FirstDay Sermon Uploader: How-To Guide

Sermon recordings and videos, posted for you.
FirstDay Studio · November 2026 · Sermon Uploader 1.1.2
FirstDay Sermon Uploader is a free Windows app for the sound-booth PC. It watches the folder your recorder saves to, waits for each recording to finish, converts it to MP3, gives it a tidy name and posts it to your church's FirstDay Sites as a sermon. It can also post sermon videos to your church's YouTube channel and Facebook Page. Nobody has to remember to upload anything after the service.
This guide is for **Sermon Uploader 1.1.2**, which includes **FFmpeg 9.0.2** (the newest FFmpeg release as of November 2026) for converting audio.

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What you need

- A **Windows 11** PC where your recordings are saved (usually the sound-booth PC). Windows 10 also works, but Microsoft ended regular support for it in October 2025. If a

PC is still on Windows 10, enroll it in Microsoft's Extended Security Updates so it keeps getting security fixes, or move it to Windows 11.

- Your church's FirstDay Sites with the Sermons module, and an administrator who can make a pairing code.
- For video: the church's YouTube channel and/or Facebook Page, connected in Sites by an administrator.

Install and link to FirstDay Sites

1. In FirstDay Sites, an administrator opens **Admin › Screens**, picks **Sermon Uploader** and clicks **Make a pairing code**. The code works once, for 15 minutes.
2. Install **FirstDaySermonUploader-Setup-<version>.exe** on the PC. It does not need administrator rights.
3. Open the app and go to **Settings**. Under **FirstDay Sites**, enter the **Sites address**, the **Pairing code** and a **Name for this PC** (for example “Sound booth”), then click **Link to FirstDay Sites**.
4. The panel now says which church and address it is linked to. **Test the connection** checks it any time; **Unlink this PC** disconnects it.

Good to know: The PC appears in Sites under **Screens > Linked screens and PCs**. Clicking **Unlink** there stops it at once, for example if the PC is lost or replaced.

Choose the folder to watch

1. Under **Folder to watch**, click **Choose…** and pick the folder your recorder saves to.
2. Tick **Also look in folders inside it** if your recorder makes a folder per day.
3. Click **Save settings**.

- **Wait until the file has not changed for** (30 seconds by default): the app waits until the recorder has finished writing, and until no other program still has the file open.
- **Skip recordings shorter than** (2 minutes by default) keeps short test clips out.
- Recordings that were already in the folder before watching started are skipped, unless you tick **Also upload recordings that were already there before watching started**.

Good to know: The uploader never posts the same recording twice, even after a reinstall: it

remembers each recording, and Sites refuses a recording it already has.

Names and services

Tick **Name sermons and files automatically** (otherwise the recorder's file name is used). Then set:

- **Sermon title on the website**: the default is {service} Sermon - {month} {d}, {yyyy}, for example “Sunday Morning Sermon - November 8, 2026”.
- **File name**: for example {date} {service}. The **Example** line shows the result as you type.

Word	Becomes
{service}	The service name (see below)
{date}	2026-11-08
{yyyy} {mm} {dd}	Year, month and day as numbers
{month} / {mon}	November / Nov
{d}	8 (day without a leading zero)
{weekday}	Sunday
{ampm} / {time}	AM or PM / 1030
{speaker} / {church}	The speaker (see Sermon details) / your church's name
{original}	The recorder's file name

Services

The service name comes from the day and time the recording started. Sunday Morning, Sunday Evening and Wednesday Evening are set up for you. Click **Add a service** for your own times (Day, From, To, Name). If nothing matches, the name is the weekday plus Morning or Evening.

Converting to MP3

- **Convert WAV, FLAC, WMA, AAC, OGG and other audio to MP3** is on by default.
- **Quality**: 96 kbps is good for speech (the default); choose 192 kbps if you record singing. Higher numbers make bigger files.
- **Mono** (on by default) gives clearer speech at low bit rates.
- **Even out the volume** levels loud and quiet speakers.
- MP3 and M4A files go up unchanged unless you tick **Also re-encode MP3 and M4A files** (makes big files smaller).

Sermon details and review

- **Speaker** and **Description** (optional) are filled in on every sermon. Staff can change them in Sites afterwards.
- **When uploaded**: **Hold for review in Sites** (the default) or **Put on the website right away**.

Tip: With “Hold for review”, staff check the new sermon in Sites under **Sermons** and tick **Show on the website and podcast**. Until then only staff can play it.

After uploading

Choose what happens to the original recording:

- **Move the recording to the archive folder (with its new name)**: click **Choose…** for the archive folder, or use the default (an Uploaded folder).
- **Rename it where it is**.
- **Leave it alone**.
- **Keep a copy of the MP3 next to it** is optional.

Video: YouTube and Facebook

First, an administrator connects the church's YouTube channel and/or Facebook Page in **FirstDay Sites › Admin › Channels**. This PC never signs in to YouTube or Facebook itself.

1. In the app's Settings, under **Video**, tick **Also watch for video recordings**. Videos can be

in the same folder as audio (**Same as audio**) or a folder of their own (**Choose…**). MP4, MOV, M4V, MKV, AVI, WMV and MTS/M2TS/TS files are watched.

2. Under **Where videos go**, choose one:
    - **Make a sermon on FirstDay Sites with the audio from the video, and show the YouTube player on it**, or
    - **YouTube and Facebook only (nothing on FirstDay Sites)**.
3. Tick **Upload to YouTube** and choose the **YouTube visibility** (Unlisted, the default, means only people with the link can watch; or Public or Private) and **YouTube category**. Answer **These videos are made for children**; YouTube asks this of every upload.
4. Tick **Post to Facebook** if you want it on your Page. Tick **Show it on the Page right away**, or leave it unticked so it waits, unpublished, in Meta Business Suite.
5. Click **Save settings**.

- Video files go straight from this PC to YouTube and Facebook, not through Sites.
- Uploads can resume after a dropped connection. Each finished step (sermon, YouTube, player link, Facebook) is remembered, so **Retry** carries on with only the steps still to do.

Good to know: Until FirstDay's YouTube app passes Google's review, YouTube keeps uploads from this app **private**, whatever visibility you choose. You can change them in YouTube Studio.

Everyday use: the Activity tab

- The app runs in the system tray and starts with Windows (**This PC > Start when Windows starts**).
- **Activity** shows the **Queue** and **Recently uploaded** sermons. Problems show there with **Retry now**.
- **Check the folder now** looks again at once; **Open watch folder** opens it in File Explorer.
- Right-click the tray icon for **Pause watching** / **Resume watching**, **Check the folder now** and **Quit**.
- If the internet is down, the app tries again by itself: after 1, 2, 5, 15 and 30 minutes, then every hour.

Help, About and licenses

- **Help > About FirstDay Sermon Uploader** shows the app, Electron and FFmpeg versions, with links to the exact FFmpeg source code and its license (GPLv3).
- **Help > Open the log folder** opens the app's log, settings and upload record (%APPDATA%\FirstDay Sermon Uploader). Send us the log if you need help.
- **Help > Third-party licenses** lists the other software included.

Troubleshooting

Problem	What to do
Windows shows “Windows protected your PC” when installing	Click **More info**, then **Run anyway**, but only for an installer you got from FirstDay Studio.
Pairing code rejected	Codes last 15 minutes and work once, and must be made for **Sermon Uploader**. Make a new one.
A recording was not uploaded	Check it is longer than the minimum length, that it was not already in the folder before watching started, and that it has finished saving. Look on the Activity tab for a message and **Retry now**.
The sermon is not on the website	It is probably held for review. In Sites, open it under **Sermons** and tick **Show on the website and podcast**.
The wrong service name	Check the times under **Services**; the name comes from when the recording **started**.
A video asks to connect again	YouTube or Facebook stopped accepting the connection. An admin clicks **Connect again** in Sites › Channels, then press **Retry**.

Problem	What to do
YouTube videos are private	See the note above: change them in YouTube Studio until FirstDay's YouTube review is done.
The PC was replaced	Install the app on the new PC and link it with a new pairing code. Unlink the old PC in Sites › Screens.