To upload the Manhattan message files to churchnyc.org web site

1. On your computer, rename your message (mp3), document, or any other files to yyyymmdd\_Manhattan\_….. format. (The website displays the files by their filename order.)

 e.g. 20151004\_Manhattan\_special\_fellowship.mp3

We can take mp3, mp4, .txt, .doc, .pdf … files.

 2. Goto the file upload web site:

<http://churchnyc.org/upload/uploader_Msg_Manhattan.asp?cnyc_user=skim>

 

Click the File 1’s “Choose File” button, to select your lesson file from your workstation/computer



Select your file and click OPEN button



If you have more files to upload, click file 2 “choose file”, same to file 3 and file 4.

Click the “Upload” button,

It seems nothing happens, please just wait, it might take about 5 to 10 minutes to upload a 30 MB doc file.



When it is done, a message will be shown under the upload button.

3. You cannot delete the uploaded files, but you can over write them by upload the files again.

 Contact brother Tony Shu (shu.tony@gmail.com or 917-923-0994) if you want to delete files or have technical issues.

4. To check your uploaded files,

 Goto churchnyc.org web site, click “Message” then click “Manhattan”



