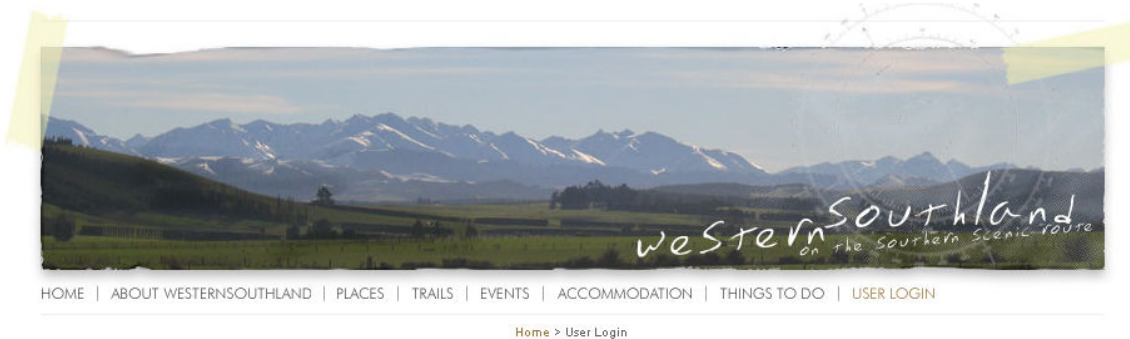


Uploading a Podcast

You will need to login to the Western Southland website to upload your podcast. If you don't have an account, you can create one automatically online.



NOT LOGGED IN

Login

Existing User?

Login below.

Username:

Password:

New User?

Register on Western Southland.

If you have a business, activity, local group, place to eat etc [register here](#) and add it to the website!

Once logged in, you should see the management screen as shown below.

YOUR HOME

NZTRI NZTRI's home






Your Entities (or entities you can manage)

- Podcast Shop (Riverton)      

Your options:

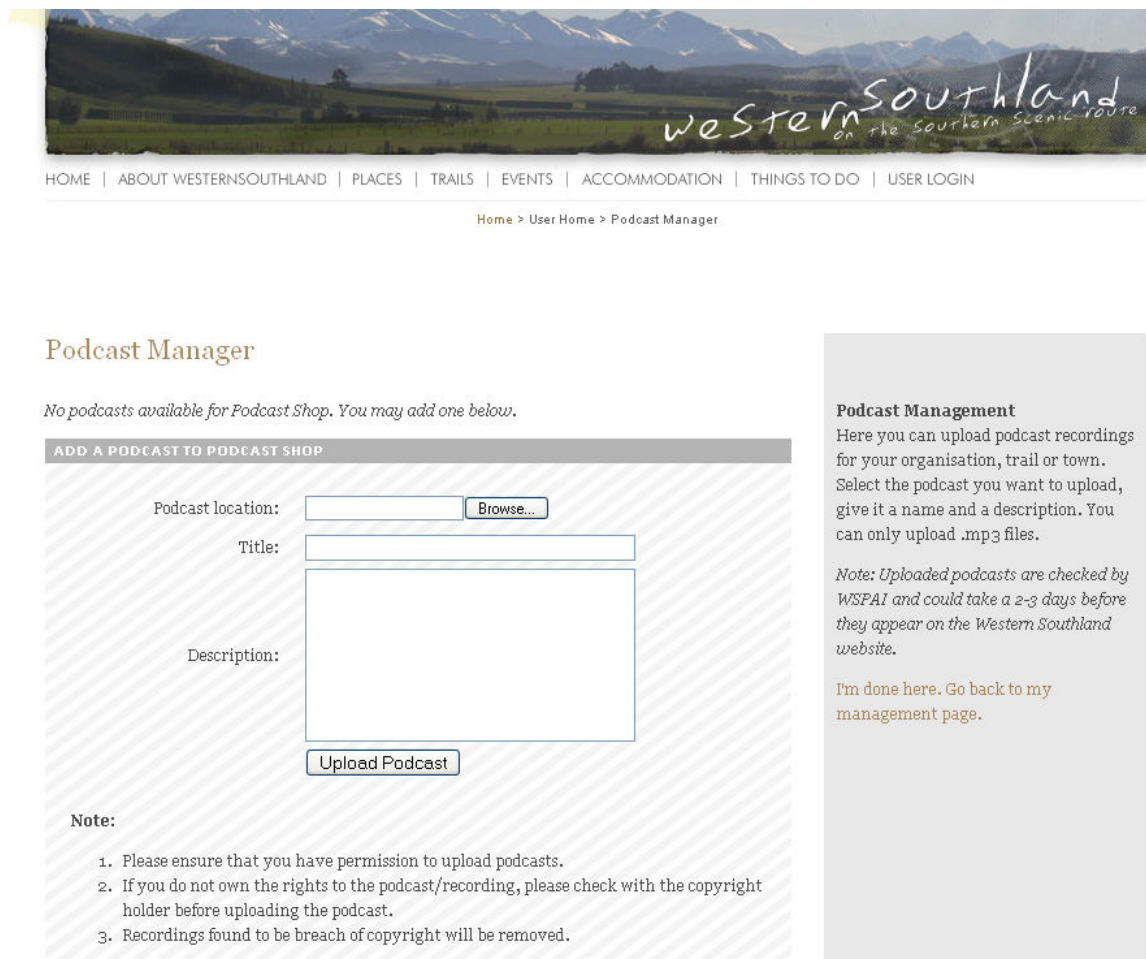
- Add a business/place...
- Change your profile/password...
- Logout

Key

-  Delete
-  Edit
-  Manage photos
-  Manage the user rights
-  View
-  Entity locked - awaiting review by an administrator before it appears on website

Click on the green 'music' note icon.

You will see a podcast manager screen similar to below:



The screenshot shows the Western Southland website's Podcast Manager interface. At the top is a banner image of a mountain range with the text "western southland on the southern scenic route". Below the banner is a navigation menu with links: HOME | ABOUT WESTERNSOUTHLAND | PLACES | TRAILS | EVENTS | ACCOMMODATION | THINGS TO DO | USER LOGIN. A breadcrumb trail reads "Home > User Home > Podcast Manager".

Podcast Manager

No podcasts available for Podcast Shop. You may add one below.

ADD A PODCAST TO PODCAST SHOP

Podcast location:

Title:

Description:

Note:

1. Please ensure that you have permission to upload podcasts.
2. If you do not own the rights to the podcast/recording, please check with the copyright holder before uploading the podcast.
3. Recordings found to be breach of copyright will be removed.

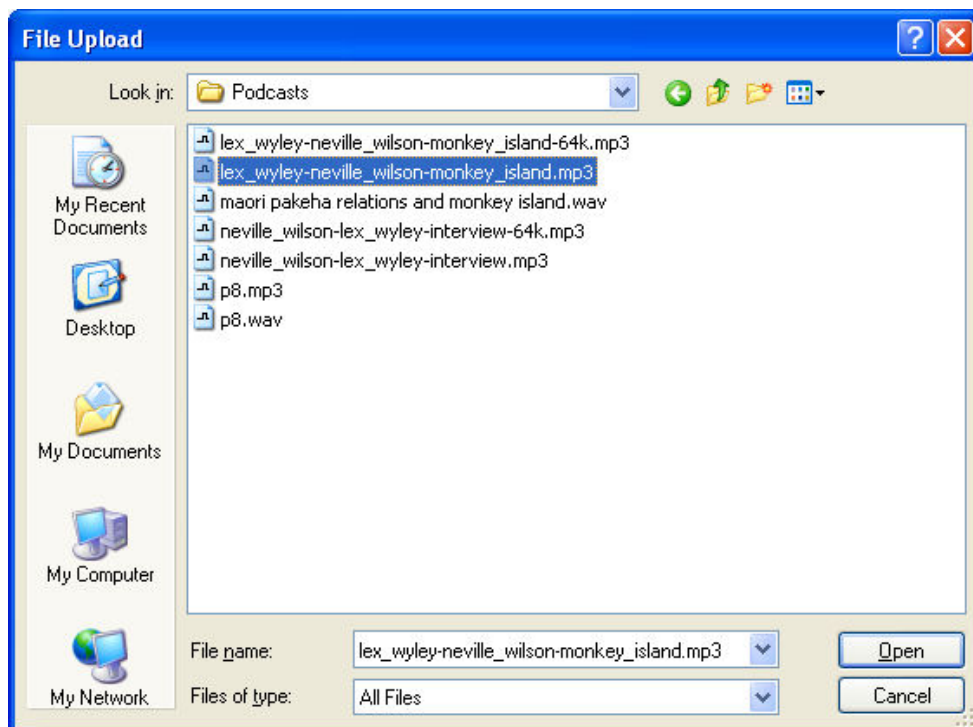
Podcast Management

Here you can upload podcast recordings for your organisation, trail or town. Select the podcast you want to upload, give it a name and a description. You can only upload .mp3 files.

Note: Uploaded podcasts are checked by WSPAI and could take a 2-3 days before they appear on the Western Southland website.

I'm done here. [Go back to my management page.](#)

Click the browse button and the open file dialog box should appear:



Browse to the .mp3 podcast audio file you have created and click open.

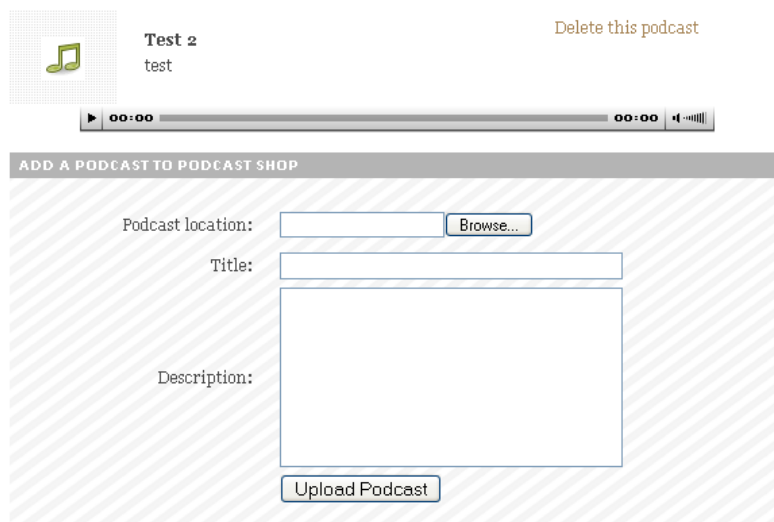
Enter a title for the podcast in the title box.

Enter a description for the podcast.

Click the Upload Podcast button.

Once uploaded, the podcast will appear on screen for you to playback.

Podcast Manager



The screenshot shows the Podcast Manager interface. At the top, there is a playback player for a podcast titled "Test 2" with a duration of 00:00. To the right of the player is a "Delete this podcast" link. Below the player is a section titled "ADD A PODCAST TO PODCAST SHOP". This section contains a form with the following fields: "Podcast location:" with a text input and a "Browse..." button; "Title:" with a text input; "Description:" with a larger text area; and an "Upload Podcast" button at the bottom.

Podcast Management

Here you can upload podcast recordings for your organisation, trail or town. Select the podcast you want to upload, give it a name and a description. You can only upload .mp3 files.

Note: Uploaded podcasts are checked by WSPAI and could take a 2-3 days before they appear on the Western Southland website.

I'm done here. [Go back to my management page.](#)

You can use the 'Delete this podcast' link should you wish to remove the podcast at a later date.

Your podcast will not appear on the Western Southland website immediately as it is reviewed first. Once approved by a WSPAI member it will appear on the website.