

Samsung Podcasts

Available on SAMSUNG Free

Samsung Podcasts

Partner Portal Publisher Guide

September, 2021 (Ver.1.0)

<https://cmsweb.glb.samsungcast.com/>



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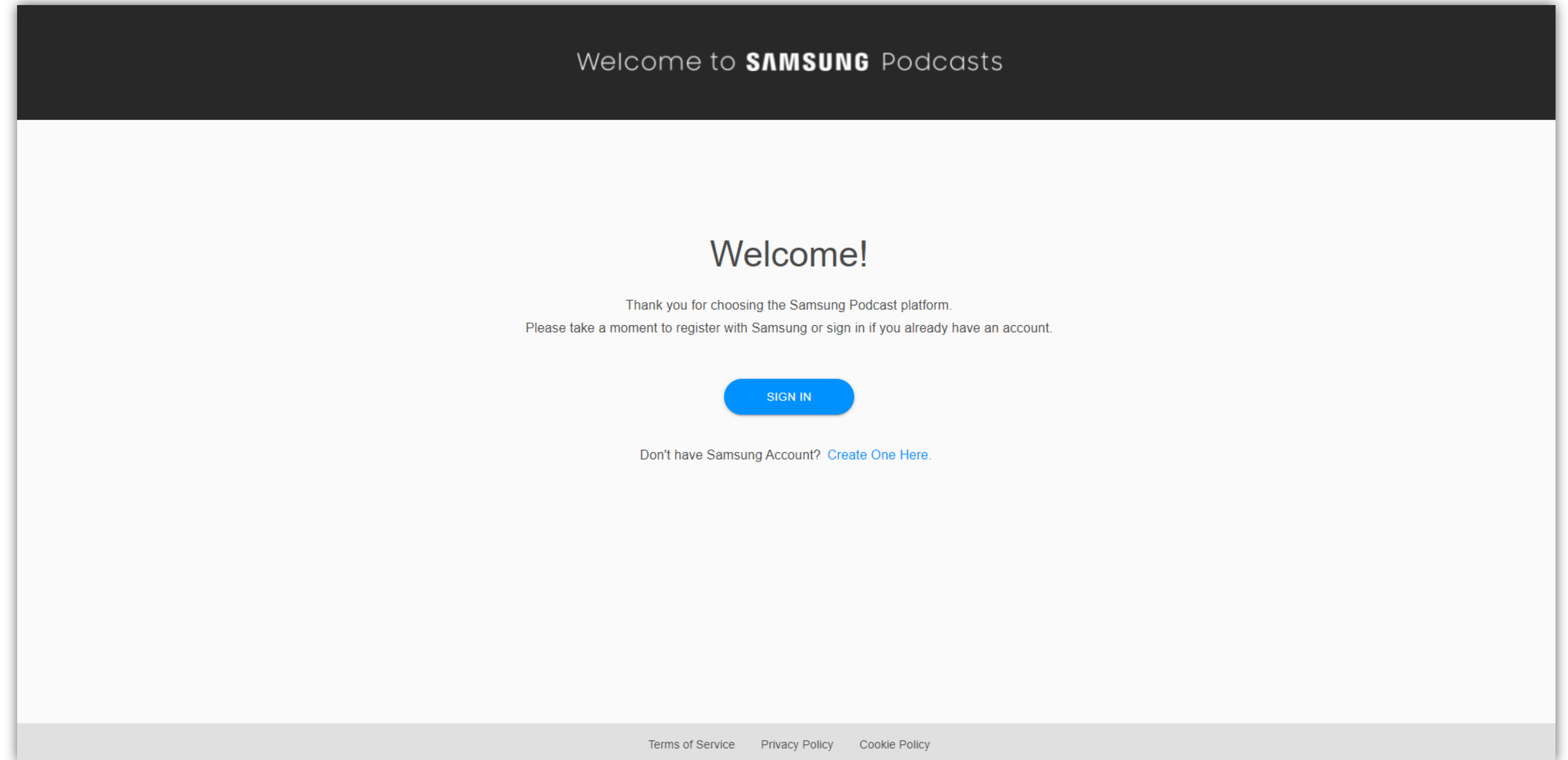
01. Registration

01.1 Sign in to Samsung Account

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

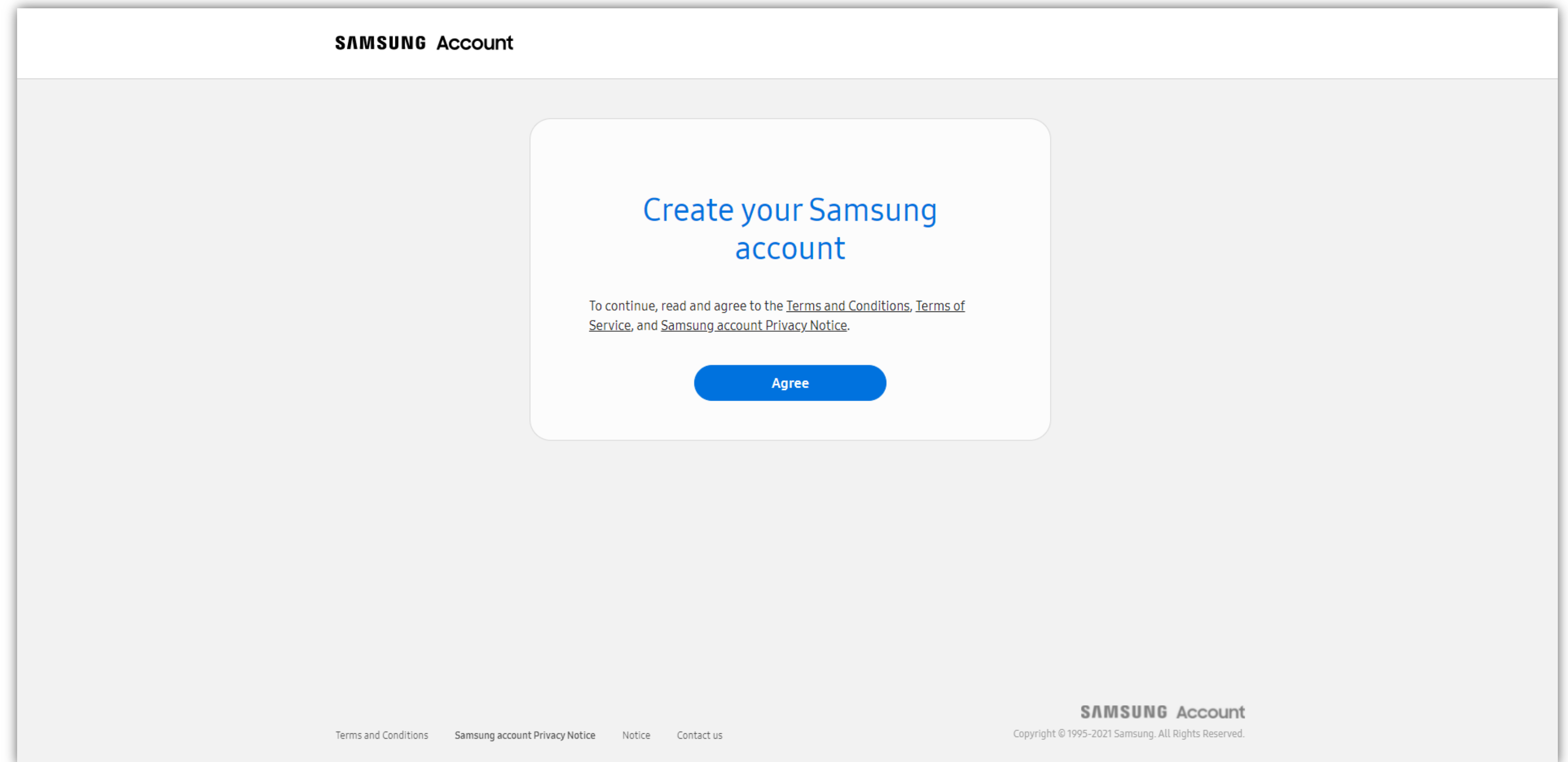
If you do not have a Samsung account, tap on the **Create one here** link below the **Sign in** button.

<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.

SAMSUNG Account

Create your Samsung account

Email

Password

Confirm password

First name


Last name

Date of birth
Month Day Year

ZIP code

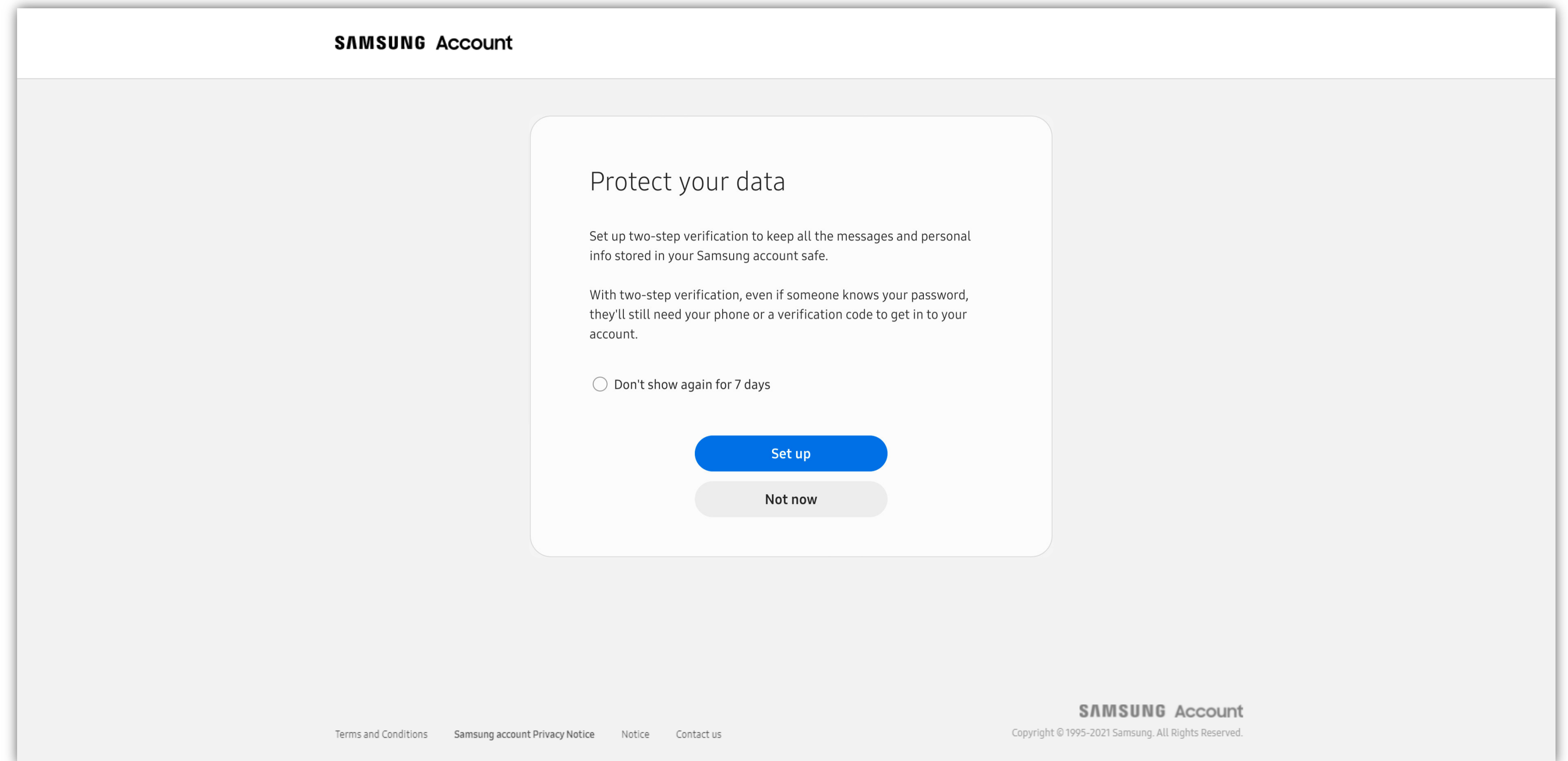
Check out the following options:

Get news and special offers (optional)
[Details](#)



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.

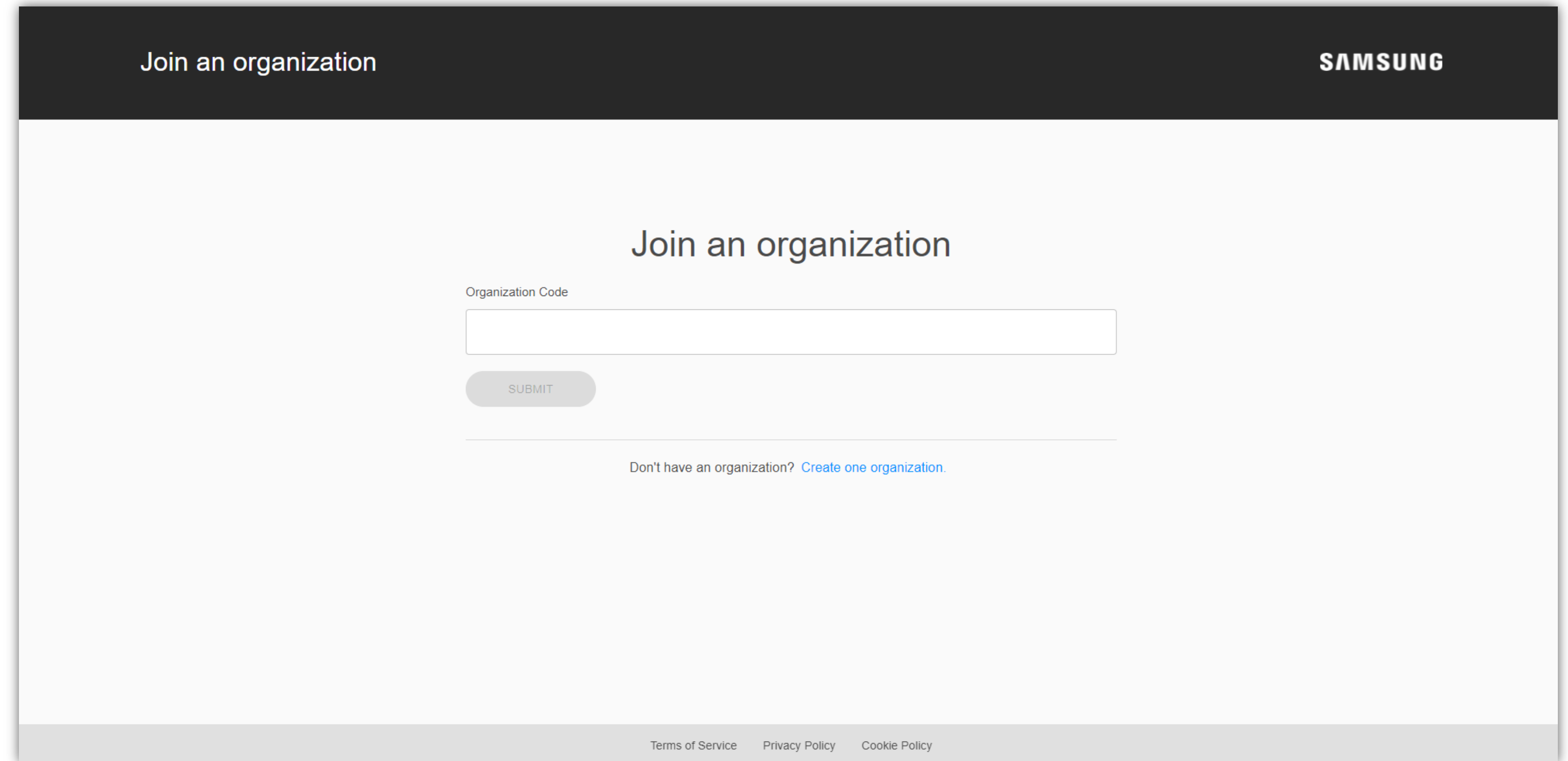
The screenshot displays the Samsung Account sign-in interface. At the top, it says "SAMSUNG Account". The main heading is "Sign in to your Samsung account". Below this, there are input fields for "Email" and "Password". A checkbox labeled "Remember my ID" is present. A "Sign in" button is shown in a disabled state. Below the "Sign in" button, there are links for "Find ID or Reset password" and "Create account". At the bottom of the sign-in area, there is a prominent blue button with the Google logo and the text "Continue with Google". The footer contains links for "Terms and Conditions", "Samsung account Privacy Notice", "Notice", and "Contact us", along with the "SAMSUNG Account" logo and copyright information: "Copyright © 1995-2021 Samsung. All Rights Reserved."

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



The screenshot shows a web page titled "Join an organization" with the Samsung logo in the top right corner. The main heading is "Join an organization". Below it is a form with a label "Organization Code" and a text input field. A "SUBMIT" button is positioned below the input field. At the bottom of the form, there is a link: "Don't have an organization? [Create one organization.](#)". The footer contains links for "Terms of Service", "Privacy Policy", and "Cookie Policy".

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.

Create an organization SAMSUNG

Organization Name

Country

Organization Admin Name

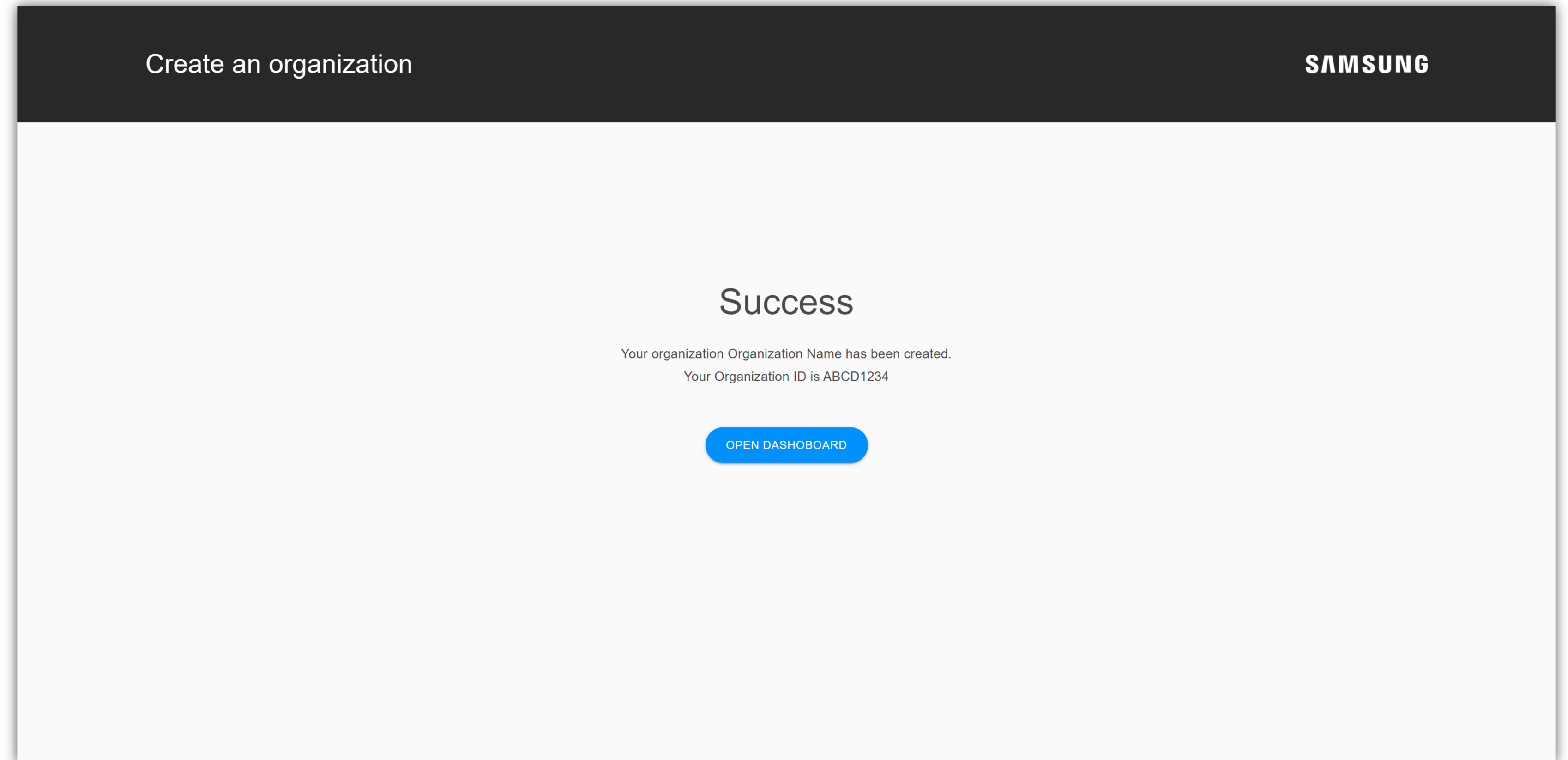
Admin Email Address

I agree to the [Samsung Terms of Service](#) and [Privacy Policy](#).

CONTINUE

01.5 Success

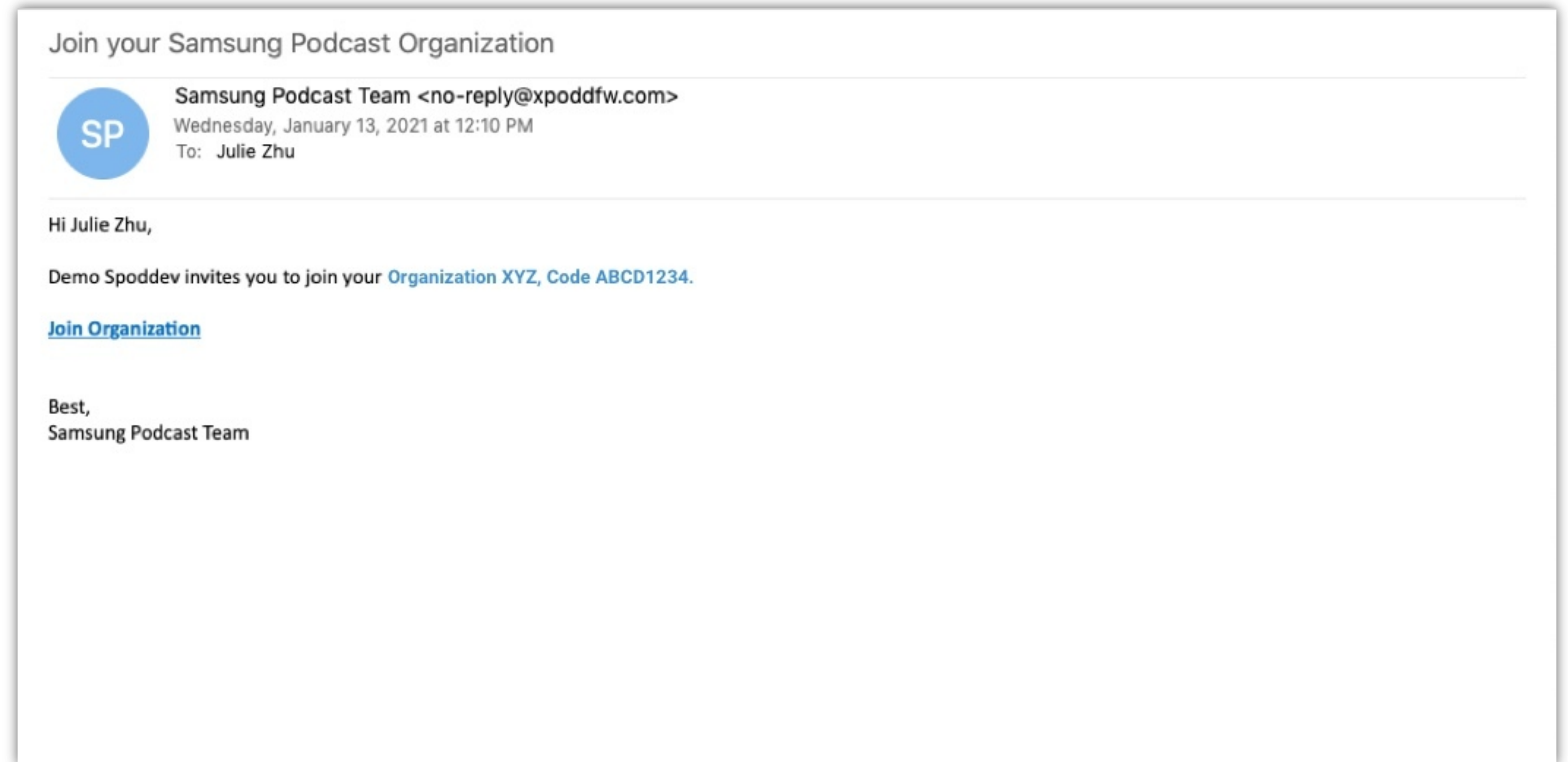
Tap on the **Open Dashboard** button to access your Samsung Podcast Partner Portal account.



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.



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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.

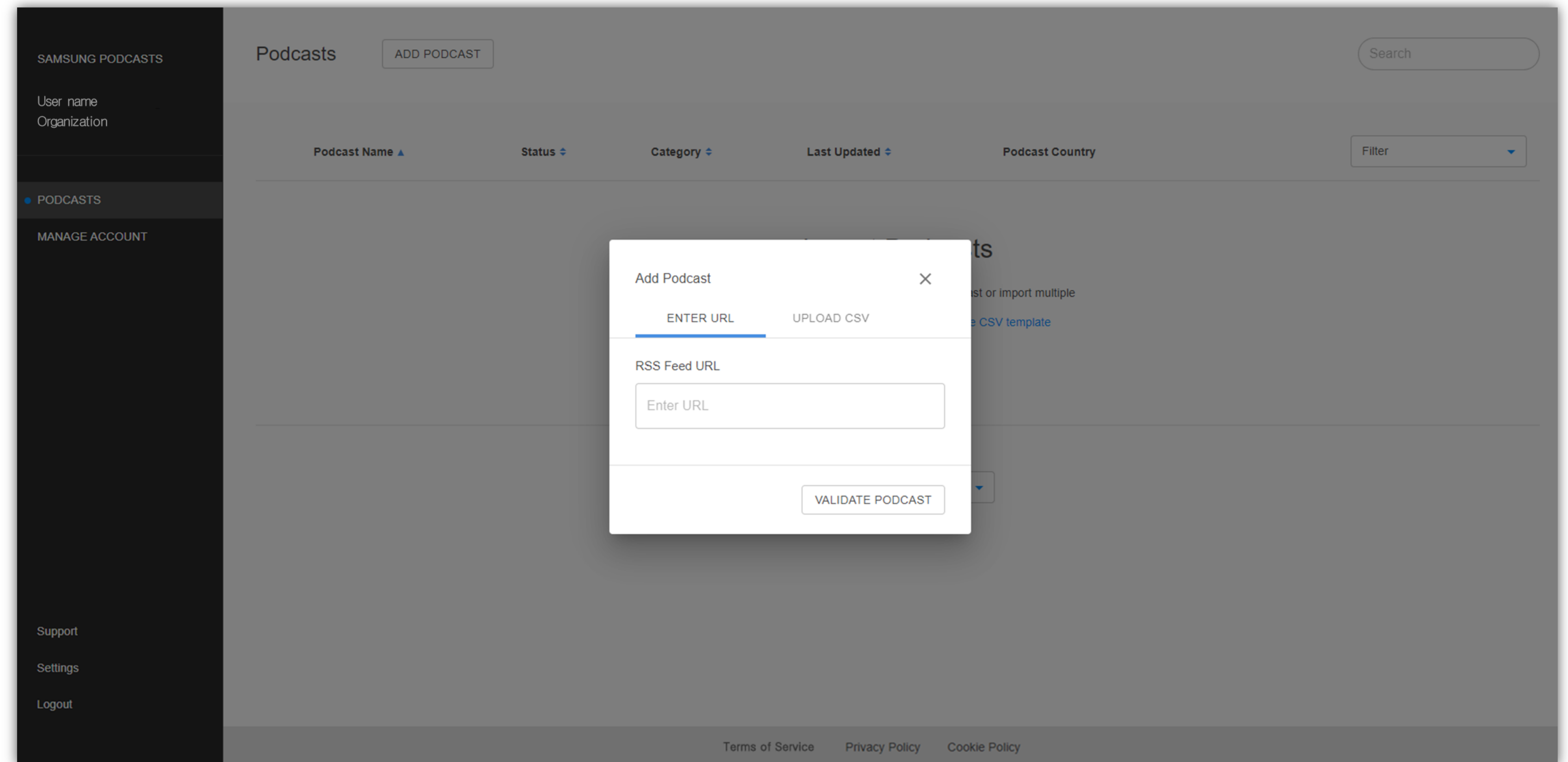
Simply download the CSV template by clicking the **Download the CSV template** link.

The screenshot displays the 'Podcasts' management interface. On the left is a dark sidebar with the following menu items: 'SAMSUNG PODCASTS', 'User name', 'Organization', 'PODCASTS' (highlighted with a blue dot), 'MANAGE ACCOUNT', 'Support', 'Settings', and 'Logout'. The main content area is titled 'Podcasts' and features an 'ADD PODCAST' button in the top right. Below this is a table header with columns: 'Podcast Name', 'Status', 'Category', 'Last Updated', and 'Podcast Country'. A search bar is located in the top right corner, and a 'Filter' dropdown is on the right side of the table header. The central part of the page is titled 'Import Podcasts' and contains the text: 'Connect an RSS feed to add an individual Podcast or import multiple Podcasts by uploading a CSV. [Download the CSV template](#)'. Below this text is another 'ADD PODCAST' button. At the bottom of the main content area, there are navigation arrows, the text '0 results', and a dropdown menu set to '20 results per page'. The footer of the page includes links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

02.2.1 Submit RSS Feed

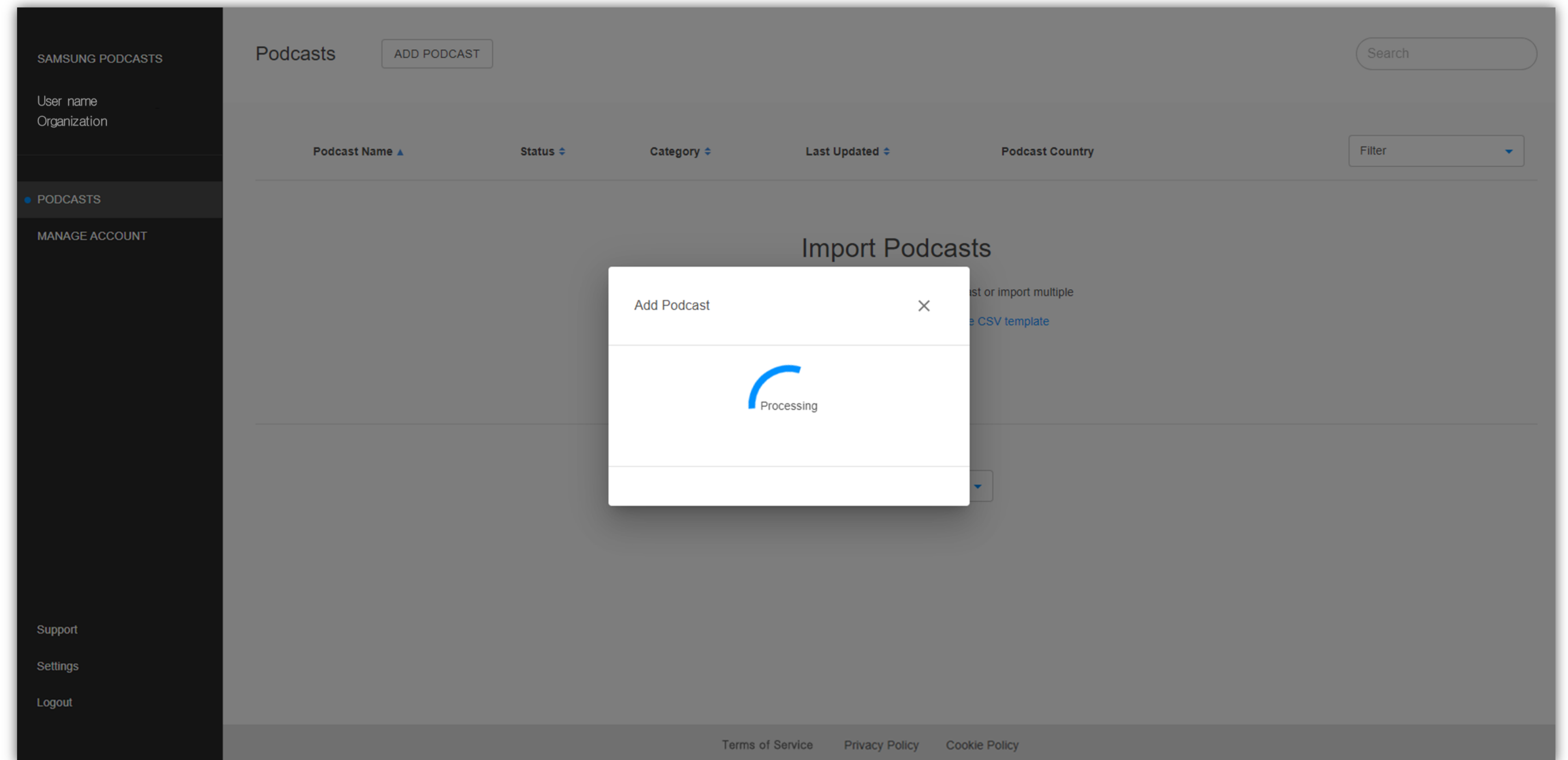
Enter your **RSS Feed URL**

Tap on the **Validate Podcast**
And **Create Podcast** button to
submit your podcast RSS feed.



02.2.2 RSS Feed Submitted

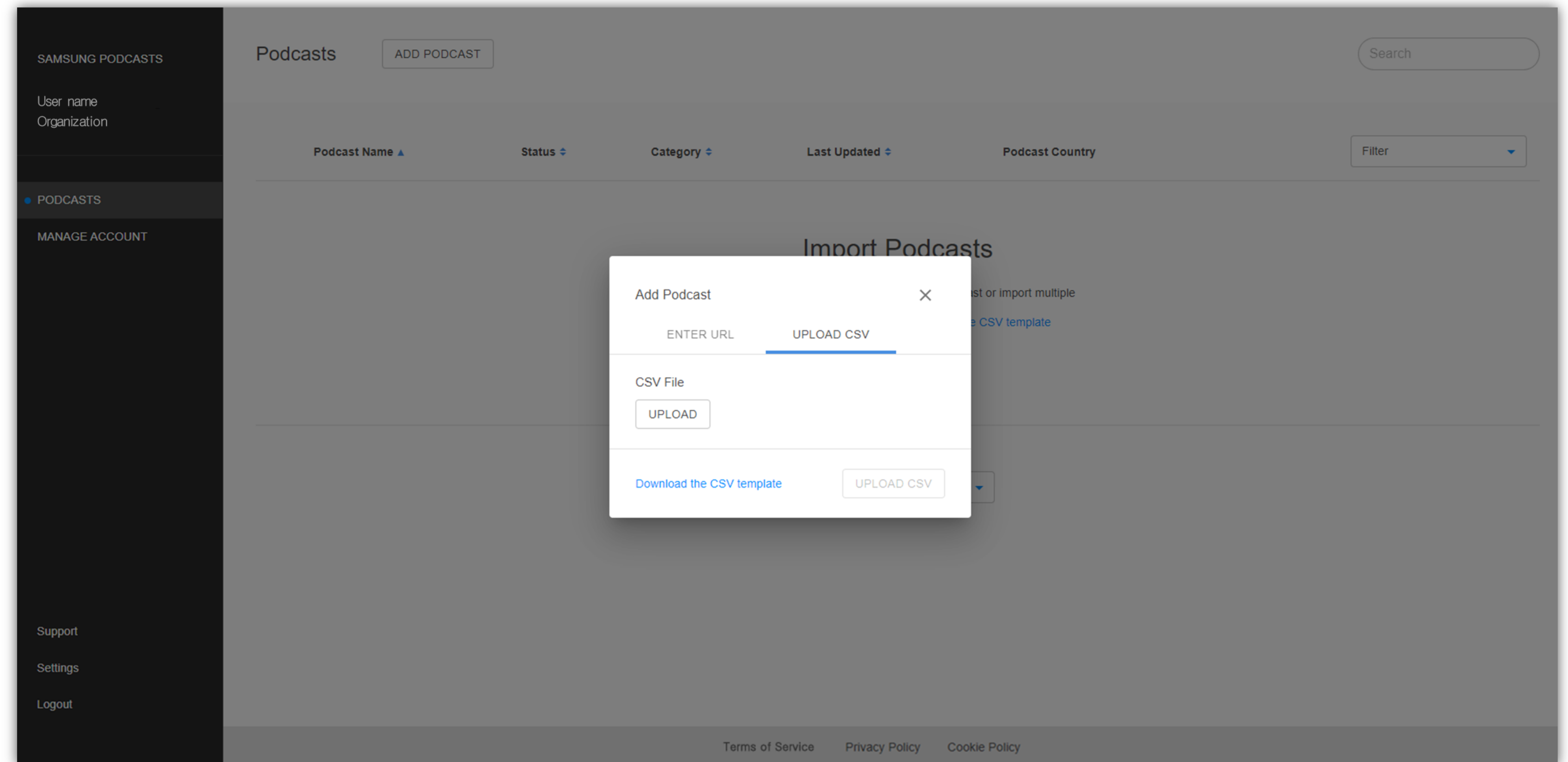
When the processing animation completes you will have successfully submitted your podcast RSS feed.



02.3.1 Upload CSV File

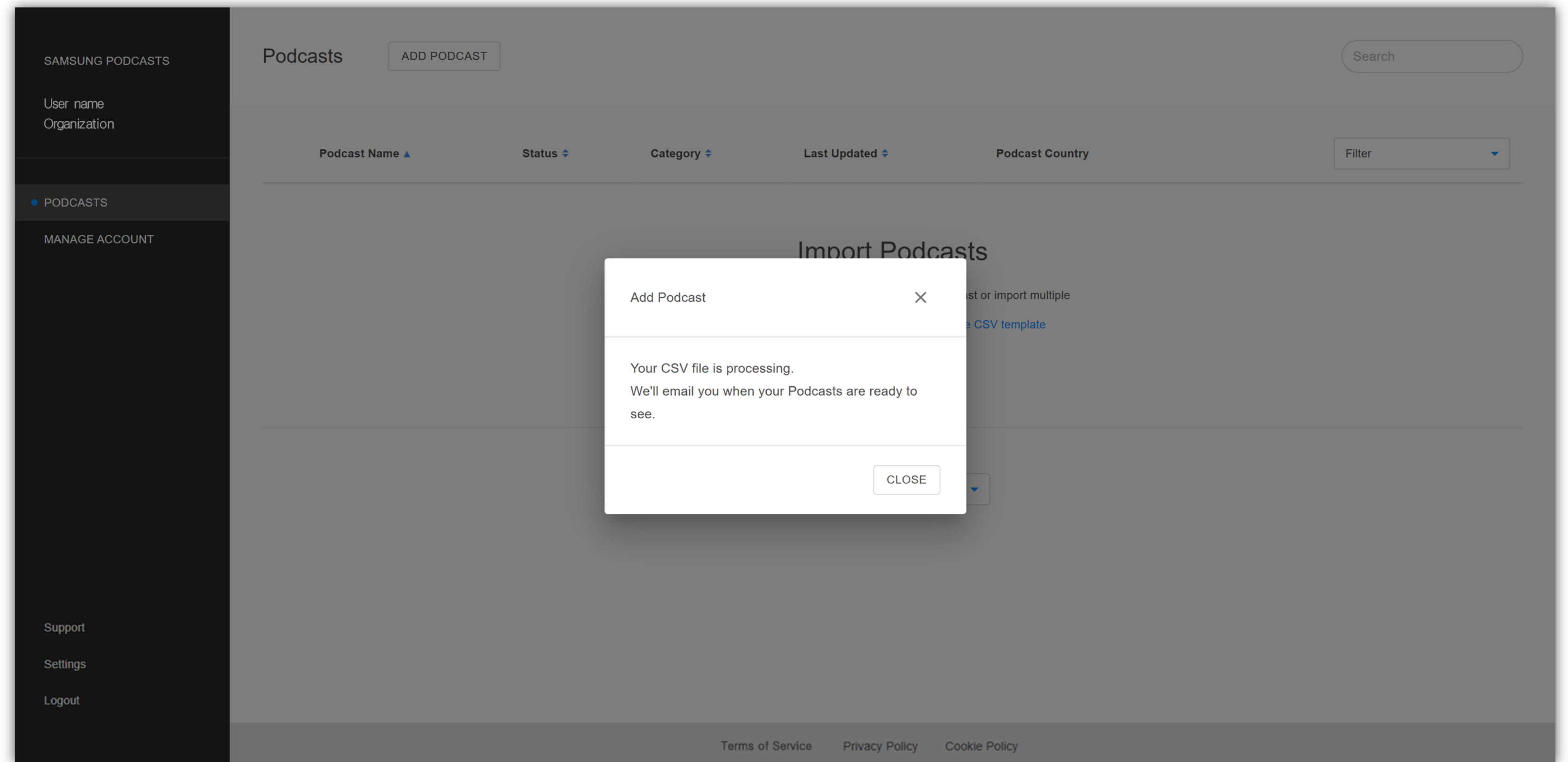
Tap on the **Upload** button, and select your CSV file from the browser window.

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.

The screenshot displays a web interface for managing podcasts. On the left is a dark sidebar with the following menu items: SAMSUNG PODCASTS, User name, Organization, **PODCASTS** (highlighted), MANAGE ACCOUNT, Support, Settings, and Logout. The main content area is titled 'Podcasts' and includes an 'ADD PODCAST' button and a search bar. Below this is a table with columns: Podcast Name, Status, Category, Last Updated, and Podcast Country. A 'Filter' dropdown is located to the right of the table. The table contains two rows, each with a placeholder image for a podcast cover, a link to the 'Podcast name', a status of 'Public', a last updated time ('a minute ago' and 'a few seconds ago'), and a country of 'All'. Each row has an 'EDIT' button and a vertical ellipsis menu. At the bottom of the table, there is a pagination control showing '2 results' and '20 results per page'. The footer contains links for Terms of Service, Privacy Policy, and Cookie Policy.

Podcast Name ▲	Status ⇅	Category ⇅	Last Updated ⇅	Podcast Country	Filter ▼
 Podcast name	● Public		a minute ago	All	EDIT ⋮
 Podcast name	● Public		a few seconds ago	All	EDIT ⋮

2 results 20 results per page ▼

Terms of Service Privacy Policy Cookie Policy

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.

The screenshot displays the 'Manage Account' interface for 'SAMSUNG PODCASTS'. The left sidebar contains navigation options: 'User name', 'Organization', 'PODCASTS', and 'MANAGE ACCOUNT' (which is selected). The main content area is titled 'Manage Account' and has three tabs: 'ORG INFO' (active), 'INVITE', and 'MEMBERS'. Under the 'ORG INFO' tab, the following details are shown:


- Organization ID: 1D1D1D1D1D
- Organization Name: Organization
- Country: Korea, South
- Permission: Not authorized
- Organization Admin Name: Admin name
- Organization Admin Email: Adminemail@email.com

On the right side of the 'ORG INFO' tab, there is a 'Last Edited By' section showing 'User name' and '08/23/2021 08:59 am', with an 'EDIT' button. Below this, a 'REQUEST PERMISSION' button is visible. At the bottom of the page, there are links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

03.2 Podcast status during Request permission

Before you get permission,
the status of all podcasts is
Suspended.

The screenshot displays the 'Podcasts' management page. On the left is a dark sidebar with the following menu items: 'SAMSUNG PODCASTS', 'User name', 'Organization', 'PODCASTS' (highlighted with a blue dot), 'MANAGE ACCOUNT', 'Support', 'Settings', and 'Logout'. The main content area has a header with 'Podcasts' and an 'ADD PODCAST' button. A search bar is located in the top right. Below the header is a table with columns: 'Podcast Name', 'Status', 'Category', 'Last Updated', and 'Podcast Country'. A 'Filter' dropdown is on the right. The table contains one row with a placeholder image, the text 'Podcast name', a red dot followed by 'Suspended', '23 minutes ago', and 'All'. An 'EDIT' button and a vertical ellipsis are to the right of the row. Below the table is a pagination control showing '1 results' and '20 results per page'. A red message box states: 'Permission application must be completed to publish podcasts. You can apply in the 'Manage account' menu.' At the bottom, there are links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

Podcast Name ▲	Status ⇅	Category ⇅	Last Updated ⇅	Podcast Country
 Podcast name	● Suspended		23 minutes ago	All

1 results | 20 results per page

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

Terms of Service | Privacy Policy | Cookie Policy

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.

The screenshot displays a web application interface for managing an account. On the left is a dark sidebar with the following menu items: 'SAMSUNG PODCASTS', 'User name', 'Organization', 'PODCASTS', 'MANAGE ACCOUNT' (highlighted with a blue dot), 'Support', 'Settings', and 'Logout'. The main content area is titled 'Manage Account' and has three tabs: 'ORG INFO' (active), 'INVITE', and 'MEMBERS'. Under 'ORG INFO', the following details are listed: Organization ID (1D1D1D1D1D), Organization Name, Organization, Country (Korea, South), Permission (Not authorized), Organization Admin Name (Admin name), and Organization Admin Email (Adminemail@email.com). To the right of the 'Not authorized' permission status are two buttons: 'RETRY' and 'DETAIL'. A modal dialog titled 'Reason for refusal' is open on the right side of the screen. It contains a 'Category' field with the value '_category_', a 'Comment' field with two paragraphs of placeholder text, and an 'OK' button at the bottom. The footer of the page includes links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

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

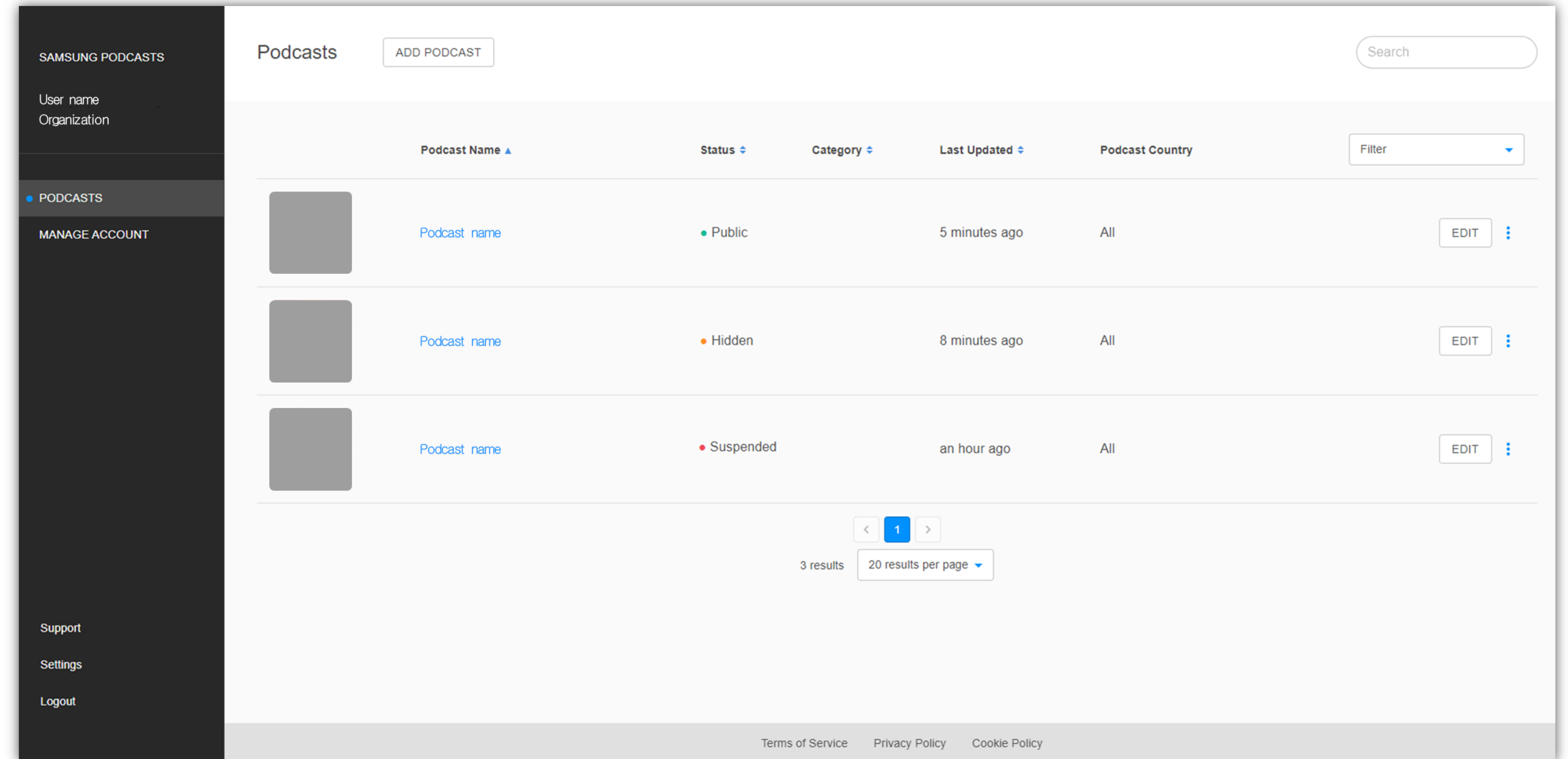
Podcast will not appear in Samsung Free app

● 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



The screenshot displays the 'Podcasts' management interface. On the left is a dark sidebar with navigation options: 'SAMSUNG PODCASTS', 'User name', 'Organization', 'PODCASTS', 'MANAGE ACCOUNT', 'Support', 'Settings', and 'Logout'. The main content area shows a table of podcasts with columns for 'Podcast Name', 'Status', 'Category', 'Last Updated', and 'Podcast Country'. There are three rows of podcasts, each with a placeholder image, a name, and an 'EDIT' button. The statuses are 'Public', 'Hidden', and 'Suspended'. At the bottom, there is a pagination control showing '3 results' and '20 results per page'. A footer contains links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

Podcast Name ▲	Status ▾	Category ▾	Last Updated ▾	Podcast Country
Podcast name	● Public		5 minutes ago	All
Podcast name	● Hidden		8 minutes ago	All
Podcast name	● Suspended		an hour ago	All

4.2 Processing

● Processing

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

The screenshot displays the Samsung Podcasts management interface. On the left is a dark sidebar with the following menu items: SAMSUNG PODCASTS, User name, Organization, ● PODCASTS (highlighted), MANAGE ACCOUNT, Support, Settings, and Logout. The main content area shows a podcast entry with a grey placeholder for a logo and the text 'Podcast name' with a status indicator '● Processing'. Below this are two tabs: 'METADATA' (active) and 'EPISODES'. The 'METADATA' tab contains the following information: Podcast RSS URL (http://feed.podcast.org/podcastname), last indexed: September 9th, 2021, 7 am, About Podcast, Organization, and Update frequency (minute) (15). On the right side of the main area, there is a 'Podcast Visibility' section showing 'Public' and 'Visible in all Samsung Podcast Apps', and a 'Last Edited By' field. A blue 'EDIT' button is located below the visibility information. A 'Back to Podcasts List' link is in the top right corner. The footer contains links for Terms of Service, Privacy Policy, and Cookie Policy.

4.3 Public

● Public

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

The screenshot displays the Samsung Podcasts management interface. On the left is a dark sidebar with the following menu items: SAMSUNG PODCASTS, User name, Organization, ● PODCASTS (highlighted), MANAGE ACCOUNT, Support, Settings, and Logout. The main content area shows a podcast episode with a placeholder image and the text 'Podcast name' and '● Public'. A 'Back to Episode List' link is in the top right. Below this is a 'METADATA' section containing a player with a play button, a progress bar at 0:00, and a volume icon. Underneath the player is the 'About Episode' section with the text 'Lorem ipsum dolor sit amet'. On the right side of the main area, there is an 'Episode Visibility' section showing 'Public' and 'Visible in all Samsung Podcast Apps', followed by 'Last Edited By' with the timestamp '09/09/2021 04:11 am GMT' and a blue 'EDIT' button. At the bottom of the page, there are links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

4.4 Hidden

● 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**.

The screenshot displays the Samsung Podcasts management interface. On the left is a dark sidebar with navigation options: SAMSUNG PODCASTS, User name, Organization, ● PODCASTS (selected), MANAGE ACCOUNT, Support, Settings, and Logout. The main content area shows a podcast episode with a grey placeholder for the image and the text 'Podcast name' and '● Hidden'. Below this is a 'METADATA' section with a progress bar (0:00 to 51:13) and a play button. Underneath is an 'About Episode' section with placeholder text. On the right side, there is an 'Episode Visibility' section with two radio buttons: 'Public' (Visible in all Samsung Podcast Apps) and 'Hidden' (Does not appear in Samsung Podcast Apps), with the 'Hidden' option selected. Below this is the 'Last Edited By' field showing '09/09/2021 01:50 am GMT'. At the bottom right are 'SAVE CHANGE' and 'CANCEL' buttons. A 'Back to Episode List' link is in the top right corner. The footer contains 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.


4.5 Broken Feed

● 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

The screenshot displays the 'Podcasts' management page in the Samsung Podcasts admin interface. On the left is a dark sidebar with navigation options: 'SAMSUNG PODCASTS', 'User name', 'Organization', 'PODCASTS' (selected), 'MANAGE ACCOUNT', 'Support', 'Settings', and 'Logout'. The main content area features a 'Podcasts' header with an 'ADD PODCAST' button and a search bar. Below this is a table with columns: 'Podcast Name', 'Status', 'Category', 'Last Updated', and 'Podcast Country'. A single row is visible with a placeholder image for the podcast name, a status of 'Broken Feed' (indicated by a red dot), the category 'Society & Culture', and '3 minutes ago' for the last update. A 'Filter' dropdown is on the right, and an 'EDIT' button with a menu icon is at the end of the row. At the bottom of the table area, there is a pagination control showing '1 results' and '20 results per page'. The footer contains links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

Podcast Name ▲	Status ▾	Category ▾	Last Updated ▾	Podcast Country
 Podcast name	● Broken Feed	Society & Culture	3 minutes ago	All

4.6 Suspended Podcast


● Suspended

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.

The screenshot displays the 'Podcasts' management page. On the left is a dark sidebar with the following menu items: 'SAMSUNG PODCASTS', 'User name', 'Organization', 'PODCASTS' (highlighted with a blue dot), 'MANAGE ACCOUNT', 'Support', 'Settings', and 'Logout'. The main content area has a header with 'Podcasts' and an 'ADD PODCAST' button, followed by a search bar. Below the header is a table with columns: 'Podcast Name', 'Status', 'Category', 'Last Updated', and 'Podcast Country'. A 'Filter' dropdown is on the right. The table contains one row with a placeholder image, 'Podcast name', a red dot and 'Suspended' status, 'Society & Culture' category, '3 minutes ago' last updated, and 'All' country. An 'EDIT' button and a vertical ellipsis are to the right of the row. Below the table is a pagination bar showing '1 results' and '20 results per page'. At the bottom right, there are links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

Podcast Name ▲	Status ▾	Category ▾	Last Updated ▾	Podcast Country
 Podcast name	● Suspended	Society & Culture	3 minutes ago	All

4.7 Suspended Episode List

● Suspended

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.

The screenshot displays the Samsung Podcasts management interface. On the left is a dark sidebar with navigation options: SAMSUNG PODCASTS, User name, Organization, ● PODCASTS (selected), MANAGE ACCOUNT, Support, Settings, and Logout. The main content area shows a podcast profile with a placeholder image and the name 'Podcast name', with a 'Public' status indicator and a 'Back to Podcasts List' link. Below this are two tabs: 'METADATA' and 'EPISODES' (selected). The 'EPISODES' tab contains a table with columns for Episode Name, Status, Length, Published Date, Podcast Country, and Episode Country. A search bar is located on the right side of the table. The table lists five episodes, with the first one marked as 'Suspended' (indicated by a red dot) and the others as 'Public' (indicated by a green dot). Each episode row includes a play button icon, a placeholder image, the episode name, and an 'EDIT' button.

	Episode Name	Status	Length	Published Date	Podcast Country	Episode Country	
▶	Episode name	● Suspended	0:00:46	9/8/2021	All	All	EDIT
▶	Episode name	● Public	0:00:59	9/1/2021	All	All	EDIT
▶	Episode name	● Public	0:01:38	8/29/2021	All	All	EDIT
▶	Episode name	● Public	0:01:24	8/18/2021	All	All	EDIT
▶	Episode name	● Public	0:01:13	8/14/2021	All	All	EDIT

4.8 Suspended Episode

● Suspended

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.

The screenshot displays the Samsung Podcasts management interface. On the left is a dark sidebar with the following menu items: SAMSUNG PODCASTS, User name, Organization, ● PODCASTS (highlighted), MANAGE ACCOUNT, Support, Settings, and Logout. The main content area shows a podcast episode card with a grey placeholder for the image, the text 'Podcast name', and a red dot indicating it is 'Suspended'. A 'Back to Episode List' link is in the top right. Below the card is a 'METADATA' section containing a player with a 0:00 duration and a volume icon. Underneath is an 'About Episode' section with placeholder text. On the right side of the interface, there is an 'Episode Visibility' section showing 'Public' and 'Visible in all Samsung Podcast Apps', and a 'Last Edited By' section showing '09/09/2021 01:56 am GMT'. A blue 'EDIT' button is located below the last edited by information. At the bottom of the page, there are links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

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.

The screenshot displays the 'Manage Account' interface for 'SAMSUNG PODCASTS'. The left sidebar contains navigation options: 'User name', 'Organization', 'PODCASTS', and 'MANAGE ACCOUNT' (which is highlighted with a blue dot). The main content area is titled 'Manage Account' and has three tabs: 'ORG INFO', 'INVITE' (which is active), and 'MEMBERS'. Under the 'INVITE' tab, the 'Organization ID' is shown as '1D1D1D1D1D', with a note: 'You belong to "Samsung HQ" with the unique code 1D1D1D1D1D'. Below this, there is a section for 'Invite a Member' with an 'Email' input field containing 'email@org.com' and a blue 'INVITE' button. The footer of the page includes links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

5.2 Members

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

Manage account > Members menu

The screenshot displays the 'Manage Account' interface. On the left is a dark sidebar with the following items: 'SAMSUNG PODCASTS', 'User name', 'Organization', 'PODCASTS', 'MANAGE ACCOUNT' (highlighted with a blue dot), 'Support', 'Settings', and 'Logout'. The main content area is titled 'Manage Account' and has three tabs: 'ORG INFO', 'INVITE', and 'MEMBERS' (which is selected and underlined). Below the tabs is a table with two columns: 'Name ▲' and 'Email ↕'. The table contains one row with the values 'User name' and 'useremail@email.com'. At the bottom right of the page, there are links for 'Terms of Service', 'Privacy Policy', and 'Cookie Policy'.

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Thank You