UM Podcast manual

1) How to create a channel containing your podcast series in Blue Billywig *(Step 1 – 11)*
2) How to add your podcast to the UM podcast channel on Blue Billywig *(Step 12 – 18)*

Step 1 - Upload your podcast episode in the 'UPLOAD & TRANSCODE' tab.

Step 2 - Give your podcast episode metadata and make sure to publish the mediafile. (top right)

Step 3 - Give it a square thumbnail [1:1]

Step 4 - Go to the 'PLAYLISTS' tab and create a new static playlist

Step 5 - Add your podcast episode(s) to the playlist and give the playlist a name. Make sure your playlist is active (slider in the top right of the screen should be green)

Step 6 - Go to the 'CHANNELS' tab and create a new channel
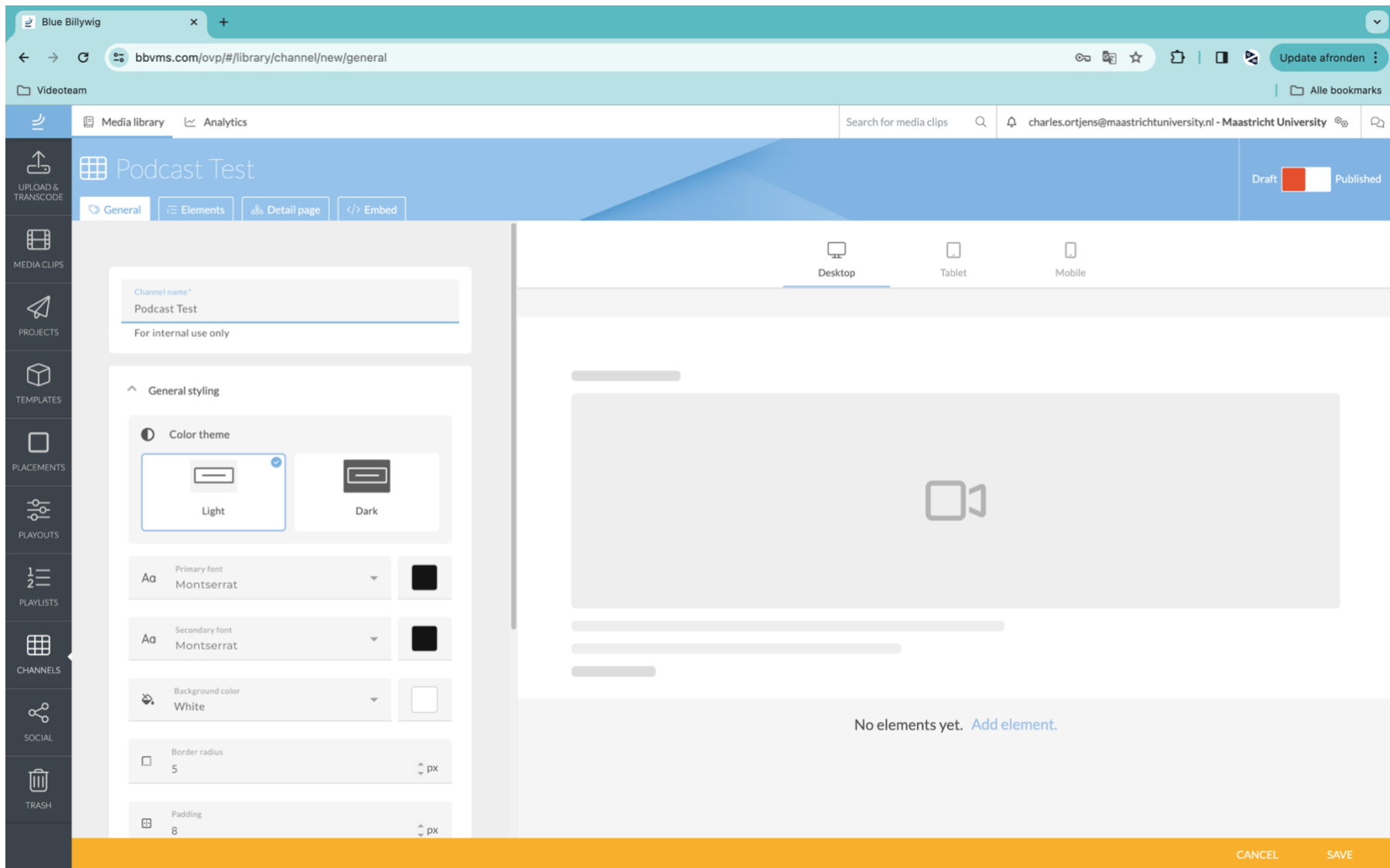
Step 7 - Give your channel a name.

Step 8 - On the bottom of the page, select the settings as shown in the 'player options' settings

Step 9 - In the second 'Elements' tab, select the settings shown in screen.

Step 10 - And on the bottom of the page, select 'Detail page'

Step 11 - Go to the '</> Embed' tab and select Embed type URL. Save the link that will appear. You'll need it in a bit.

Step 12 - Now upload your podcast placeholder in the 'UPLOAD & TRANSCODE' tab. The placeholder file can be downloaded at the bottom of this document.

*Step 13 - The placeholder functions as a bookcover of your podcast series. Give it metadata and paste your channel link in the Deep link. ***

Step 14 - Give the placeholder your podcasts thumbnail (square)

Step 15 - Then go back to the 'PLAYLISTS' tab and look for the playlist called 'UM Podcasts'. Add your placeholder to this playlist. This will update the channel holding all of the podcasts automatically. Give it 10 minutes; this takes some time.

Step 16 – Go to the 'CHANNELS' tab and open the channel 'UM Podcasts'. Go the the '</> embed' page, select Embed type 'URL', and hit 'preview without statistics'.

Step 17 - Your podcast should appear on the back of the channel. Once again; give it some time. It takes a while for the channel to update. Click on your podcast.
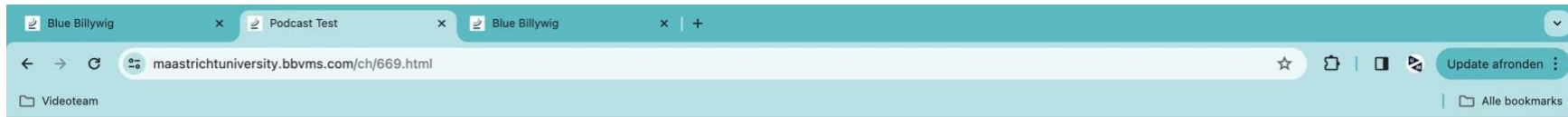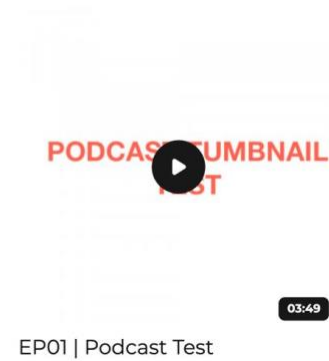
Step 18 – Once you've clicked on your podcast, you'll see a detailpage containing all of the episodes. In the case of this example, it's of course just one.

* If you wish to publish only your series on a specific page, then follow this manual until step 11.
 You can use the channel link generated here to publish on Drupal.

** It's also possible to create a podcast placeholder that contains a deeplink to a platform outside of Blue Billywig or UM;
Spotify or a different webpage for example. *(e.g. 'Sex, Love, Corona' and 'SBE Podcast')*
Just copy the link of where the podcast is embedded, and paste the link in the *'Deeplink'* tab.
Then, add the placeholder to the *'UM Podcasts'* Channel.
The placeholder will redirect the visitors to the link pasted inside the *'Deeplink*' tab.

DOWNLOAD THE PLACEHOLDER FILE HERE:
https://surfdrive.surf.nl/files/index.php/s/ZYwfQd2YP8u8Q6L