PODCASTING Directions **through libsyn.com** 11-25-07

___**1.** Go to: www.libsyn.com

___**2.** **Log in:** username: w w ph

password: ******* forgot password Login

___**3.** **Logging in will take you to a page with the following on top** (the heading to the page):

liberated syndication

New **Support** **view blogpage** **wwph** is logged in logoff

publish **media files** **settings** **stats** **account**

___**4.** **Click on** the "view blogpage" button to **check which shows have already been podcast**. Do **NOT** duplicate any show listed on the blogpage. **Podcast any show that is NOT listed.**

___**5.** **Close the blogpage** once you know what shows you have to podcast. In other words, **go back to the previous page** (so you will again have the heading that was referred to in step 3 above.)

___**6.** Click on publish. When a new page opens, **ONLY fill in the following required info:** (Leave all else blank.)

Post title: (Here you will type the **Show Name** and the **date** of the show.)
Category: (Here you will select **Podcast**)
Show Notes: (Here you will type the **Show Name** with the **full names of all show members**, and the **date** of the show.)

Here is what the required info should look like (with all other info boxes remaining blank):

Post Title:

The Allison Wonderland Show 10/15/07 required

Category:

podcast required

Show Notes

The Allison Wonderland Show with Christina Fan and Nikil Ramanathan 10/15/07 required

____**7.** **Scroll down** to the **Podcast Media File** Section at the bottom of the page. **Click on** Browse to **locate the show in the Podcast folder** on our radio server. **Double click** on the show to load it. You should see it loaded in the box next to the word, Browse.

____**8.** **Scroll down** to the Additional Options section of the page, and click on the publish button. After a few minutes, the show should be published, and you should be taken to a screen that says pinged, along with other sentences in **RED**. That means the show has been podcasted.

____**9.** **Scroll down to the list of podcasts**, and **find the one you just published**. If it is highlighted in pink, with a yellow exclamation point to the left of it, then there is an error and you must delete it by using the trash can to the right of it, and then try again. If it is not highlighted in pink, then your podcast is a success !!!

____**10.** **Repeat this entire procedure for each show** that needs to be podcasted. When done, **LOG OFF** !