**Billing and account access**

To access billing information and renew the website subscription, go to <https://portal.hostgator.com/login> and login.

Email: [uanasarobotics@zips.uakron.edu](mailto:uanasarobotics@zips.uakron.edu) (NOTE: THIS WILL NEED TO BE CHANGED IF/WHEN WE GET the new email)

Password: expressbuilding1

We have the Hatchling plan, and it’s paid for three years. It will need to be renewed in **August 2023**. Please take it off Gina’s card when you do.

To actually manage the website, go to [https://gator3294.hostgator.com:2083](https://gator3294.hostgator.com:2083/) (this takes you to the control panel, or cPanel)

    Username:           uanasics  
    Domain:             [uanasarobotics.org](http://uanasarobotics.org/)  
    Password:           \_PQFgW=#eRge  
    1st Nameserver:     [ns6587.hostgator.com](http://ns6587.hostgator.com/)  
    2nd Nameserver:     [ns6588.hostgator.com](http://ns6588.hostgator.com/)  
    Server IP:          192.254.250.158

The FTP information is under Files/ FTP Accounts (do not need to make a new account, use the existing uanasics FTP account. The password should be the same as for cPanel.)

The SSL information is under Security/ SSL/TLS (should be automatically enabled by HostGator)

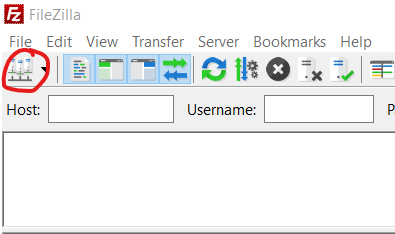
How to apply SSL certificate (so that the site is forced to use the secured version) (go to How to Manually Enable and Force HTTPS in cPanel for how to edit .htaccess file)

<https://www.hostgator.com/help/article/hostgator-free-ssl>

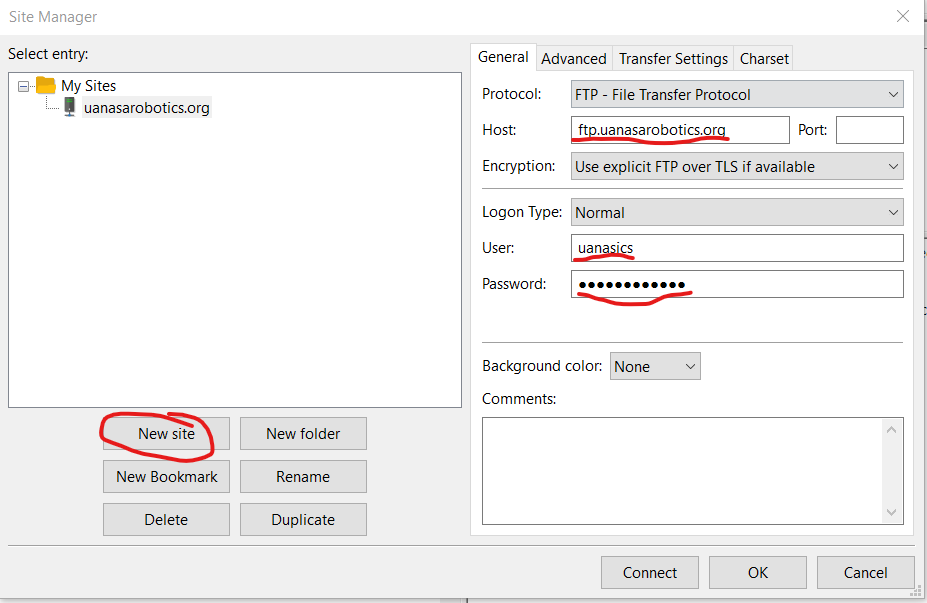
**Updating the website**

Download and install Filezilla (<https://filezilla-project.org/>). This is a free FTP manager (which lets you transfer files from your computer to the Hostgator server where our website is stored and accessed from).

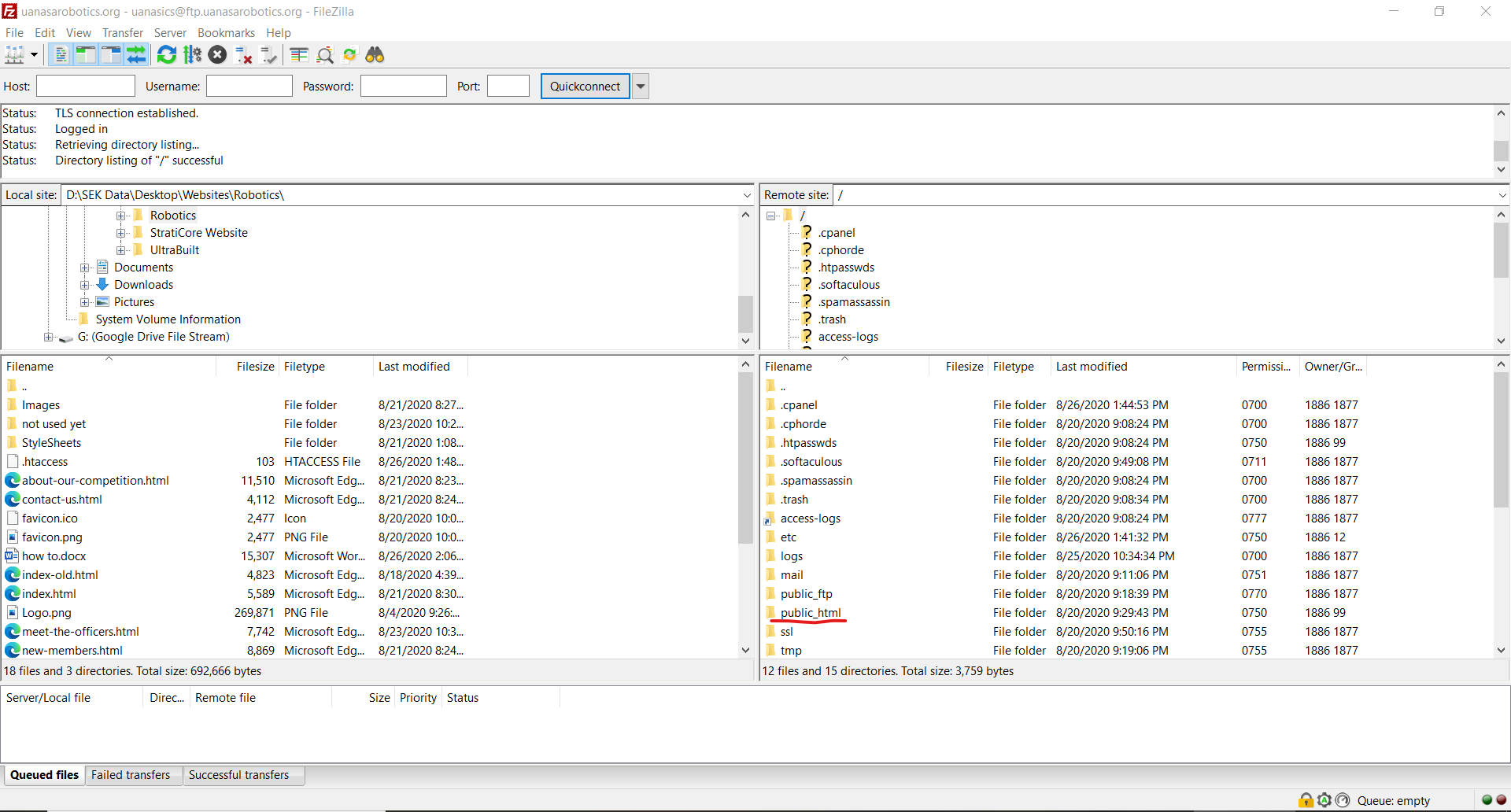
To get access to the server, click on this button in Filezilla:



Click on “New site” and enter the account information. The password is the same as the sign-in to hostgator cPanel (not the billing site, the manager site): \_PQFgW=#eRge



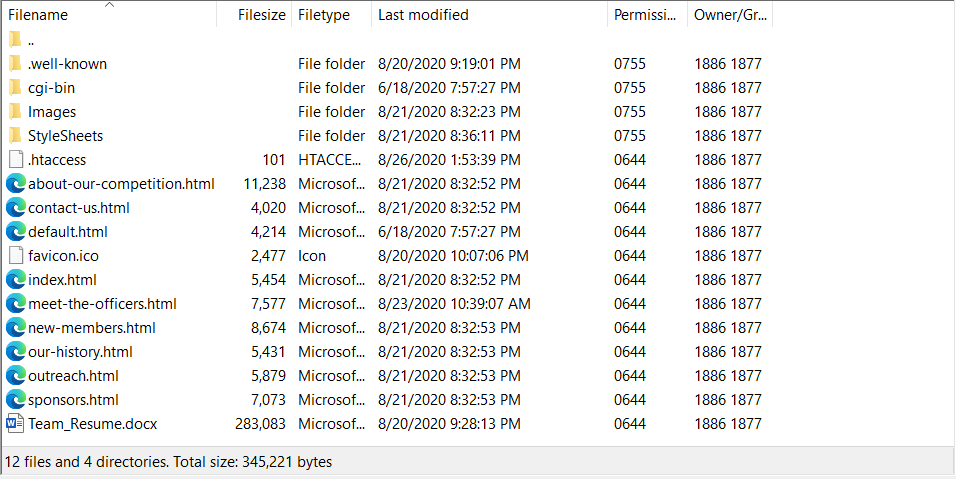
Once the account info is entered, click Connect. You should see it connecting, then a screen like this:



The files on your computer are shown on the left, and the files on the Hostgator FTP server are on the right. The live website uses the files on the server to load the webpages.

A lot of the folders on the server aren’t used directly by our website (tbh I don’t know what they’re for, so don’t delete them unless you know what you’re doing).

Our website files are located in the public\_html folder. These are the files that actually control how our website looks.



.well-known and cgi-bin are automatically generated files (leave them alone - idk what they do)

The Images folder holds all the pictures used on the website.

StyleSheets holds the .css files, which control how each webpage and the navigation bar are displayed.

.htaccess has the information for the SSL certificate (which encrypts information sent between our website and visitor computers). The SSL certificate is provided free as part of the Hatchling plan with HostGator.

The .html files provide the structure for each webpage.

favicon.ico is the little image (32x32 pixels) that shows up in the browser tab. You can make an .ico file by saving a regular image file with the .ico extension at the 32x32 pixel resolution.



To upload files to the FTP server, click and drag in Filezilla from your computer files on the left, to the server files on the right. It’s that simple. You will get a notification from Filezilla when the files finish uploading. If a file doesn’t upload, try again. You may need to restart Filezilla or reset the connection to the server as well to get a file to upload correctly. Once I had to upload one file 5 times before it actually uploaded successfully.

When you upload a new file or image, the website will immediately update. However, if you’ve visited the site recently, the old page or image is probably cached in your browser. In order to see any changes you made, you will need to clear the cache in your browser first.

**Modifying a webpage**

Download Atom (<https://atom.io/>) or another text editor. You can technically just use Notepad, but a text editor will make it easier to see the different elements you’re working on, and will catch some errors before you view it in a browser.

Download the entire Website folder from the drive. You will need every file and picture in this folder for the site to display correctly if you load it from your browser.

The basic structure of each webpage is the same: header information inside the <head> tags (mainly stuff for the web browser to use, and links to the style sheets), and webpage information inside the <body> tags (the part you actually see on the webpage).

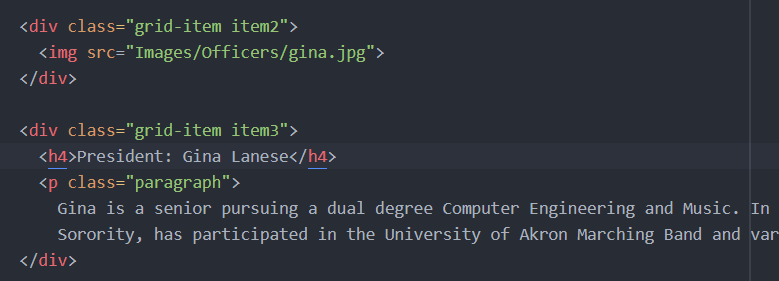
**Example: updating the officer page:**

Open meet-the-officers.html with Atom (right click > Open With > Atom).

Edit the image name (gina.jpg) to be the name of the new officer photo. Double check the extension!

Edit the header to have the name of the new officer.

Edit the bio to the new officer’s bio. Make sure the entire bio is contained between <p> and </p> tags.



Save.

Add the new officer photo to the Images/Officers folder. Make sure it’s in this folder, and not just the Images folder, or it won’t display correctly.

NOTE: the officer photos need to be 375px wide (and the height should be auto scaled).

Open the meet-the-officers.html file with a web browser.

Make sure everything looks good.

Open up Filezilla and log into the server.

Upload meet-the-officers.html (and delete or overwrite the old one) and the new officer photo (again, make sure it’s in Images/Officers).

Clear your cache and open the webpage in a browser (Firefox can be a bit weird, so use Edge or Chrome to start testing).

**Adding competition photos to about-our-competition.html**

This is a bit trickier, as you will need to edit both the HTML and the CSS files to add a new grid item. Some background knowledge of HTML and CSS grid is highly recommended.

Open about-our-competition.html and AOCStyleSheet.css (you can display them side by side in Atom).

Go to the bottom of about-our-competition.html, where you’ll be adding a new grid element.



Insert the following text:

<div class="grid-item item19">

<img src = "Images/2018-competition2.jpg">

</div>

Change “item19” to a number that isn’t used. The highest number so far (aside from the social media links and copyright) is 27. (Yes, they’re completely out of order. I screwed around with the formatting for this page a LOT before it looked right).

Change “2018-competition2.jpg” to the name of the photo you want to insert.

Go into AOCStyleSheet.css. This has two different sets of instructions for different screen sizes, so you will need to modify both. This code denotes the start of the first and the second sets of instructions:





Within the first list of items, insert the following code (as you can see, the numerical order doesn’t matter):

.item19 {

grid-column: 3 / span 1;

grid-row: 9;

}

Change “item19” to the name of the item you inserted to the HTML document. There are 3 columns of photos on the website, so you can put it in column 1 (left), 2 (center), or 3 (right). The grid-row needs to be a row that doesn’t have any pictures yet in that column. Currently the photos fill up to and including row 11.

Do the same thing for the second list (for the narrower screen size). This list only has one column. Also, a lot of the photos don’t display in this list, because it’s for narrower screens. If you don’t want your new image to display on a phone/tablet screen, the CSS should be

.item19 {

display: none;

}

Save both HTML and CSS files and open the HTML file in a browser. If you get stuff in a fourth column, there’s a grid-item that doesn’t have any associated CSS telling it where to go.

Upload both the HTML and the CSS files to the server.

**Sponsor banner on homepage:**

I made this in MS Paint by importing the logos of the sponsors and lining them up next to each other, then taking a screenshot. If you have access to Photoshop or a better image editing software, *please* use that to make it better.

**Contact Us form**

When someone fills out the Contact Us form, an email will be sent to the uanasarobotics email with their name, email address, and message. This uses a PHP script that I found online and modified to take the information from the form and generate an email.

<https://code.tutsplus.com/tutorials/create-a-contact-form-in-php--cms-32314>

If this breaks...good luck. Google is your friend.

**Summary:**

To change an image, modify the HTML file with the name of the new image, then upload both the image and the modified HTML file.

To change text, modify the text in the HTML file (making sure to keep it inside the tags the original text was in) and upload the modified HTML file.

To update a hyperlink, find the <a> tag the link is located in and modify it there. Then save and upload the modified HTML file.

WHEN THINGS DON’T WORK:

Something is wrong:

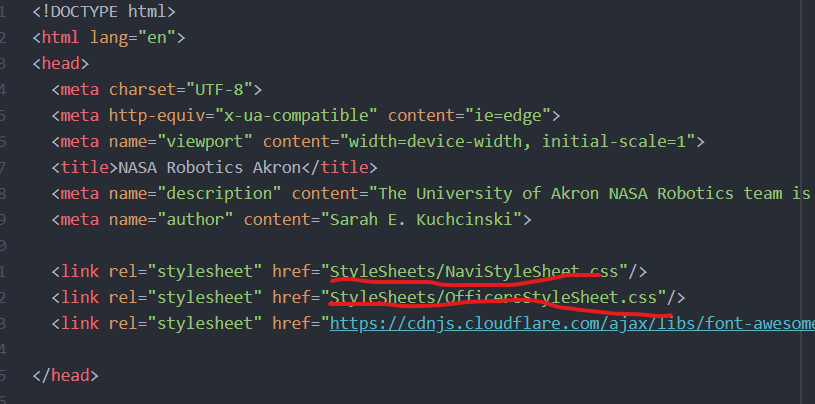
* Are the tags correct? <div></div> <p></p><a></a> etc. Is an angle bracket missing somewhere? Is the starting or ending tag missing? Is the body of the website (what you want to display) within the <body></body> tags?

My image isn’t displaying correctly:

* Is the filename typed correctly? It needs to match perfectly, including uppercase/lowercase. Audree.jpg is not the same as audree.jpg. Some pictures save with .JPG and some with .jpg. Audree.jpg is not the same as Audree.JPG. Is it a .jpeg instead? Or a .png?
* Is the picture in the correct folder? For officers, it should be in Images/Officers. For sponsors it should be in Images/Sponsors. Check your HTML file to see what folder it expects the file to be in. Make sure it uploaded to the correct folder on the Hostgator FTP server.
* What is the image resolution size? If it’s too big or too small it won’t look right. Officer photos should be 375px wide. Other photos you will need to do trial and error to figure out what looks right.

My page looks awful:

* Is the HTML file in the main directory (public-html)?
* Is the HTML file linked to the correct style sheet?
* Are all the elements in the HTML file formatted in the CSS file? For example, did you add a grid item in the HTML file, but not provide any instructions for formatting in the CSS file (for multiple screen sizes!)
* The page could possibly not have uploaded correctly. Try re-uploading it.
* Does the name of the style sheet match the name in the HTML file? It is case sensitive.
* Is the style sheet in the StyleSheets folder?



If you’re interested in learning more about web design and HTML/CSS:

<https://www.w3schools.com/>

W3 schools is a comprehensive HTML and CSS reference. Some of the code on their site is outdated and doesn’t work anymore, but it explains the basics well.

<https://wesbos.com/announcing-my-css-grid-course>

I built our website using CSS Grid. It’s a bit tricky to understand and get working, so this free course was pretty helpful in getting it up and running.

<https://browsersize.com/>

This tells you the size of your browser. Helpful for sizing images or making pages fit different screen sizes.

If you right click on a webpage in a browser and choose Inspect Element, there’s a lot of helpful information that is displayed there for troubleshooting. For each element on the page, it will show everything that is modifying how it is displayed (size, margins, location in the page, etc).

If you run into a problem or don’t know how to do something, Google it. There’s plenty of resources and people who have tried the exact same thing. (This is how I built the website in the first place.)