**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
6. Create new sheet for year calendar year
   1. When making new sheet: copy and paste columns 1 and 2
   2. Delete columns G – Z
   3. To freeze row 1: select row 1 -> View -> Freeze -> 1 row

**4) UPLOAD**

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

**5) FETCH**

1. Hostname: staging.uc.edu
2. Username: AD\6+2username

**OR**

1. Hostname: 6+2username@staging.uc.edu
2. And username will autofill
3. Connect using: FTP
4. Password is same as your regular UC account
5. Initial Folder: groups/uccylingclub/

**Change in Webmaster: Granting Access to UC server**

1. Since we own the website, but it’s saved on UC’s server, call/go to UCIT Help Desk
2. Ask to grant FTP privilege to the server staging.uc.edu. The initial folder is groups/uccylingclub
3. File another ticket removing yourself from the Active Directory once replacement is able to upload files

**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

Some Pages to follow on Facebook to help with: things to post on club page, obtain race results, and photos

* 1. Global Cycling Network
  2. Ohio Valley Cyclo-Cross (OVCX)
  3. Cycling Weekly
  4. Ohio Cycling
  5. Team Hungry Cycling
  6. Mid West Collegiate Cycling Conference
  7. USA Cycling
  8. road.cc
  9. Strava
  10. Ohio Spring Racing Series
  11. CyclingTips
  12. VeloNews
  13. Bicycle Times