NeuroVocal Method® — Post-Class SOP (Level 1)

Owner: Meredith Colby
 Applies to: NVM Training Level 1 cohorts (note Level 2 email folder variant below)
 Last updated: {{enter date}}

Purpose & Scope

Ensure a consistent, efficient post-class workflow: publish the weekly recording, update the course overview page and module link, set permissions, and email participants with accurate links and materials.

Tools & Links

- **Zoom** (cloud recordings)

- **YouTube** (class channel)

- **Wix** (NeuroVocalMethod site)

- **Email** (your sending platform)

- **YouTube upload SOP:**
  https://docs.google.com/document/d/1FZBS0xfX6JlC3DOmXyzwaN7rNrKaAdprELitYo8IbCU/edit?usp=sharing

- **Email templates (Level 1):** *Download and edit from Homebase page on NVM site.*

- **Email templates (Level 2):** *Download and edit from Homebase page on NVM site.*

Naming convention (recommended):
Video title: `NVM L1 — Module {{X}} — {{Topic}} — {{YYYY-MM-DD}}`
YouTube description (first line): Links + next module URL + date

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Roles & Responsibilities

- **Instructor:** Executes all steps; may delegate upload or email send, but retains final QA and publish responsibility. Send any questions or requests for changes to Meredith.

Prerequisites

- Zoom recording has finished processing and is available for download/share.

- You are logged in to the correct **YouTube channel** and **Wix** site.

Workflow — Step-by-Step Checklist

A. Process Zoom Video → YouTube

- Wait for Zoom to finish processing the recording.

- **Name** the Zoom video so it's easy to find later (see naming convention).

- Log in to the **YouTube account for this class**.

- **Upload** per the YouTube SOP above (privacy, description, chapter markers if used, thumbnail, tags).

- Copy the **public/unlisted video URL**.

B. Update the Course Overview Page (Wix)

- Open the **NeuroVocalMethod (Wix) site** → navigate to the **Course Overview** page for this cohort.

- **Click the most recent section** (the latest module's video block) to select it.

- On the far right, click the **three dots** in the *section* menu → **Duplicate**.

- In the **new duplicated section**, click the **video element** → **Replace video**.

- **Paste the new YouTube URL**.

- **Edit the class description and date** for this week (keep format consistent).

- Click the **link** within that section that points to the module page.

- **Select the appropriate module page** (e.g., *Module 2.6*, *Module 2.7*, etc.).

- **Publish** the site changes.

C. Set Permissions for the Next Module (Wix)

- In **Menus & Pages**, open the next module's **Page Settings**.

- Confirm **Permissions** are set to **All Members** (or the correct cohort role).

- **Save** and **Publish**.

Heads-up: If a module link opens the wrong page, check the **URL slug** in *SEO Basics* for each affected module and ensure they're unique (e.g., `/module-2-6`, `/module-2-7`). Fix any duplicates, then republish.

D. Send the Weekly Email to Participants

- Open the appropriate **email template**:

  - *Located on Homebase page on NVM site.*

- **First-time use:** Copy that email into your **personal folder** for this cohort, then edit.

- Copy the **email body** into your **email platform**.

- **Subject line:** NeuroVocal Module {{X}}: {{NAME}}_Recap, Links & Next Week, (e.g., *NVM Week 1: Brain Basics_Class Recap, Links, & Next Week)*

- Add a brief **personal comment** in the first paragraph.

- Adjust any wording to sound natural in **your voice**.

- Find the line: "**Here's a link to your course overview page.**" → **Insert** the correct **Course Overview URL** for this cohort.

- **Attach** the **time zone map below your signature**.

- **Double-check all links**:

    - Course Overview

    - This week's YouTube recording

    - Next module page

    - Any resources mentioned

- **Send** the email to participants.

Quality Assurance (Quick Final Check)

- YouTube video is playable, with correct title/description/date.

- Course Overview shows the **new top section** with the correct video and date.

- Section link goes to the **correct next module** (open in an incognito window to verify).

- Next module page permissions are correctly set (test with a member test account, if available).

- Email arrived, displays correctly, all links valid.

Troubleshooting & Tips

- **Wrong module opens:** Verify unique **URL slugs** (SEO Basics). Duplicates can route to the wrong page; rename, publish, retest in incognito.

- **Redirect oddities:** In Wix **URL Redirect Manager**, ensure no redirects are sending to another page.

- **Permissions cache:** If a gated page misbehaves, toggle to **Everyone**, publish, then set back to **All Members** and publish again.

- **Email links fail:** Ensure links were copied from the **live published** site (not preview).

- **Consistency:** Use the naming convention and keep date formats uniform across YouTube, Wix, and emails.

Version History

- v1.0 — Initial SOP created from Meredith's checklist.