Set up your channel's daily Shorts in about 30 minutes

You do this once. After that, new Shorts for your channel come to your Telegram every day. Nothing is posted until you tap **Approve**.

~30 min
your part, once (Instagram needs one invite from us)

≤ 1 day
we check and approve your account

~2 min / day
to watch and approve your Shorts

The setup website

https://portal.shortsautopilot.in

A laptop is easiest, because you switch between the website, Telegram and Facebook. A phone also works.

Stuck at any step?

WhatsApp us: **+91 75030 08360**

Send a screenshot of what you see. You can't break anything: every step can be done again.

Words used in this guide

Setup website	The website above. You make an account there and follow the steps shown on screen.
Bot	A small Telegram account that belongs to you. It sends you your Shorts with Approve / Reject buttons.
Token	A long secret code (numbers, a colon, letters). Telegram gives it to you; you paste it on the setup website.
Approve	Your "yes". The Short is then posted on Instagram (and Facebook) at the best time of day.
Autopilot	The daily routine: news is checked, Shorts are made and sent to you, every day by itself.

Before you start: keep these ready

- ☐ **Your YouTube channel**, if you post there. You do not connect its Google account yet. You upload each approved Short in YouTube Studio yourself, with a ready-made kit (about 2 minutes each).
- ☐ **Telegram** on your phone or computer.
- ☐ **Facebook**: you must be able to log in to the Facebook profile that manages your channel's Facebook Page.
- ☐ **Instagram as a professional account, linked to your Facebook Page.** Not sure? Check like this:
  Instagram app → your profile → ≡ menu → *Account type and tools*. If you see *Switch to professional account*, tap it and pick *Creator*.
  Then link it: Facebook → your Page → *Settings* → *Linked accounts* → *Instagram* → *Connect*.
- ☐ **Your logo** (optional): a square picture, PNG or JPG.
- ☐ **The exams you cover** (e.g. Bihar Police, BPSC TRE, CTET) and their **official websites** (e.g. csbc.bihar.gov.in).

No Instagram yet? You can still start. Your Shorts then come ready for YouTube only, and you add Instagram later.

Create your account

1. Open **https://portal.shortsautopilot.in**.
2. Fill in **Your name**, **Channel name**, **Email**, **Phone / WhatsApp** and a **Password** (8 letters or more). Write the password down.
3. Tick the box and click **Create account**.

> **You're in.** A note says "*We check every new account and approve it within a day.*" Don't wait: complete the available setup now. Sample Shorts and Start autopilot open after we approve you; we tell you by email and on your Telegram bot.

The page shows your setup steps. A finished step gets a green ✓, and the top shows how many are done. To change something later, open the step and click **Change**.

Step 1 · Channel details

Click **Edit channel details** and fill in the form:

BOX	WHAT TO WRITE	EXAMPLE
Channel name	Exactly as on YouTube	Bihar Exam Adda
Name strip on your Shorts	Short. It is shown at the top of every Short.	BIHAR EXAM ADDA
What your channel teaches	One line	Hindi exam prep for BPSC TRE and Bihar Police
Who watches	Your students	BPSC TRE and Bihar Police aspirants
Exams you cover	**One exam per line.** We follow the news for these.	BPSC TRE 4.0 Bihar Police Constable
Official websites	Where students should check dates	bpsc.bih.nic.in
YouTube, Instagram, Telegram links	Your own links (optional). They go into descriptions.	@biharexamadda
News searches	**Leave empty.** We make them from your exams.	—
Daily trick Short: subjects	Tick what your students study. One trick Short a day, taking turns.	Maths, Reasoning, GK, Hindi
Logo	Optional	—

Click **Save**. You are taken back to the steps.

Step 2 · Where to post

Tick YouTube, Instagram and/or Facebook, then click **Save**. Pick only the places you use now; you can add another later.

Step 3 · YouTube

Nothing to connect. The screen says that every approved Short comes with a 📺 **YouTube kit**: the video, title, description, tags and suggested posting time. You upload it in YouTube Studio yourself in about 2 minutes.

> **We never ask for your Google password.** YouTube connection and automatic upload stay off until Google approves the client service.

Step 4 · Telegram (where your Shorts arrive)

You make your own small Telegram bot. It takes 2 minutes and costs nothing.

1. In Telegram, search for **@BotFather** (with the blue tick) and open it. Press **Start**.
2. Send the message `/newbot`.
3. It asks for a **name**. Send any name, for example *Bihar Exam Adda Shorts*.
4. It asks for a **username**. It must end in `bot` and be new, for example *biharexamadda_shorts_bot*. If it says the name is taken, try another.
5. BotFather replies with a long code under "*Use this token*", like `7123456789:AAH4k…`. **Tap the code once** to copy it (on a computer: select all of it and copy).
6. On the setup website, paste it into the box and click **Save bot**.
7. Click **Open your bot and press Start**. Telegram opens your bot: press **Start**.
8. Go back to the website: the step turns green by itself and your bot sends you a ✅ message.

> **Want your team to approve too?** Make a Telegram group with your team, then click **Or add it to my team group** on the website and pick the group. **At first only you can approve there.** To add a colleague, reply to one of their messages in the group with `/allow`; `/remove` takes them off. **Account** → **Activity** shows who approved what.

> **Keep the token secret.** Don't post it anywhere. If you shared it by mistake: send `/revoke` to @BotFather, then on the website click **Use another bot** and paste the new token.

Step 5 · Instagram + Facebook

Check first: your Instagram is a **professional account** and **linked to your Facebook Page** (page 2). This step has 3 parts. Part B needs us, so do part A now and come back.

A Send us your Facebook profile link

1. Open Facebook, go to **your own profile** (your name and photo, not the Page).
2. Copy the link from the address bar. On the phone app: your profile → ⋯ → *Copy profile link*. It looks like `https://www.facebook.com/your.name`.
3. Paste it on the setup website under **Instagram + Facebook** and click **Send**. It shows **sent ✓**.

B Accept our invite (we email you and message your bot first)

We add you to our app **CCH Publisher**. Facebook needs this until it finishes reviewing our app. When we tell you it's done:

1. Open **developers.facebook.com/requests** while logged in to Facebook.
2. Facebook may first ask you to **register as a developer**. This is free and takes one minute: click *Get started*, confirm your phone or email, and pick any answer when it asks what you do (e.g. *Creator*).
3. You then see an invite from **CCH Publisher**. Click **Accept**.

You don't build anything. It only allows our app to post Reels on your Page and Instagram after you approve them.

C Connect

1. On the setup website click **Connect with Facebook**.
2. Click **Continue**. When Facebook asks which Pages and Instagram accounts, **tick your channel's Page and your Instagram**, and keep every permission on.
3. If you have more than one Page, the website asks which one is this channel's. Pick it.

Step 5 turns green: "*Page: … · Instagram: @…*". If it says *Instagram: not linked*, link Instagram to the Page (page 2) and connect again.

Step 6 · Voice

Most plans say **"Included in your plan"**: nothing to do.
Only if your plan uses your own ElevenLabs account: on elevenlabs.io open your profile → **API keys** → *Create key*, copy it, paste it on the website, click **Save key**, then pick a voice and click **Use this voice**.

Step 7 · Sample Shorts (after we approve you)

Click **Make sample Shorts**. In **15 to 30 minutes** today's Shorts for your channel arrive in your Telegram.

- Like it? Tap **Approve**. **It is then posted for real** on Instagram (and Facebook) at the next good time, and you get the YouTube kit (below).
- Don't like it? Tap **Reject** and pick why (wrong facts, boring start, voice…). The next Shorts learn from your reasons.
- Not sure? Do nothing. A Short you don't tap is never posted.

Step 8 · Start autopilot

Happy with the samples? Click **Start autopilot**. From the next day it runs by itself. **Pause autopilot** stops new Shorts any time (holidays, exams). Start again when you like.

Your daily routine

~9 am	A short **morning message**: what posts today and what is waiting for your tap.
~12 noon	**Today's Shorts** arrive: exam news with a quiz, and a subject trick. Watch each one, then **Approve** or **Reject**.
After Approve	**Instagram + Facebook:** posted by itself at the best time of day for your students. **YouTube:** you get a 📺 **YouTube kit**: the video file, the title, description and tags, and the time. Save the video, open YouTube Studio → *Create* → *Upload*, paste the title and description (tap each one to copy), and schedule it for the time shown, so YouTube and Instagram go live together.
Every 3 hours	We check the news for your exams. When a **notification, admit card or result** comes out, you get an alert with ⚡ **Make a Short now**. Tap it to get that Short within the hour.
Daily	**Reply drafts** for comments on your channel. Tap **Send** or **Skip**, or reply to the draft to change the words.

> **Talk to your bot.** Send a normal message, like "*make a Short on the Bihar Police admit card*" or "*how did yesterday's Shorts do?*". Send `/status` for today's summary. Your numbers are under **Stats** on the setup website.

> **You are the final check.** Every date and number in a news Short is checked against a source, official notices first, and a Short says so when something isn't confirmed yet. Still: **watch every Short before you tap Approve.**

If something goes wrong

WHAT YOU SEE	WHAT TO DO
YouTube has no Connect button	That is correct. Use the YouTube kit sent by your Telegram bot after you approve a Short.
Telegram: "doesn't look like a bot token"	Copy the whole code from BotFather again: numbers, then `:`, then letters. No spaces.
"The bot hasn't seen your Start yet"	Open your bot in Telegram, press **Start** (or send `/start`), wait 10 seconds. Still not green: open *Nothing happens?* and click **I pressed Start**.
developers.facebook.com/requests says "the link may be broken" or shows no invite	We may not have added you yet: wait for our email / Telegram message. Check you are logged in to the same Facebook profile you sent us.
Facebook: "app not available" or "feature unavailable"	You haven't accepted the invite yet (part B of the Instagram + Facebook step). Accept it, then click Connect again.
Facebook gave access to no Page	Click **Connect with Facebook** again, choose **Edit settings** / **Edit access**, and tick your Page and Instagram.
Instagram: not linked	Instagram must be professional and linked to the Facebook Page (page 2). Then connect again.
Sample Shorts didn't arrive after 45 minutes	WhatsApp us. If something fails, our team is told automatically too.
Approve says "Not everything went through"	Tap **Approve** again. What was already posted is never posted twice.
No Shorts arrived today	Check the **Autopilot** step says **On**. If it does, WhatsApp us.
Forgot password	Sign-in page → **Forgot your password?** A reset link comes to your email and your bot.

Your accounts stay yours

- Nothing is posted without your **Approve**.
- YouTube is not connected yet, so we cannot read, edit or delete anything on your YouTube channel. You upload the ready-made kit yourself.
- You can remove our Facebook / Instagram access any time: Facebook → Settings → Business integrations. Nothing on your Page changes.
- To stop for good: **Account** → **Close my account**. Your jobs stop at once and the page shows the date your data is deleted.

Need help?

WhatsApp **+91 75030 08360** · Email **shortsautopilot.help@gmail.com**

Send a screenshot and the step number. We usually reply within a few hours.