Adding an Episode to Anchor

1. Create an account or sign in at <https://anchor.fm/login>

Graphical user interface, text, application

Description automatically generated

1. On the Dashboard you can change the description and get a link to the public site. You will see get started tips until you have episodes, then analytics will be here.

Graphical user interface, application, Teams

Description automatically generated

1. Click Episodes at the top to see your list of episodes. Click Create New here or choose New Episode from the top right.

Graphical user interface, application, Teams

Description automatically generated

1. Record directly into the browser or add media from your computer. You can add music and transitions to build the show or upload a complete episode. Click Save Episode when finished.

Graphical user interface, application

Description automatically generated

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Add a title and description. You can include links and format the text. Choose to publish now or schedule a date and time. Save as draft at the top or continue to the bottom to publish.

Graphical user interface, text, application, email

Description automatically generated

1. Add optional information like season and episode number. You can upload cover art here or in Settings.

Graphical user interface, application

Description automatically generated

1. Scroll to the top to save a draft or publish/schedule the episode. If you are unable to publish, make sure an audio file correctly uploaded.

Graphical user interface, text, application, chat or text message

Description automatically generated

1. Click Episodes at the top again to see your new episode or a list if you have multiple episodes.

Graphical user interface, application, Teams

Description automatically generated

1. Go to Settings > Update Settings to make account changes. You can upload or search for cover art here.

A screenshot of a computer

Description automatically generated with medium confidence

1. Click Distribution to see where your podcast is shared. Your new podcast will automatically be added to Spotify (which owns Anchor) and a few other sites.
   1. To add to Apple Podcasts you must have the same Apple ID as your Anchor login. Follow Anchor’s directions to connect accounts.
   2. You can add the RSS feed to a website or social media.

Graphical user interface, application, chat or text message

Description automatically generated