**ACCOUNT INFORMATION**

1. Gmail
   1. Username: cincinnaticyclingclub@gmail.com
   2. Password: UCcycling
2. Yahoo and Flikr - name under account is UC Cycling Club, and phone number under account is Rob’s. Change phone number when changing Webmaster
   1. Username: uc\_cyclingclub@yahoo.com
   2. Password: UCcycling
   3. Flikr name: uc cycling club
3. Instagram
   1. Username: uccyclingclub
   2. Password: UCcyclingClub7

**WEBSITE UPDATE PROTOCOL**

1. Sign into Google Drive – Username: cincinnaticyclingclub password: UCcycling
2. Under UC Cycling Club folder>Website download .zip file
3. Unzip it
4. Download any images for update

**SOURCES FOR RACE RESULTS**

1. usacycling.org
2. On Facebook: Ohio Spring Racing Series (OSRS), Ohio Cycling, and Mid West Collegiate Cycling Conference pages
3. Queen City Wheels for Ault Park Race Series

**SOURCES FOR PHOTOS**

1. Facebook
   1. Check to see if anyone was tagged. If so,
   2. Options > Download
2. Bruce’s Photobucket stream. Usually posts link mid-week
3. Jeffrey Jakucyk
   1. Send friend request
   2. He’ll upload as soon as possible, but usually up no later than Wednesday
4. Mid West Collegiate Cycling Conference Facebook page

**1) EDITING IMAGES**

1. Open image in Photoshop
2. Crop to desired area with crop tool [shortcut C]
3. Resize longest side to match desired dimension [Image > Image Size]
4. Crop remainder of image to match desired dimension [Image > Canvas Size]

* **If for homepage, size should be 300px H X 400px W**
* **If for results or roster page, size should be 200px X 200px**

1. Adjust brightness/contrast/etc. as desired
2. SAVE AS jpeg in **Images** folder for website with proper naming [year\_race.jpg]
3. Maximum file size

**2) EDITING WEB PAGES**

**Updating** H**omepage** [index.html]:

Note: In top left click on “Design” button to view page without code

1. *Add rows above last announcement*: click in text body of most recent announcement then,
2. Right click > Table > Insert rows and columns > above current selection [if adding one announcement add two rows]
3. *Merge cells directly above most recent announcement*

* Click and drag to select both cells the,
* Right click > Table > Merge cells

1. Copy + paste up the hyphens separating announcements [Ctrl+C, Ctrl+V]
2. *Insert image*

* Insert > Image
* Image Tag Accessibility Attributes hit cancel

1. *Insert text*

Easiest way is to copy and paste text from below, then change date and race report

1. Save webpage + close

**UPDATING RESULTS** **PAGE**:

1. Insert rows above, similar to updating homepage [merge cells if need be]
2. Insert picture **[200px X 200px]**
3. Update info
4. Update **roster** page:
5. Insert picture **[200px X 200px]**
6. Include Name on line directly below image
7. Major and graduation year on following line
8. Type of riding on third line

**UPDATING PHOTOS PAGE**

1. Width 800 x Height 600

**3) UPDATING RESULTS SPREADSHEET**

1. Update with Google Drive
2. Open “Results” Sheet
3. Add # rows for how many racers
4. Merge cells for date + race name
5. Make sure aligned left and vertical alignment in cell to match

**4) UPLOAD**

1. Re-zip folder and add date of edits
2. Re upload to Google Drive, putting old zip into archive folder

**Tips for Facebook Posts**

1. Peak Facebook Activity Times
   1. Noon, 3pm, and 8pm
      1. With 1pm – 4pm having highest average clickthrough
   2. Worst time: Weekends before 8am and after 8pm
2. Fewer words used, the better