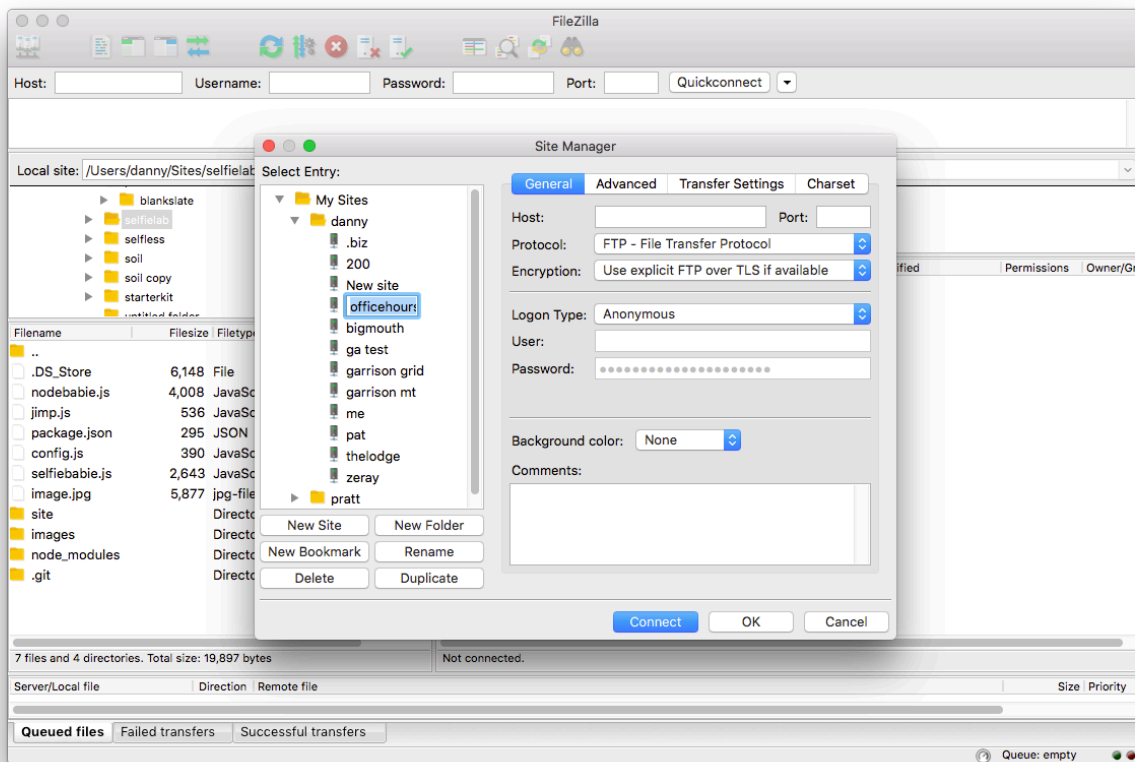1. **download index.html file from server**
   a. If you don't already have an FTP application you need to download one. I use <u>Filezilla</u> in this guide.
   b. within filezilla open the site manager
      file > site manager
   c. In the site manager window click the New Site button and name the site
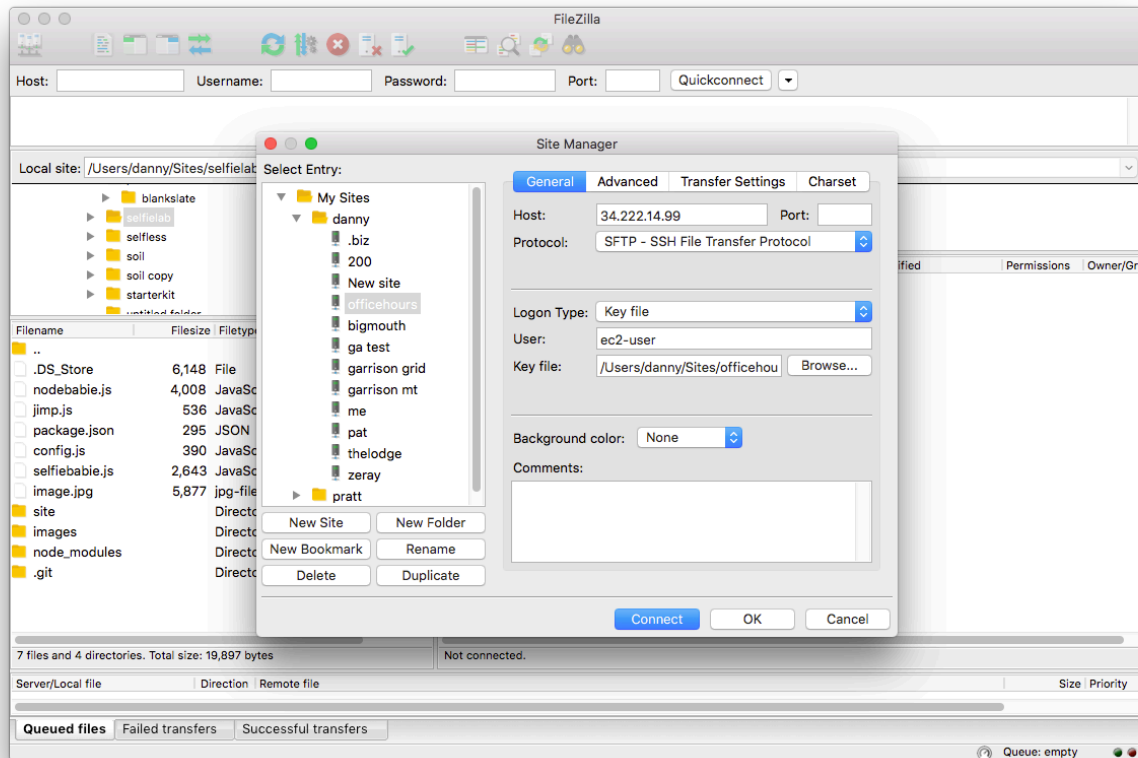
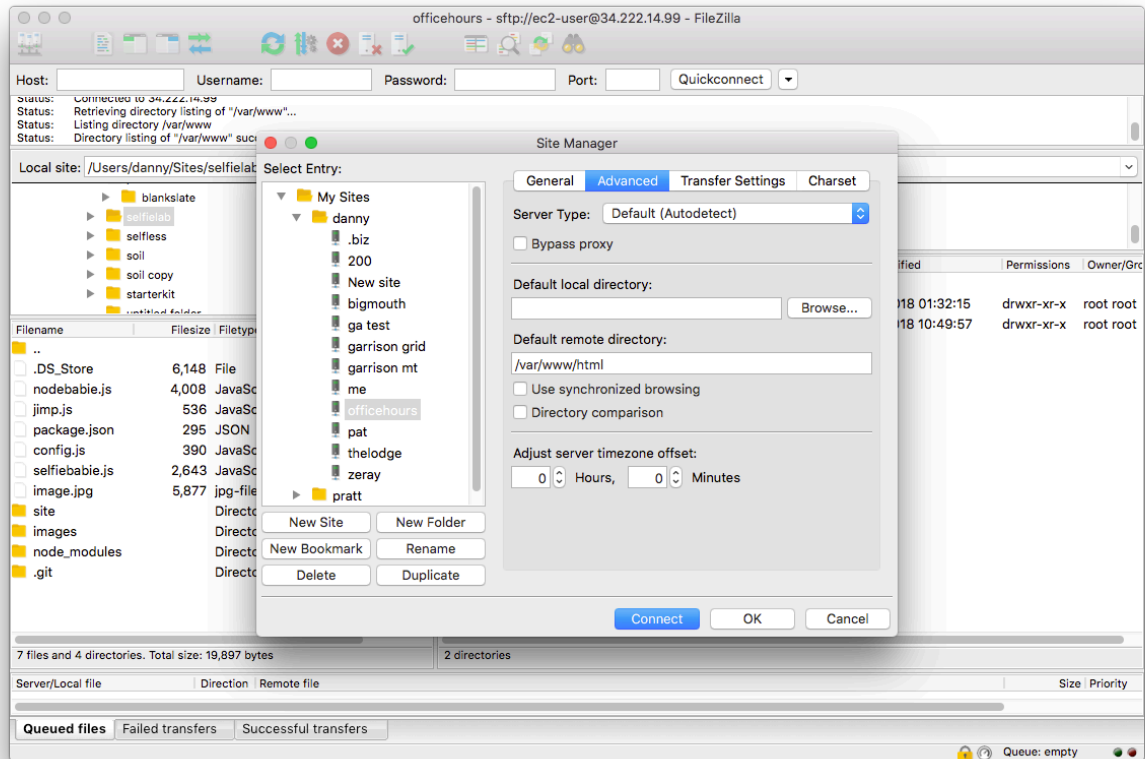d.   now fill in the settings as follows:

Host: 34.222.14.99
Protocol: SFTP
Logon Type: Key file
User: ec2-user
key file: *select the key file I've sent you*

e.   click the advanced tab and fill in the settings as follows:
     Default remote directory: /var/www/html

f.   click connect.
g.   After you have connected there should be a list of files in the right hand pane.
     Right click on the one named index.html and download it.

2. update file with schedule changes

a. You should now have a file name index.html downloaded and saved somewhere on your computer. open it up with any text editor. Using Sublime text will make this easier.

b. I labeled the start of the schedule to make it easier to find

```
<div id='program' class='scroll'>
    <div class='scroll-inner'>

        <!-- SCHEDULE START -->

        <div class='block' date='10/26/18' start='11' end='12'>
            <div class='time'>10/26, 11am - 12pm EST</div>
            <div class='title'>Preeti Sriratana</div>
        </div>

        <div class='block' date='10/26/18' start='17' end='18'>
            <div class='time'>10/26 5pm - 6pm EST</div>
            <div class='title'>Angela Dimayuga Radio Hour</div>
        </div>

        <div class='block' date='10/29/18' start='11' end='12'>
            <div class='time'>10/29 11am - 12pm EST</div>
            <div class='title'>Jean Brownhill</div>
        </div>
```

c. **<div class='block' date='11/15/18' start='17' end='18'>**

This line has all the information that the radio player looks at. Date is self explanatory, **start** and **end** attributes in green are the start and end times of the event. make sure these are in a 24hr format. ex: 2pm = 14.

d. **<div class='time'>11/16 2pm - 5pm</div>**

This line is the date/time text that shows up in the schedule section of the website.

e. **<div class='title'>FOOD NEW YORK</div>**

This line is the title text that shows up in the schedule section of the website.

f. When you are done editing the schedule make sure you save the file.

3. upload the updated file

a. Now that you have an updated file, go back to filezilla. Drag and drop the updated file into the right hand pane. It may ask if you wish to overwrite the old file, say yes. The updated file should upload to the server and your changes will be visible on the website.