

Download Audacity
Download LAME MP3 Encoder (from Audacity)
Extract LAME MP3 Encoder
Create PodBean account

CREATE

Record in Audacity
Export Audacity file to MP3
File > Export as MP3
Type filename for your MP3 > SAVE

(at the first time of doing this on a machine, you will need to find the LAME MP3 Encoder .dll file)

Open
Choose LAME MP3 folder from desktop.
Open the folders until you find the .dll file and select it

Enter track information (Title, Artist, Album, Genre) > OK

UPLOAD

Sign in to PodBean
Home > My Profile > My Account > Go to Dashboard
Upload > upload > Browse > Open > Upload
Publish > Tag (Keywords), Title, Post > Add your audio/video
Select from account:
File type: MP3
Duration > Auto Detect
Publish >>

Check your podbean account page to see it!!!