# 1-Minute Quick Start Guide

📖 The Sermon Success Cheat Sheet

## Your Sunday Workflow

### 1. Preparation (The Computer "Naming" Rule)

Before you upload, rename the file on your computer. Computers hate spaces and capital letters in web addresses.

- **The Rule:** All lowercase. No spaces. Use hyphens - only.
- ❌ **WRONG:** Sermon March 10th Final.mp3
- **Format:** [Number]-[Book]-[Scripture]-[Short-Title].mp3
- ✅ **RIGHT:** 542-isaiah-40-1-11-what-a-shepherd.mp3
- *Tip: Use only lowercase letters, numbers, and hyphens.*

### 2. Uploading (The "Folder First" Rule)

1. Go to **Media > FileBird**.
2. **Click the "Sermons 2025" folder FIRST** on the left sidebar.
3. Drag your renamed file into the window.
4. **Set the Title:** Click the file and type a clean title for the public:
    - **Format:** [Number] [Book] [Scripture] - [Sermon Title]
    - ✅ **GOLD STANDARD:** 544 Isaiah 11 vs 6-10 - The Prince of Peace
    - *Note: Use spaces instead of dots or underscores for a clean look.*

### 3. The Audio Player (AudioIgniter)

1. Go to **AudioIgniter > Playlists** and select the current year.
2. Click **Add Track**

## Media Library

Select your sermon.

3. **The Drag:** Click and drag your new track to the **very top** (Position #1).
4. **CRITICAL:** Click the blue **Update** button on the right to save.

**4. The Search Engine (TablePress)**

1. Go to **TablePress** and open the **Sermon Master Table**.
2. Click **Add 1 Row(s) [Above]** to put the new entry at the top.
3. **Column A:** Leave this **BLANK** (The system numbers it for you!).
4. **Columns B-D:** Type your Title, Date, and Scripture.
5. Click **Save Changes**.

**5. New Pages & Menus (Annual Setup)**

- **Templates:** To start a new year, create a new Page and load the **"Sermon Page Master"** template in UX Builder.
- **Shortcodes:** Simply swap the ID number in the player (e.g., id="123") to match your new playlist.
- **Menus:** Go to **Appearance > Menus** to drag your new page into the navigation bar.

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