

## **SONG SUBMISSION PROCESS**

1. Check your calendar and identify the Friday that is 9 days before the Sunday you will be singing your song. (That should be the Friday of the week prior to the week you will be singing).
2. Set an alarm on your phone to remind you that your song submission is due on that Friday.
3. Prayerfully select your karaoke-style song.
  - A. If you are using a song from the church's Worship Song Video Option list:
    - i. Go to the church website and select "MEMBER RESOURCES" from the website menu.
    - ii. Select the red hyperlink under the "Worship Song Video Options" heading
    - iii. Click the "Download PDF" option in red at the top of the page. (This will open the PDF version of the list in a new tab.)
    - iv. Click the link of the song you want to use, and this should open the video. (You may have to select "Open" if another window pops up before the video opens)
    - v. Click the "Share" option under the video and then click "Copy Link" on the menu that will pop up with the link.
    - vi. Paste that link in a text message to Mo. Johnson and then type the name of your song next to it.
  - B. If you are using a song that is not on the church's Worship Song Video Option list:
    - i. Make sure you find a song with a video that has the lyrics clearly visible. (Be careful; some videos may have busy backgrounds or small print)
    - ii. Copy the link to the video from the address bar at the top of the webpage you found the video on.
    - iii. Paste that link into a text message to Mo Johnson and type the name of the song next to it.
4. Text the song title and video link to Mo. Johnson no later than the Friday 9 days before the Sunday you will be singing.

**NOTE:** *If you will be singing more than once in a month, you can submit all of your songs at once on the first deadline of the month and identify which song is for which Sunday all in one text.*