



[Help is at hand](#)

# Media Distributor

Uploading and managing videos

Media Distributor

[7 April 2020](#)

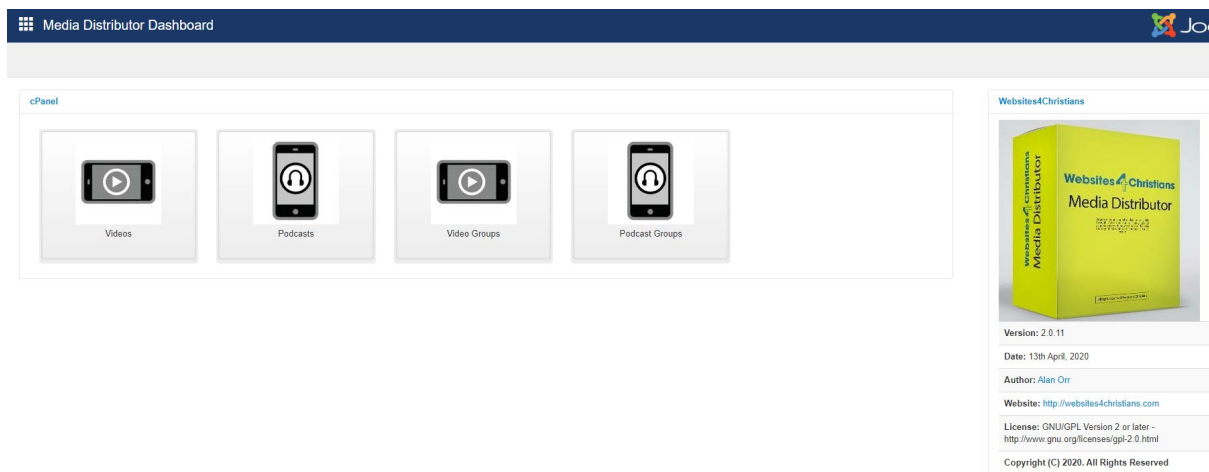
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## Introduction

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

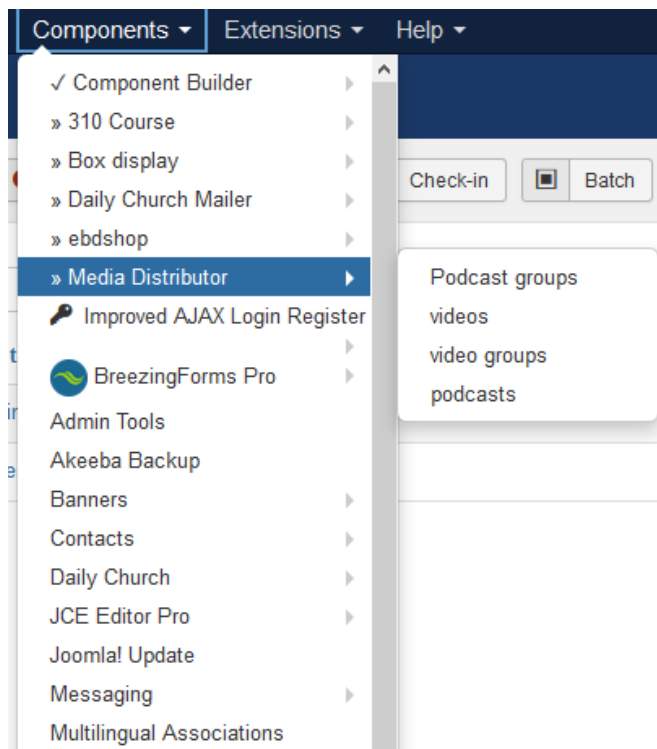


This then shows the opening page of Media Distributor.

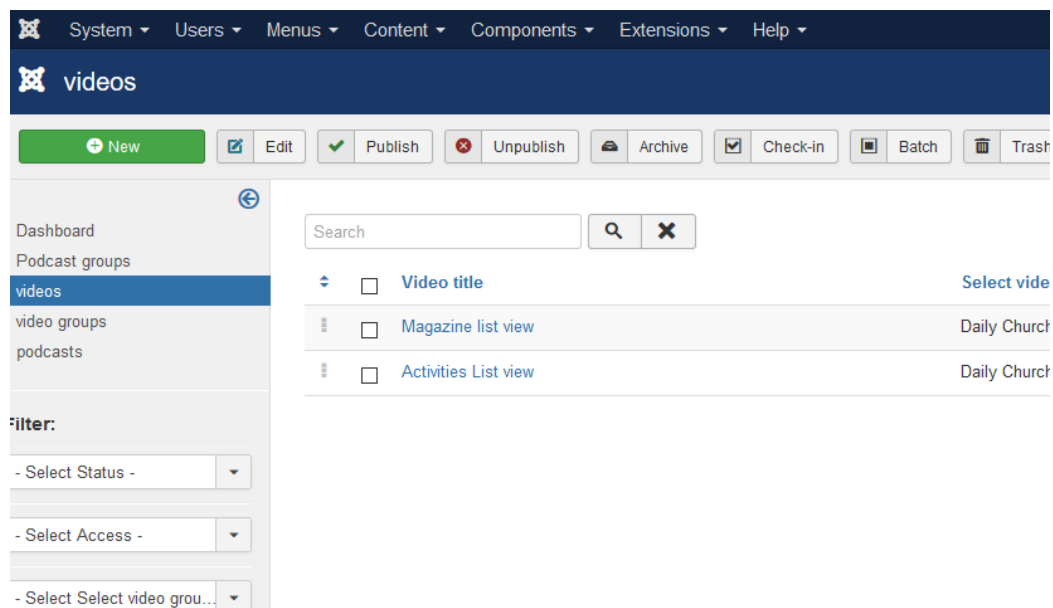
This help document covers the video application only. There are separate documents for the audio (or podcast) application, the video display module and the audio display module.

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

## 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.



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:

## Media Distributor: Video application

The screenshot shows the 'Editing the video' interface. At the top is a navigation bar with links: System, Users, Menus, Content, Components, Extensions, and Help. Below this is a dark blue header with a pencil icon and the text 'Editing the video'. A toolbar contains buttons: Save (green), Save & Close, Save & New, Versions, Save as Copy, and Close. Below the toolbar are three tabs: Details (selected), Publishing, and Permissions. The 'Details' tab contains the following fields:

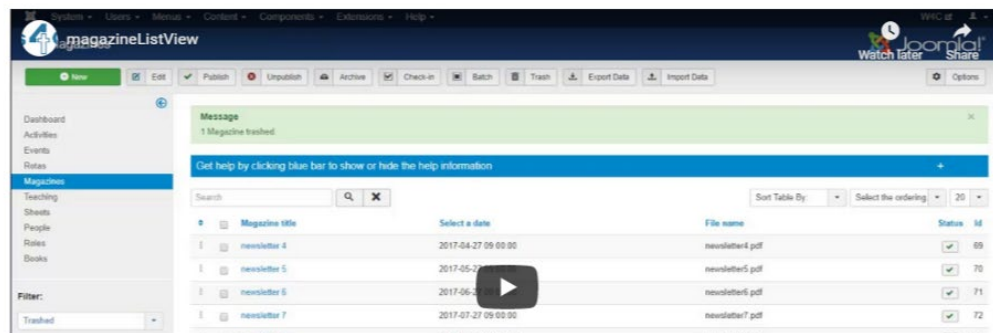
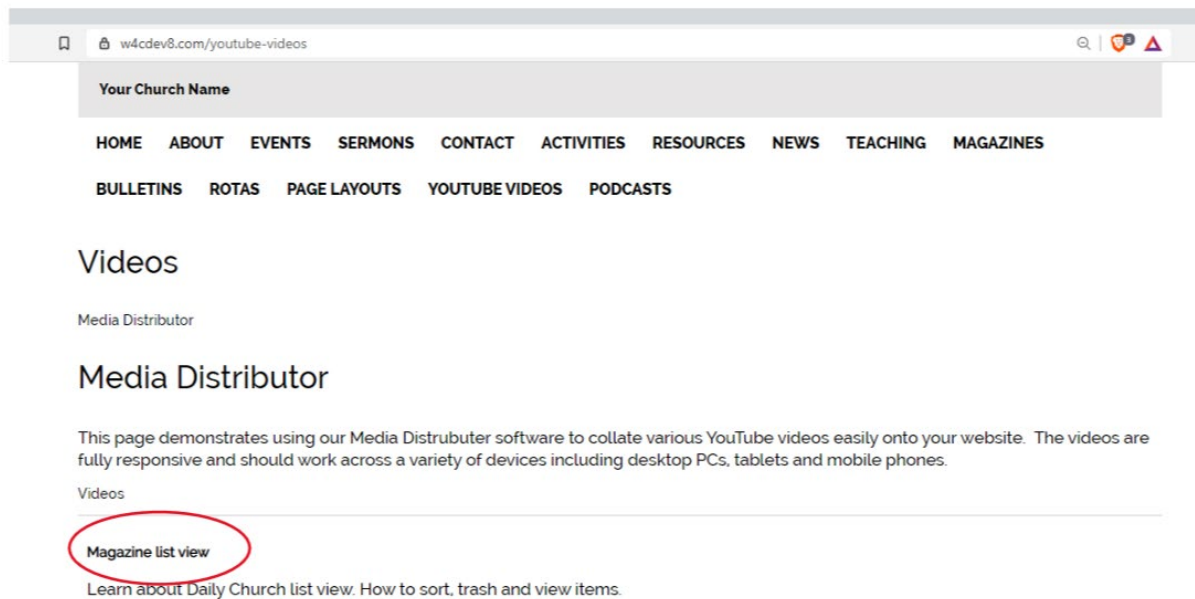
- Video title:** A text input field containing 'Magazine list view'.
- Select video group:** A dropdown menu showing 'Daily Church' with a small icon to its right.
- Video embed code:** A text area containing the following code:

```
<iframe width="560" height="315"
src="https://www.youtube.com
/embed/2yityxQVU8qo"
frameborder="0"
allow="accelerometer; autoplay;
encrypted-media; gyroscope;
picture-in-picture" allowfullscreen>
</iframe>
```
- Video description:** A rich text editor with a toolbar. The toolbar includes icons for undo, redo, bold, italic, underline, strikethrough, link, unlink, bulleted list, numbered list, indent, outdent, decrease indent, increase indent, paragraph, styles, font family, font size, text color, background color, link, unlink, and a search icon. The text area contains the following text:

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

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.

## Video title



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

## Select video group

Select video group

Daily Church


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

 Close

Details

Publishing

Permissions

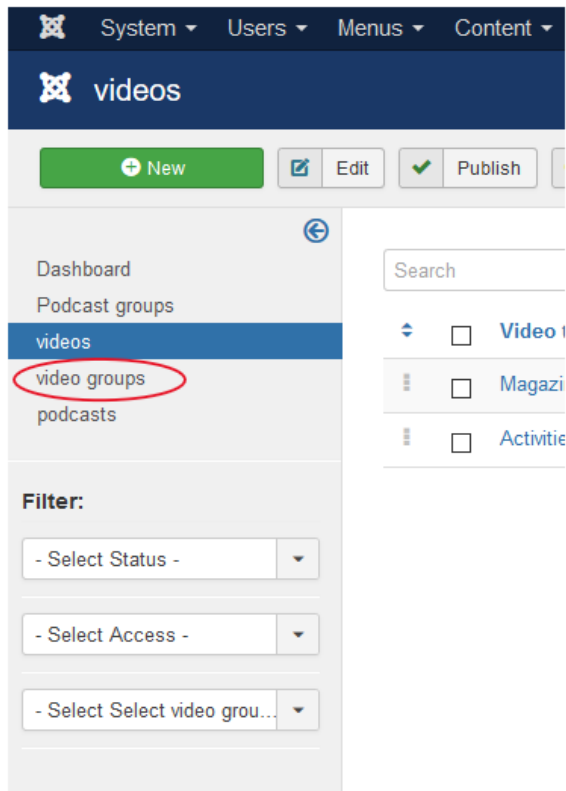
Video group title

Daily Church

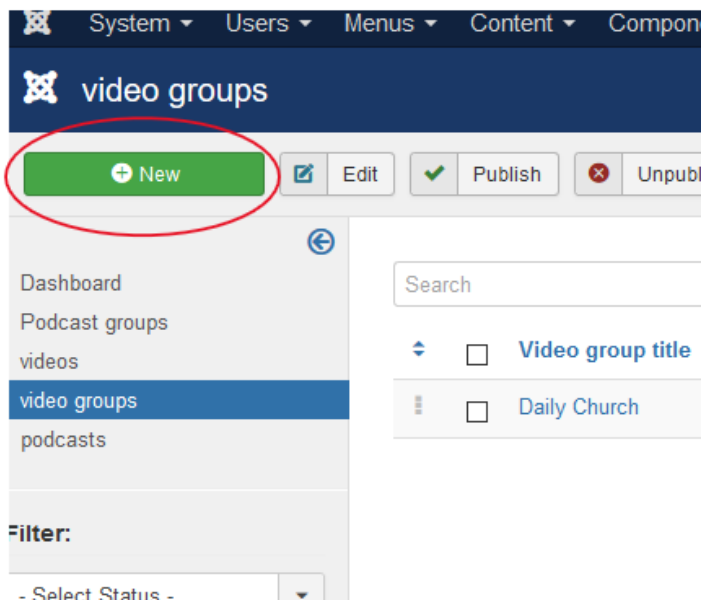
Simply complete the form and then click save which will take you back to the previous screen (only if you remembered to click save first!).

2. From main Media Distributor menu

## Media Distributor: Video application



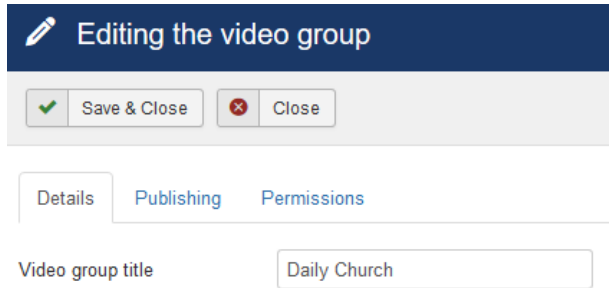
Clicking on video groups will take you to the video group list view:



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.



## Media Distributor: Video application



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.

### Video embed code

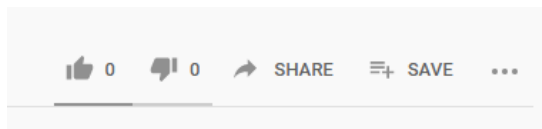
Video embed code

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

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

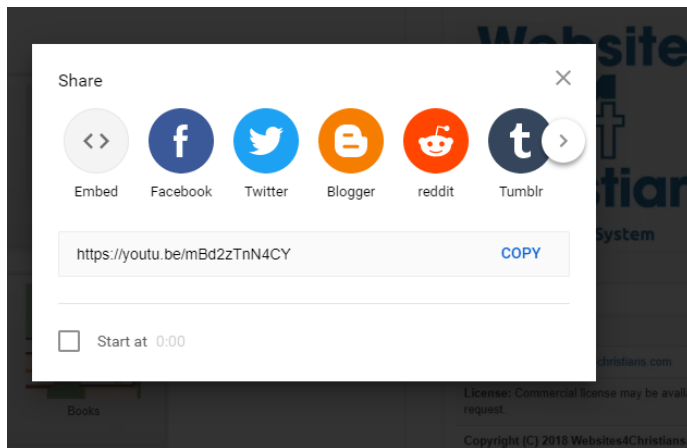
Go to the YouTube video that you want to embed onto your site.

Click the share button below the video:

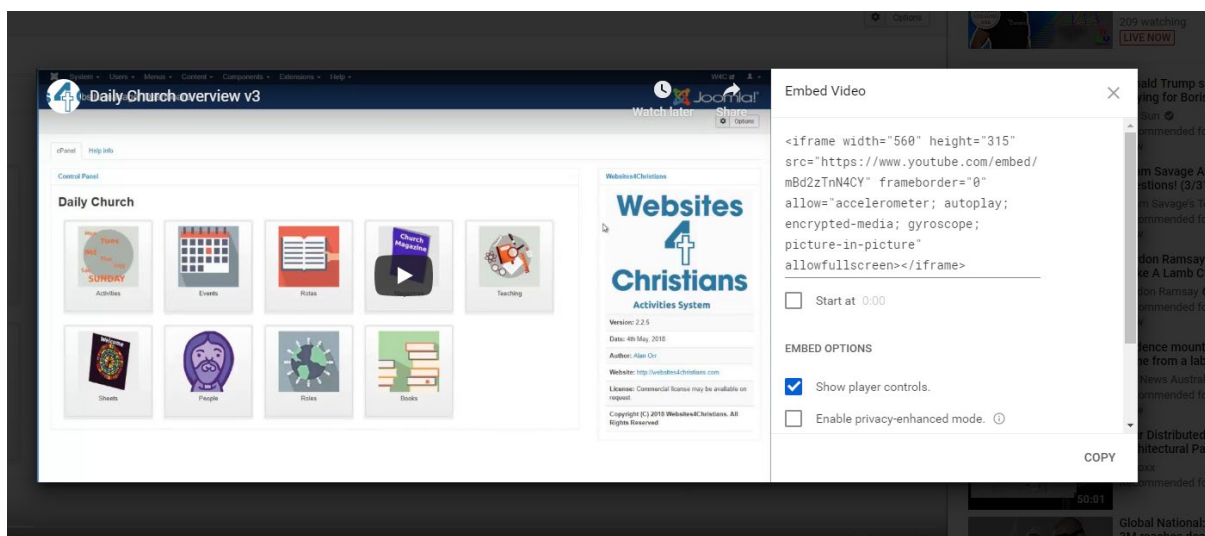


This will then show a drop down box:

## Media Distributor: Video application



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 distributor on your website and paste the code into the box:

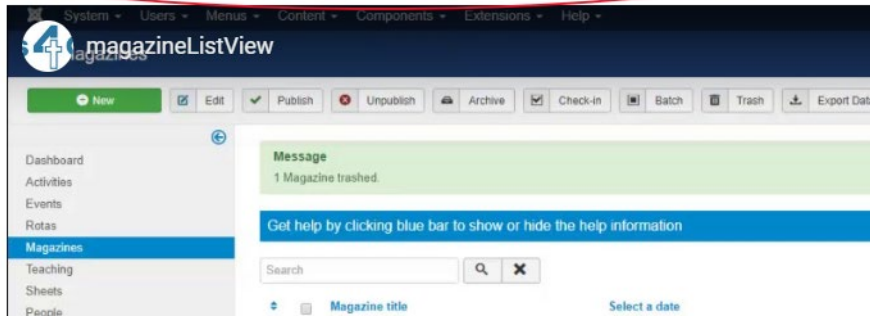
Video embed code

```
<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>
```

## Video description

### Magazine list view

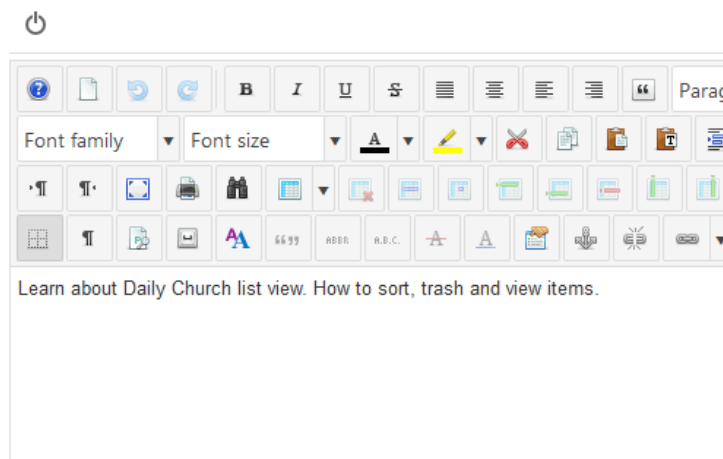
Learn about Daily Church list view. How to sort, trash and view items.



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:

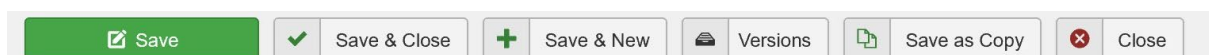
Video description



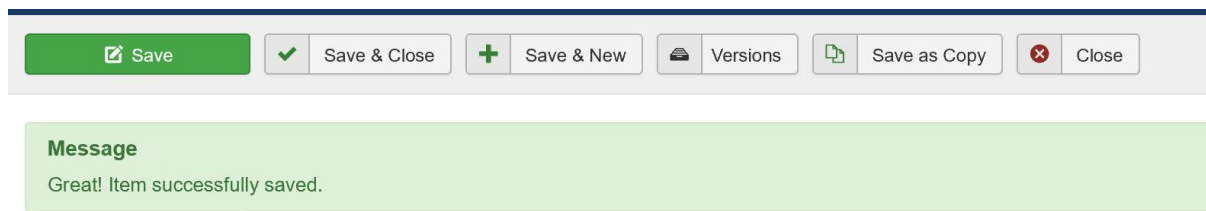
You can add text, links to other pages, pictures and downloadable pdfs here. This is a full what you see is what you get editor.

## Saving functionality

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



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



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	This saves the details and returns you to the video item list view.
Save & New	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 retrieve 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 similar details.
Close	This returns you to the list view.