



RESOURCE LIBRARY UPLOAD

THE PURPOSE OF THIS FORM:

Use this form to request that we upload a Bible Study, Interview, Lecture, or Sermon or Message to the Resource Library. The information we receive from this form will allow us to file your resource properly. The following file types may be attached here:

- Documents (.doc, .pdf, etc.). [Click here for an example.](#)
- Audio (.mp3, .m4a, etc.). [Click here for an example.](#)
- Video (.mp4, .mov, .wmv, etc.). [Click here for an example.](#)

THE PROCESS:

- If you have fewer than three (3) resources, simply complete the form for each resource.
 - Submit the form.
 - Communications receives the form and reviews it.
 - Communications creates the new resource page and sends you the published link within five (5) business days under normal conditions and number of requests.
 - You review the new resource page and confirm it is correct or send edits if necessary.
 - If needed, Communications make the edits and send back to you for approval.
- If you have three (3) or more files to upload at one time, use [this spreadsheet](#).
 - Download [this spreadsheet](#).
 - Save it and fill in all pertinent information.
 - Submit the form. Upload your spreadsheet along with any mp3s. Mp3s file names should be the same as the related resource title inside of the spreadsheet to help Communications pair the file with the correct data.
 - Communications creates the new resource pages and sends you the published links within five (5) business days under normal conditions and volume of requests.
 - You review the new resource pages and confirm they are correct or send edits if necessary.
 - If needed, Communications make the edits and send back to you for approval.

COMMON QUESTIONS:

Q: If I do not know the title of the resource, what should I put there?

A: The "Title of Resource" field is what you will see in the largest text on the page and on the resource cards. If you do not already have this, please ask the author what he or she would like it to be titled. If you cannot reach the author, either create an applicable specific title yourself or select something generic, such as "Chapel Message on..."

Q: How do I select a topic?

A: "Topic" should be chosen from this list, which can also be found below the "Topic" field. This is helpful in allowing future viewers to find resources on specific topics of interest.

Q: Do I have to have a series for my resource?

A: Not every upload will have a "Series." Please refer to this list to determine if yours fits this kind of category.

Q: Why is "Date Recorded" important?

A: "Date Recorded" allows us to back date resources so they display in order of delivery/completion instead of the date they are uploaded. This is especially important when submitting resources from years ago.

Q: What if I don't have a photo of the speaker?

A: "Photo of Speaker" is not necessary; we have a filler image we can use for each type of resource. If you have a photo of the speaker or other applicable photo, it will be shown on the resource card and in the heading of the resource page. Please note that images in the landscape format are required for this purpose.

Q: What if my file is too large to be uploaded here but I have a link to it on another site, such as YouTube or Vimeo?

A: In this case, please insert the YouTube or Vimeo link into the "Additional Comments" box at the bottom of the page. Because a file must be selected for the "Resource Upload" field, you may select any random file to upload here as a filler. Please also explain in the Additional Comments that this is what you have done so only the correct files are used in the new resource page.