

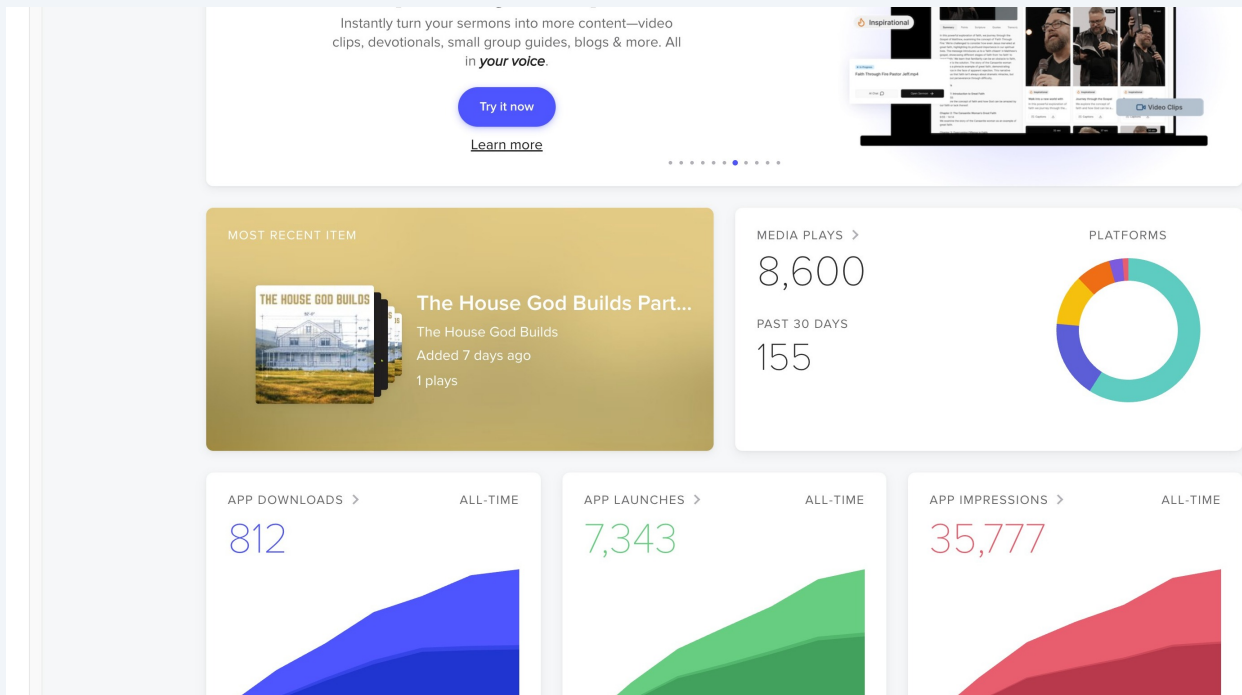
Prepare weekly live stream in SubSplash



Learn how to efficiently edit existing sermon details like titles, speakers, and scripture references within the Subsplash dashboard. This guide also covers the process for duplicating stream events to quickly schedule recurring services and chapel sessions.

1

Navigate to <https://dashboard.subsplash.com/-d/#/home>



2 Click "Media"

The screenshot shows the Subsplash dashboard interface. On the left, a sidebar menu lists various navigation options: Home, Media, Events, Giving, People, Groups, Forms, Workflows (Beta), Apps, Web, Library, Settings, and Help. The 'Media' option is highlighted with an orange circle. The main content area, titled 'Home', features a promotional banner for 'Pulpit AI by Subsplash' with a 'Try it now' button and a 'Learn more' link. Below the banner is a 'MOST RECENT ITEM' card for 'The House God Builds Part...' and a 'MEDIA PLAYS' summary card showing 8,600 plays in the past 30 days and 155 plays overall. At the bottom, there are five summary cards for 'APP DOWNLOADS' (817), 'ALL-TIME', 'APP LAUNCHES' (7212), 'ALL-TIME', and 'APP IMPRESSIONS' (25,777).

3 Click "Live"

The screenshot shows the Subsplash dashboard interface with the 'Live' option highlighted in the left sidebar. The main content area, titled 'Home', features a promotional banner for 'Live RS' with a 'Learn more' button. Below the banner is a 'MOST RECENT ITEM' card for 'The House God Builds Part...' and a 'MEDIA PLAYS' summary card showing 8,600 plays in the past 30 days and 155 plays overall. At the bottom, there are five summary cards for 'APP DOWNLOADS' (817), 'ALL-TIME', 'APP LAUNCHES' (7212), 'ALL-TIME', and 'APP IMPRESSIONS' (25,777).

4 Click the Sunday service your preparing, usually the top item

Live Create Live Stream

Upcoming Live Streams View all

- The House God Builds Part One - (Sanctuary)**
The House God Builds • Live on April 26, 10:25am • Live stream Scheduled to publish ⋮
- The House God Builds Part One - (Sanctuary)**
The House God Builds • Live on May 3, 10:25am • Live stream ⌂ ⋮
- The House God Builds Part One - (Sanctuary)**
The House God Builds • Live on May 10, 10:25am • Live stream ⌂ ⋮
- The House God Builds Part One - (Sanctuary)**
The House God Builds • Live on May 17, 10:25am • Live stream ⌂ ⋮
- The House God Builds Part One - (Sanctuary)**
The House God Builds • Live on May 24, 10:25am • Live stream ⌂ ⋮

Recent Live Streams View all

- The House God Builds Part Two - (Chapel)**
The House God Builds • April 19, 2026 • Pastor Mark Bedwell ⋮
- The House God Builds Part Two - (Sanctuary)**
The House God Builds • April 19, 2026 • Pastor Mark Bedwell ⋮
- The House God Builds Part One - (Chapel)**
Infrastructure: Resurrection Power • April 12, 2026 • Pastor Mark Bedwell ⋮
- The House God Builds Part One - (Sanctuary)** ⋮

Next stream begins in...

01:01:21:12
Day Hour Min Sec

The House God B
Live on April 26, 10:2

Stream Preview

No stream detected

Repeating Live Streams

The House God Build
Sundays at 10:25am ⋮

Resources

[Subsplash Academy: Livestream](#)

5 Edit the "Title" field to match the current weeks message you can get this from the tech guide

- Embeds
- Tags
- Bulk Import / Edit
- Settings

Syndication

YouTube On • Facebook On

Chat

Off • Talk with your CSM about [Subsplash One](#) Schedule a call

Push notification

None ⌂

Basic info

Title
The House God Builds Part One - (Sanctuary)

Subtitle
Live on Sun, Apr 26, 10:25am EDT

Description

Tags

Speakers ⌂
Add a speaker...

Share

Copy link
Embed

Media Seri

The Hous

Artwork

THE HOUSE GOD B
 THE HOUSE GOD B

SU Q A

Ardella Baptist ...

6

Click the "Speakers" field, start type Bedwell and select it. (adjust if there is a different speaker)

The screenshot shows a web interface for editing a video. On the left, there is a sidebar with navigation options: 'Embeds', 'Tags', 'Bulk Import / Edit', and 'Settings'. Below the sidebar are icons for 'SU', 'Q', and 'A', and a profile card for 'Ardella Baptist ...'. The main content area is divided into sections: 'Chat' (with a 'Schedule a call' button), 'Push notification' (set to 'None'), 'Basic info' (with fields for Title, Subtitle, and Description), and 'Tags'. The 'Speakers' field under 'Tags' is highlighted with an orange circle and contains the text 'Add a speaker...'. The 'Scripture' field below it contains 'Add a scripture reference...'. On the right, there is a 'Share' section with 'Copy link' and 'Embed' buttons, and a 'Media Series' section with a card for 'The House God Builds Part Three - (Sanctuary)'. Below that is an 'Artwork' section with three thumbnail images.

7

Click the "Scripture" select the verses used for this week, you can get this from the tech guide.

The screenshot shows the same web interface as above, but with changes. The 'Speakers' field under 'Tags' now contains 'Pastor Mark Bedwell ...' and is highlighted with an orange circle. The 'Scripture' field below it is also highlighted with an orange circle and contains 'Add a scripture reference...'. The 'Basic info' section remains the same. The 'Document' section at the bottom has a 'Title' field and an upload area with the text 'Upload file, browse recent, or enter a URL' and '10MB Maximum'. The right sidebar is also visible, showing the 'Embed' button, 'Media Series' card, and 'Artwork' thumbnails.

8

Click "Live The House God Builds Part Three - (Sanctuary) Last saved on Apr 19, 2026 at 12:11am Save Stream event Schedule April 26, 10:25am-12:00pm • ..."

Embeds

- Tags
- Bulk Import / Edit
- Settings

Tags

Speakers

Scripture

Book

- Genesis
- Exodus
- Leviticus
- Numbers
- Deuteronomy
- Joshua
- Judges

Media Series

The House

Artwork

The House God Builds

9

Click "Save"

Live > The House God Builds Part Three ...

Last saved on Apr 19, 2026 at 12:11am

Save

Stream event

Schedule
April 26, 10:25am-12:00pm • Publish 12 hours before event

Stream type
Live - stream from your connected encoder

Syndication
YouTube On • Facebook On

Chat
Off • Talk with your CSM about [Subsplash One](#) [Schedule a call](#)

Push notification
None

Basic info

Title
The House God Builds Part Three - (Sanctuary)

Subtitle
Live on Sun, Apr 26, 10:25am EDT

Scheduled to Publish
April 25th, 2026 at 10:25pm

Visibility
Public

Stream Preview
No stream detected

Share

- Copy link
- QR code
- View
- Embed

Media Series

10 Click "Live", to go back to the list of servcies

The screenshot shows the Subsplash interface. On the left sidebar, the 'Media' section is expanded, and the 'Live' option is highlighted. In the top navigation bar, the 'Live' link is circled in orange. The main content area shows the configuration for a stream event titled 'The House God Builds Part Three ...'. The configuration includes sections for 'Stream event', 'Schedule', 'Stream type', 'Syndication', 'Chat', and 'Push notification'. The 'Stream type' is set to 'Live - stream from your connected encoder'. The 'Chat' section has a 'Schedule a call' button. The 'Push notification' is set to 'None'. Below the configuration, the 'Basic info' section shows the title 'The House God Builds Part Three - (Sanctuary)'. On the right sidebar, there are sections for 'Scheduled', 'Stream Pre', 'Share', and 'Media Seri'.

11 Click this icon.

The screenshot shows the 'Live' page in Subsplash. At the top right, there is a 'Create Live Stream' button. The main content is divided into several sections: 'Upcoming Live Streams', 'Next stream begins in...', 'Stream Preview', 'Repeating Live Streams', and 'Resources'. The 'Upcoming Live Streams' section lists several events, with the first one, 'The House God Builds Part Three - (Sanctuary)', circled in orange. The 'Next stream begins in...' section shows a countdown timer of 01:01:20:03. The 'Stream Preview' section shows a 'No stream detected' message. The 'Repeating Live Streams' section shows a repeating stream for 'The House God Builds' on Sundays at 10:25am. The 'Resources' section includes a link to 'Subsplash Academy: Livestream'.






12 Click "Duplicate"

Live

[Create Live Stream](#)

Upcoming Live Streams

[View all](#)


-  **The House God Builds Part Three - (Sanctuary)**
The House God Builds • Live on April 26, 10:25am • Pastor Mark Bedwell • Live stream
-  **The House God Builds Part One - (Sanctuary)**
The House God Builds • Live on May 3, 10:25am • Live stream
-  **The House God Builds Part One - (Sanctuary)**
The House God Builds • Live on May 10, 10:25am • Live stream
-  **The House God Builds Part One - (Sanctuary)**
The House God Builds • Live on May 17, 10:25am • Live stream
-  **The House God Builds Part One - (Sanctuary)**
The House God Builds • Live on May 24, 10:25am • Live stream

- Add to list
- Change Media Series
- Duplicate**
- Delete

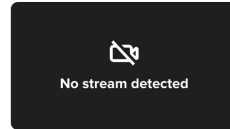
Next stream begins in...

01:01:20:02


Day Hour Min Sec

 **The House God B**
Live on April 26, 10:2

Stream Preview



Repeating Live Streams

 **The House God Build**
Sundays at 10:25am

Resources

[Subsplash Academy Livestream](#)

Recent Live Streams

[View all](#)

-  **The House God Builds Part Two - (Chapel)**
The House God Builds • April 19, 2026 • Pastor Mark Bedwell
-  **The House God Builds Part Two - (Sanctuary)**
The House God Builds • April 19, 2026 • Pastor Mark Bedwell
-  **The House God Builds Part One - (Chapel)**
Infrastructure: Resurrection Power • April 12, 2026 • Pastor Mark Bedwell
-  **The House God Builds Part One - (Sanctuary)**

13 Click the "Start date" field and select Sunday's date

SUBSPASH

[Media](#)

[Library](#)

Live

[Podcasts](#)

[Music](#)

[Analytics](#)

[Embeds](#)

[Tags](#)

[Bulk Import / Edit](#)

[Settings](#)

Live > The House God Builds Part Three ...

Stream event

Schedule

April 25, 10:00am-11:00am • Publish 30 minutes before event

Start date: **04/25/2026** Start time: 10:00 am End time: 11:00 am End date: 04/25/2026

Publish

30 minutes before event

When stream ends

Keep it published - Recording is available for playback right away.

Set as Draft - Allows for post-production before publishing.

Don't forget! You need to begin streaming on your connected encoder in order for your audience to view your live video feed.

Stream type
Live - stream from your connected encoder

Syndication
YouTube On • Facebook On

Draft

Visibility

Public

Stream Pre



Share

Copy link

Embed

14

Click the "Start time" field and enter 8:55 since this is copy with be for Chapel Service.

The screenshot shows the BSPLASH interface for configuring a stream event. The left sidebar lists navigation options: Media, Library, Live (selected), Podcasts, Music, Analytics, Embeds, Tags, Bulk Import / Edit, and Settings. The main content area is titled 'Live > The House God Builds Part Three ...' and contains a 'Stream event' configuration panel. The 'Schedule' section shows the event date as April 26, 2026, from 10:00 am to 11:00 am, with a 'Publish 30 minutes before event' dropdown. The 'When stream ends' section has two options: 'Keep it published' (selected) and 'Set as Draft'. A warning message states: 'Don't forget! You need to begin streaming on your connected encoder in order for your audience to view your live video feed.' The 'Stream type' is set to 'Live - stream from your connected encoder' and 'Syndication' is set to 'YouTube On • Facebook On'. On the right, there are sections for 'Draft' (Public), 'Stream Preview' (No stream), and 'Share' (Copy link, QR code, Embed).

15

Select the "12 hours before event" option.

The screenshot shows the SUBSPASH interface for configuring a stream event. The left sidebar lists navigation options: Media, Library, Live (selected), Podcasts, Music, Analytics, Embeds, Tags, Bulk Import / Edit, and Settings. The main content area is titled 'Live > The House God Builds Part Three ...' and contains a 'Stream event' configuration panel. The 'Schedule' section shows the event date as April 26, 2026, from 8:55 am to 9:55 am, with a 'Publish 12 hours before event' dropdown. The 'When stream ends' section has two options: 'Keep it published' (selected) and 'Set as Draft'. A warning message states: 'Don't forget! You need to begin streaming on your connected encoder in order for your audience to view your live video feed.' The 'Stream type' is set to 'Live - stream from your connected encoder' and 'Syndication' is set to 'YouTube On • Facebook On'. On the right, there are sections for 'Draft' (Public), 'Stream Preview' (No stream), and 'Share' (Copy link, QR code, Embed).

16 Double-click the "Title" field.

The screenshot displays a content management system interface. On the left is a sidebar menu with options: Podcasts, Music, Analytics, Embeds, Tags, Bulk Import / Edit, and Settings. The main content area is divided into several sections. At the top, there are three toggle switches: 'Syndication' (YouTube On, Facebook On), 'Chat' (Off, with a 'Schedule a call' button), and 'Push notification' (None). Below these is the 'Basic info' section, which contains fields for 'Title', 'Subtitle', 'Description', and 'Tags'. The 'Title' field is currently set to 'The House God Builds Part Three (Sanctuary)' and is highlighted with an orange circle. The 'Subtitle' field is set to 'Live on Sun, Apr 26, 8:55am EDT'. The 'Description' field is empty. The 'Tags' section shows 'Speakers' with 'Pastor Mark Bedwell' listed. On the right side of the interface, there are sections for 'Media Series' (The House God B), 'Artwork' (Square 1024 x 10), and 'W 15' and 'B 15'.

17 Replace "Sanctuary" with "Chapel"

18 Click "Schedule"

Live > The House God Builds Part Three ...

Stream event

Schedule
April 26, 8:55am-9:55am • Publish 12 hours before event

Start date: 04/26/2026 | Start time: 8:55 am | End time: 9:55 am | End date: 04/26/2026

Publish: 12 hours before event

When stream ends:

- Keep it published** - Recording is available for playback right away.
- Set as Draft** - Allows for post-production before publishing.

Don't forget! You need to begin streaming on your connected encoder in order for your audience to view your live video feed.

Stream type
Live - stream from your connected encoder

Syndication
YouTube On • Facebook On

Draft
Visibility: Public

Stream Preview
No stream detected

Share
Copy link, QR code, View, Embed

19 Click "Live"

SUBSPASH

Media

Library

Live

Podcasts

Music

Analytics

Embeds

Tags

Bulk Import / Edit

Settings

Live > The House God Builds Part Three ...

Last saved on Apr 25, 2025

Stream event

Schedule

April 26, 8:55am-9:55am • Publish 12 hours before event

Stream type

Live - stream from your connected encoder

Syndication

YouTube On • Facebook On

Chat

Off • Talk with your CSM about [Subsplash One](#).

Schedule a call

Push notification

None

Basic info

Title

The House God Builds Part Three - (Chapel)

Subtitle

Live on Sun, April 26, 8:55am-9:55am EDT

Scheduled

April 25th, 2025

Visibility

Public

Stream Pre

No

Share

Copy link

Embed

Media Seri