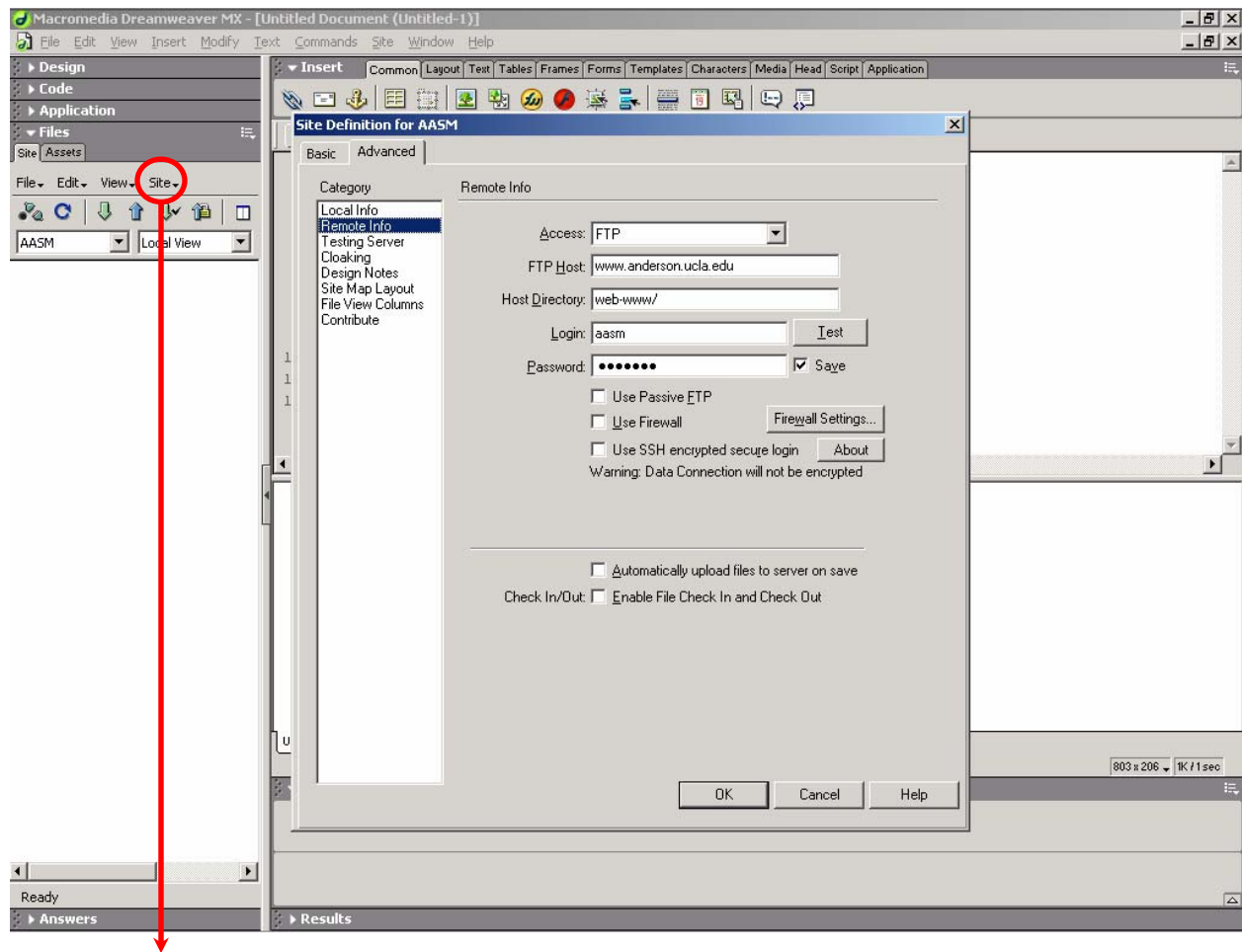


Each club needs to login to <ftp://webftp.anderson.ucla.edu> using their club username and password. If they don't have their club info, then they need to contact last year's leadership to get it, or the president of each club needs to ask STS for the info.

Once they login to the club website, they will see two folders. The one labeled "web-www" contains their club files that appear in the Zone area.

The Dreamweaver setup is pretty straightforward. Please see the attached document.

The clubs should regularly run webify (<http://internal.anderson.ucla.edu/apps/webify/webify.cgi>). This program updates their club's site so that it is visible to the Internet. They need to login to webify using the same username and password as the FTP login.



First, choose Site->New Site....

The advanced tab has all of the important information. Set the following items:

Access: FTP

FTP Host: webftp.anderson.ucla.edu

Host Directory: web-www/

Login: YOUR CLUB USERNAME

Password: YOUR CLUB PASSWORD