

WHEN THE INVITATION HAS BEEN ACCEPTED BY A FUTURE GUEST OF THE SHOW,
THE FOLLOWING STEPS BEGIN...

- Send Welcome Email to New Guest using email address from Calendly
- Add Contact to Nimble, with information from Calendly and tag as PirateBroadcast
- Create Named Folder in Shared Drive
- Create posts for promotion on all platforms in Social Pilot
- Create show in Streamyard using BG and Trans images from Canva along with Description from Bio
- Update Guests with Weekly Promotion, Copy and send it to them through Social Media
- Send Link to Guest for Show in Email and LinkedIn Messenger, make sure to include time they need to log in and the time zone
- Broadcast Show, with host and guest to log in 5 min early to set up
- Download Show from Streamyard and save doc in guests personal folder
- Use file from Streamyard download to create Audio in Auphonics
- Download File to Create Transcription in Otter.ai
- Create Description for Excerpt, and Meta Description on Website
- Edit Transcript in Otter.ai, adding on top Guests Websites and LinkedIn Link
- Create and Download file in Spreaker changing title and permalink, updating image and adding tags
- Create Excerpt and Quote for Website
- Add Video from YouTube to the Website
- Add Post Show Image to page on Website
- Add Transcript to Website with Links to Guests webpages and Social Platforms
- Add Podcast to Website page
- Add Podcast to LinkedIn from Website and post in LinkedIn on Business Page
- Add Podcast to FYI.to

LINKS TO SERVICES WE USE.

[HTTPS://WWW.SOCIALPILOT.CO?FP_REF=RUSS50](https://www.socialpilot.co?fp_ref=russ50)

[HTTPS://WWW.CALENDLY.COM/NEXTSTEPNEXT](https://www.calendly.com/nextstepnext)

[HTTPS://AUPHONIC.COM/](https://auphonic.com/)

[HTTPS://WWW.CANVA.COM/](https://www.canva.com/)

[HTTPS://OTTER.AI/](https://otter.ai/)

[HTTPS://WWW.SPREAKER.COM/](https://www.spreaker.com/)

[HTTPS://STREAMYARD.COM/](https://streamyard.com/)

[HTTPS://APP.CLICKUP.COM/](https://app.clickup.com/)

[HTTPS://WWW.YOUTUBE.COM/](https://www.youtube.com/)

[HTTPS://FYI.TO/](https://fyi.to/)