**Home**

index.html = homepage

Adding announcements:

- open index.html

- add rows above current in table

- copy text up, make sure to match text style

- if adding photo, crop and resize in Photoshop to 300pxH x 400pxW

- if including links, highlight text to be link and then in bottom left browse for link location if to another page of the website or type in URL [hint: always start link with http://] if adding email link mailto:emailaddress

- copy hyphens and merge cells in table so are the entire width

- paste hyphens into bottom row separating posts

**Results**

images = 200px x 200px

same as homepage, add new rows and copy text to match existing text styles

**Roster**

images = 200px x 200px

- if don’t have picture of person add the grey placeholder image

- key thing is to make sure it is up to date and only those who have paid dues are on it. campus uses it for who gets the discount so need to be only active members in good standing.   
- make sure you update the date from year to year

**Photos**

page is linked to Flickr account. use the google account to sign into flickr and upload new photos to photostream.

Contact

- most of page is embedded google form for info if ppl are interest in joining

- update officers info remember to update link info [text is one thing, link is another thing - think CLICK HERE which actually links to somewhere]

**To upload**

download Fetch for Mac

you will have to fill out form with UCIT to be admin for the site