video application and associated display module allows you to easily upload YouTube videos and display them to site visitors. This makes it a great way to share upcoming or past videos about what's happening at your church or to share sermons that you've recorded.

To access media distributor log into the administrator area of your website go to Components->Media Distributor



This then shows the opening page of Media Distributor.

This help document covers the video application only. There are separate documents for the audio (or podcast) application, the video display module and the audio display module.

To access the video display application login to the administrator part of your website and go to components -> Media Distributor -> videos (shown above).

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Media Distributor: Video application



This will show the list view of video items. This lists all the video items in the system or is blank waiting for you to add new items.

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🕱 video	os											
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videos video groups					Magaz	zine list view						Daily Church
podcasts					Activit	ioc List view						Daily Church
			-		Activit	les List view						Daily Church
ilter:												
- Select Statu	s -	-										
- Select Acces	ss -	•										
- Select Selec	t video gr	rou 👻										

It's possible to sort the different columns by simply clicking on the blue title at the top (e.g. Video title). If you then click on the video title (e.g. Magazine list view) you are taken to the detailed view for that video item. Clicking on the Magazine list view title will take you to the view shown below:

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Media Distributor: Video application



This is known as the detail view and shows the information about the video item, this is the information that can be shown by the display module on the website. The display module can be configured to show some or all the information. Each of the form fields are explained below. First the field title is given and then an image shows where it appears on the site.

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Video title

	▲ w4cdev8.com/youtube-videos	् । 🖓 🛆
	Your Church Name	
	HOME ABOUT EVENTS SERMONS CONTACT ACTIVITIES RESOURCES NEWS TEACHING MAGAZINES	
	BULLETINS ROTAS PAGE LAYOUTS YOUTUBE VIDEOS PODCASTS	
1	/ideos	
М	fedia Distributor	
N	Media Distributor	
TI fu	his page demonstrates using our Media Distrubuter software to collate various YouTube videos easily onto your website. The ully responsive and should work across a variety of devices including desktop PCs, tablets and mobile phones.	videos are
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Dashboard Activities Events Rotas		Mi 11 Ge	issag legaci	e ne trashed by clicking blue b	ar to show or hide th	e help information					+	×
CODING												
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Magazines Teaching Shoets People		544	0	Mogazine title	Q X	Select a date	File same	Sort Table By	•	Select the ordering	• 20 Status	
Magazines Teaching Shoets People Roles		-	0	Mogazine title mensiettar 4	Q X	Select a date 2017-04-27 09 00 00	File name neoslatise4	Sort Table By		Select the ordering	• 20 Status	
Magazines Teaching Sheets People Roles Books		94 • •	0 0	Mogazine title newsletter 4 newsletter 5	Q X	Select a date 2017-04-27 09 00 00 2017-05-27	File name neoslater4 neoslater5	Sort Table By pdf pdf	1.	Select the ordering	• 20 Status	
Magaches Teaching Sheets People Roles Books		544 0 1 1 2		Magazine title newsletter 4 newsletter 5 newsletter 5	Q X	Select a date 2017-04-27 09 00 00 2017-05-2 2017-05-2	File same neusister neusister neusister	Sort Table By: pdf pdf		Select the ordering	· 25 Status	
Magashee Teaching Sheets People Roles Books Filter: Trashed		584 • • • •	0 0 0 0	Magazine title newsletter 4 newsletter 5 newsletter 5 newsletter 7	Q. X	Select a date 2017-04-27 09 00 00 2017-05-2 2017 2017-05-2 2017-07-27 09 00 00	File same neuslateri neuslateri neuslateri neuslateri neuslateri	Sort Table By: pdf pdf pdf pdf		Select the ordering	- 21 Status V V	1

The video title which is entered into the application appears as shown in the image above. It is circled in red above. The display module makes showing the title optional.

The title is also the text used in the list of videos in the application.

Simply complete the text box for the title.

Video title	Magazine list view		
<u>Select video group</u>			
Select video group	Daily Church	•	Ø

Video groups are a method of grouping together like video items. For example all the sermons in a given month or videos all relating to a particular subject. This allow you to put different groups of items on different pages. The video groups are set up in a separate Media Distributor application. This application can be reached in two ways:

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1. Clicking on the button on the right side of the drop down box

(please ensure you've clicked save first!)



This takes you to this view :

Editing the video group								
Save & Close								
Details	Publishing Permissions							
Video grou	p title Daily Church							

Simply complete the form and then click save which will take you back to the previous screen (only if you remembered to click save first!).

2. From main Media Distributor menu

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Clicking on video groups will take you to the video group list view:

×	System -	Users -	Men	us 🔻	Co	ntent -	- C	Compon	
×	video gro	oups							
(🕂 New		Edit	•	Pul	blish	8	Unpubl	
		e	•						
Dash	board		Search						
Pode	ast groups								
videos	S			÷	Video group title				
video	groups			1		Daily	Chur	ch	
podca	asts								
Filter:									
- Sele	ect Status -	-							

You can then click on the New button (top left of the screen) and create a new video group which will then be made available in the drop down box in the video application automatically.

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Media Distributor: Video application

Editing the video group								
Save & Close Close								
Details	Publishing Permissions							
Video grou	Daily Church							

It is worth noting that if you are going to have a few groups it's worth considering creating them all at the same time.

<u>Video</u>	embed	code

Video embed code

<iframe <="" height="315" td="" width="560"></iframe>
src="https://www.youtube.com/emb
ed/mBd2zTnN4CY"
frameborder="0"
allow="accelerometer; autoplay;
encrypted-media; gyroscope;
picture-in-picture" allowfullscreen>
11

The video embed code is the code that allows the system to embed the YouTube video onto the website. To obtain the embed code:

Go to the YouTube video that you want to embed onto your site.

Click the share button below the video:

1 0 ♥ 0 SHARE =+ SAVE ...

This will then show a drop down box:

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Next click on Embed and another box will appear:



Click on the code below the Embed Video text and it will highlight the code and then click the copy text to copy the text to the clipboard.

Next return to the media distributer on your website and paste the code into the box:

Video embed code

<iframe width="560" height="315" src="https://www.youtube.com/emb ed/mBd2zTnN4CY" frameborder="0" allow="accelerometer; autoplay; encrypted-media; gyroscope; picture-in-picture" allowfullscreen> </iframe>

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Video description

Magazine list view

Learn about Daily Church list view. How to sort, trash and view items

System - I	jsers zineL	Men ListV	/iew	Conten		Componen	its -	Extensio	ns =	Help -					
• New		Edit	~	Publish	0	Unpublish		Archive		Check-in		Batch	Trash	±	Export Data
Dashboard Activities Events Rotas		۲		Message 1 Magazin Get help	e tras by cl	hed. icking blue	e bar t	o show o	r hide	e the help	inform	nation			
Magazines Teaching Sheets			0	Search	Mag	azine title		٩	×		Select	a date			

The video description provides space to add descriptive text for the video item. This text can be optionally displayed by the display module.

Simply add text to the description box:



You can add text, links to other pages, pictures and downloadable pdfs here. This is a full what you see is what you get editor.

Saving functionality

After completing the various boxes you then need to save the contents using the bar towards the top of the page:

🗹 Save & Close 🕇 Save & New 🖨 Versions 🗅 Save as Copy	Close	
---	-------	--

The green save button saves the details you've put into the various boxes. On succesful save a message bar appears:

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🗹 Save	Save & Close	+ Save & New	Versions	Save as Copy	Close
Message					
Great! Item successf	ully saved.				

If there is a problem with the saving a notification will appear instead of the Message explaining the problem.

In addition to the save button there are a variety of other buttons:

Save & Close Save & New	This saves the details and returns you to the video item list view. This saves the detail and then creates a blank form to allow you to create another video item entry
Versions	Versions shows you previous versions of the form you've saved. So if you save over something and want to retreive it you might be able to recover it from the versions button.
Save as Copy	This saves the form as a new video item. This is useful when you are saving many video items that have simlar details.
Close	This returns you to the list view.