Samsung Podcasts
Partner Portal Publisher Guide

September, 2021 (Ver.1.0)

https://cmsweb.glb.samsungcast.com/
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01. Registration
01.1
Sign in to Samsung Account

Tap the **Sign In** button to sign in to Samsung Podcasts Partner Portal.

If you do not have a Samsung account, tap on the **Create one here** link below the **Sign in** button.

https://cmsweb.glb.samsungcast.com/
01.2.1
Create a Samsung Account

Tap the Agree button after reading and agreeing to the Terms and Conditions, Terms of Service and Samsung Privacy Policy.
01.2.2
Create a Samsung Account

Complete the form to create your Samsung Account.
01.2.3
(Optional) Two-step Verification

You can set up two-step verification or Skip the step.
01.2.4
Create a Samsung Account with Google Account

Tap the **Sign In** button on the first main screen (Page 5)

You can also create Samsung Account by using **Google Account**

If you create Samsung Account with Google Account, click “Continue with Google” when you sign in.
01.3 Join an Organization

An “organization” is setup by the Partner Portal account holder to give access to multiple people from the same publishing company.

If you have been invited to join an organization, enter the Organization Code, and agree to the Terms of Service, Privacy Policy.

If you are an individual and do not belong to a multi-person publishing company, you must still create an organization for your podcast(s). Tap on the Create an organization link.
01.4 Create an Organization

Complete the form to create your organization, agree to the Terms of Service, Privacy Policy and click the Continue button.

Note: The admin email address does not have to be the same as the Samsung account email.
01.5 Success

Tap on the **Open Dashboard** button to access your Samsung Podcast Partner Portal account.
01.6 Email

After successfully creating your organization, you will receive a confirmation email with your organization name and ID code.

Both admins and invited members will receive the same confirmation email.

Join your Samsung Podcast Organization

Hi Julie Zhu,

Demo Spoddev invites you to join your Organization XYZ, Code ABCD1234.

Join Organization

Best,
Samsung Podcast Team
02. Import Podcast RSS Feed
02.1 Podcast

To import a new podcast RSS feed tap on the Add Podcast button.

If you would like to import multiple podcast feeds at one time, you can upload a CSV spreadsheet containing the RSS feeds of your podcasts.

Simply download the CSV template by clicking the Download the CSV template link.
02.2.1 Submit RSS Feed

Enter your RSS Feed URL

Tap on the Validate Podcast And Create Podcast button to submit your podcast RSS feed.
02.2.2  RSS Feed Submitted

When the processing animation completes you will have successfully submitted your podcast RSS feed.
02.3.1
Upload CSV File

Tap on the **Upload** button, and select your CSV file from the browser window.

Tap on the **Next** button to upload your CSV file.
02.3.2
CSV File Uploaded

When your uploaded CSV file has been processed, a confirmation will be sent to your admin account email.
02.4 Podcast

Your submitted podcast RSS feeds will appear on the Podcasts page, displaying their current publish status.
03. Permission
03.1 Request permission

In order to make a podcast public, you need to apply for permission first. At least one podcast must be registered to apply for permission.

You can apply for permission with 'Request permission' button on Manage account > Org Info menu.

If it's approved by Samsung Admin, the button is no longer displayed.

Note: If pre-approved, the process is omitted.
03.2 Podcast status during Request permission

Before you get permission, the status of all podcasts is Suspended.
03.3 Reject for Request permission

If Request permission is rejected, you can check the reason by pressing the Detail button. And you will receive an email with a reason for rejection.

You can apply for permission again with the Retry button.
04. Podcast Status
4.1 Podcast Status

Different status for imported content:

- **Processing**
  - Podcast is processing and not yet available

- **Public**
  - Podcast is visible in Samsung Free app

- **Hidden**
  - Podcast will not appear in Samsung Free app

- **Broken Feed**
  - Publisher needs to check their RSS feed, and podcast is hidden until fixed

- **Suspended**
  - Podcast contains inappropriate content, and podcast has been suspended by Samsung Admin
4.2 Processing

While your podcast RSS feed is being ingested, the status will show **Processing**.
4.3 Public

After your podcast RSS feed has successfully been submitted, the status will automatically update to Public.
4.4 Hidden

If you would like to “hide” your podcast from appearing in the Samsung Free app, click the Hidden radial button and save by clicking Save Change.
4.5 Broken Feed

If your status shows “Broken Feed” check with your podcast host for any feed issues.

If you need further assistance, please contact podcast.sec@samsung.com
4.6 Suspended Podcast

While your permission to make your podcast public is being reviewed, the podcast status will show as Suspended.

Permission application must be completed to publish podcasts. You can apply in the ‘Manage account’ menu.

If your podcast was suspended due to a violation of the Terms of Service, you will receive an email notifying you of the suspension.
4.7 Suspended Episode List

If an episode list of your podcast was suspended due to a violation of Terms of Service, you will receive an email notifying you of the suspension.
4.8 Suspended Episode

If a single episode of your podcast was suspended due to a violation of Terms of Service, you will receive an email notifying you of the suspension.
05. Manage account
5.1 Invite

You can invite your members.

Manage account > Invite menu

Your Organization ID will be sent to the email you entered.
5.2 Members

You can check your members. Only a few letters are displayed for the Name and Email.

Manage account > Members menu
Thank You