

Webmaster Part 2

San Joaquin Chapter 6 and Norcal District 2 Working with Docs, Newsletters and FTP

Rev. 2.0

It's important to be familiar with and follow the outline provided in the "[Webmaster P1](#)" document.

You were also sent a document entitled "**Co-xxxx Your Name – How To.pdf**," which provided your login credentials and explained how to access and manage the specific content for your respective Council.

One of the technical challenges was finding a way for you to easily add/delete documents and upload your Council's newsletters—all while keeping it simple.

Well... I almost made it.

Let me tell you about "simple."

Simple is relative. It all depends on your point of view—and your experience.

I tend to get a little too detailed—just ask my kids.

What can I say? I'm an engineer... a cranky old geek at heart. It's tough for me to leave things out when I'm trying to cover all the bases and still keep it "SIMPLE."

So please forgive me—but this is the best balance I've been able to come up with.

You will need a bit of extra software and a few additional steps to get everything running smoothly.

But trust me—it really is easy. I promise.

Here's the Overall Outline:

1. To make changes on your Council's homepage:

Use the process you've already received.

- a. If your content is more than a paragraph, consider creating a separate document or flyer. Use whichever tools you're comfortable with, then convert it to a PDF. Most applications have a "**Save As PDF**" or "**Export to PDF**" option.

If you need help with this, just reach out—I'm here for you.

Goal: Keep your Council's homepage clean, relevant, and up to date—so content is easy to find and digest.

- i. Need subpages? Contact me first. It can be done, but requires extra backend setup.
- ii. Have ideas for new sections or content categories? Let me know!
- iii. Check out other Councils' webpages—you might find something inspiring. Who knows, it might spark a synaptic neuron to fire!

b. On your Council homepage, you can:

- * Add/edit/delete content
- * Upload and link to PDFs and other documents
- * Embed images or videos

* Add outside links (links to sites or content outside of kofcchap6ca.org)

This is where the extra software and steps come in—needed to give you this level of flexibility.

c. Help is always available. See the last page of this document for contact details.

2. This second document includes everything you need to upload Docs and Newsletters.

a. Note: There are two areas of the website you'll need to access:

* Docs area

* Newsletters area

b. **IMPORTANT:** Follow the File Naming Convention provided in the "[Webmaster Page 1](#)" document.

Tip: When you open the FTP area labeled xxxx-News, you'll see the format used for other newsletters.

Follow this naming format:

Mon-20xx.pdf (e.g., Mar-2025.pdf)

3. Recommendation: Set up a file folder for your Council's website content.

Create a dedicated folder—perhaps called something like:

Council-xxxx Website (or whatever naming convention works best for you).

Inside this main folder, create helpful subfolders such as:

- Docs
- News
- Notes
- How-To

Then, within each of those, you might want to break things down by year for better organization:

Example:

- 2023
- 2024
- 2025

Whatever system works for you—just make it easy to find and manage your content over time.

4- **Additional Steps to Access and Manage Docs & Newsletters**

To upload and manage your Council's Documents and Newsletters, you'll need an FTP Client application installed on your Mac or PC.

I recommend using the FileZilla FTP Client (Fz).

It's free, reliable, and functions much like Windows Explorer on a PC or Finder on a Mac—making it easy to drag, drop, and organize files.

Using FileZilla will allow you to:

- Access your Council’s specific Docs and Newsletters folders
- Upload, update, and delete PDF files (including your newsletters)

Important:

Do not use FileZilla (or any FTP client) to upload images, videos, or other media for your homepage.

These items must be uploaded directly on your homepage using the WP Block editor within WordPress.

- For step-by-step instructions, refer to your “How-To” and “[Webmaster Page 1](#)” documents.

5- So Here We Are... What Are You Waiting For? Let’s Do This!

Head over to Filezilla-project.org to get started.

(**Note:** Most of what follows is a one-time setup—you’ll only need to do this once.)

When you land on the FileZilla homepage, you should see something like this:

Image #1

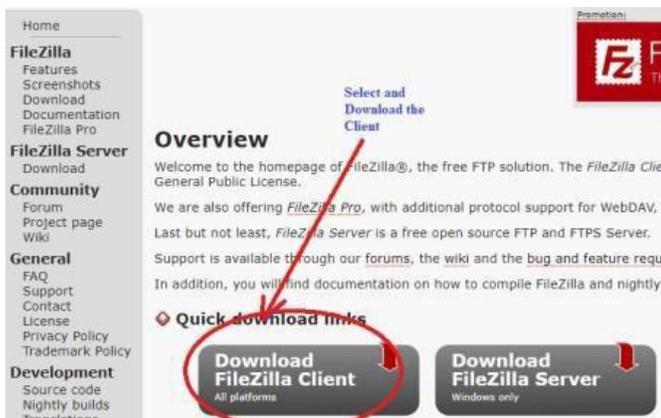


Image #2



Make sure you download the FileZilla Client, not the Server version for your PC or MAC.

Once installed, follow the setup steps in your “**How-To**” document to:

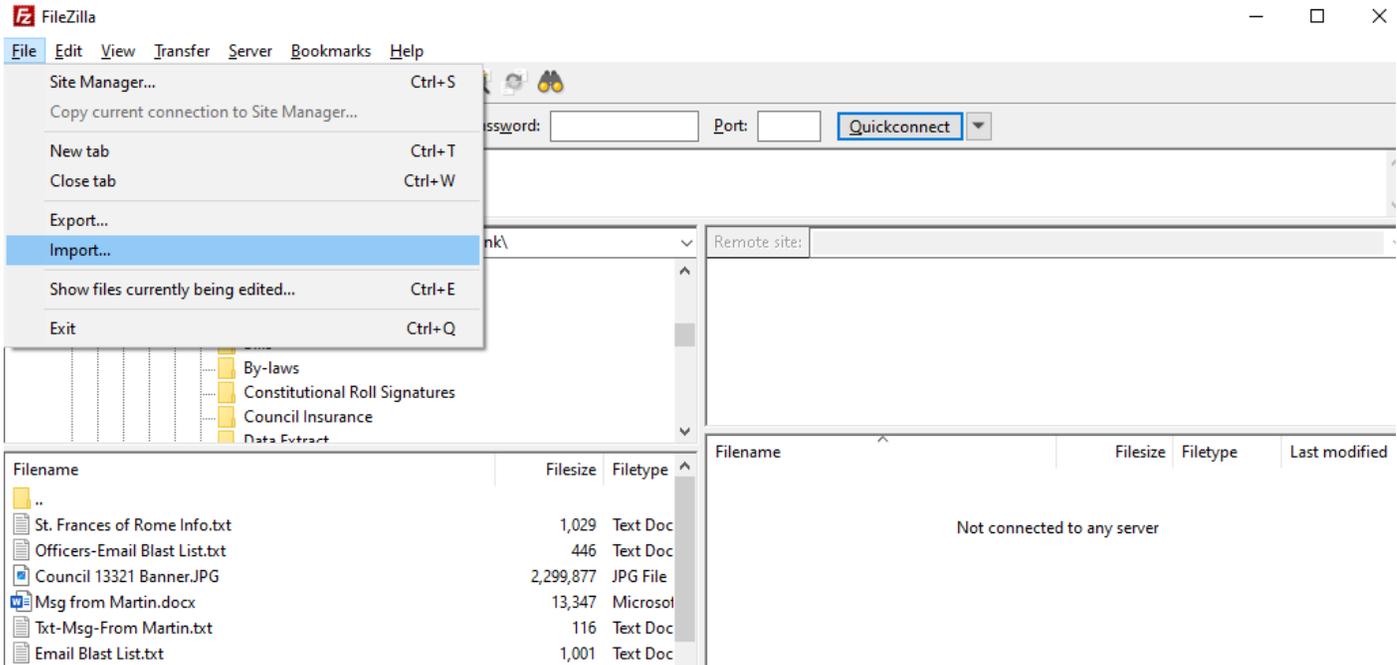
- Connect to the FTP server
- Navigate to your Council’s Docs and News folders
- Start uploading your PDFs!

6-

Here are the steps needed:

- Launch the Fz Client.
- You should see a window that looks similar to the image shown on **Image #3** below:

Image #3

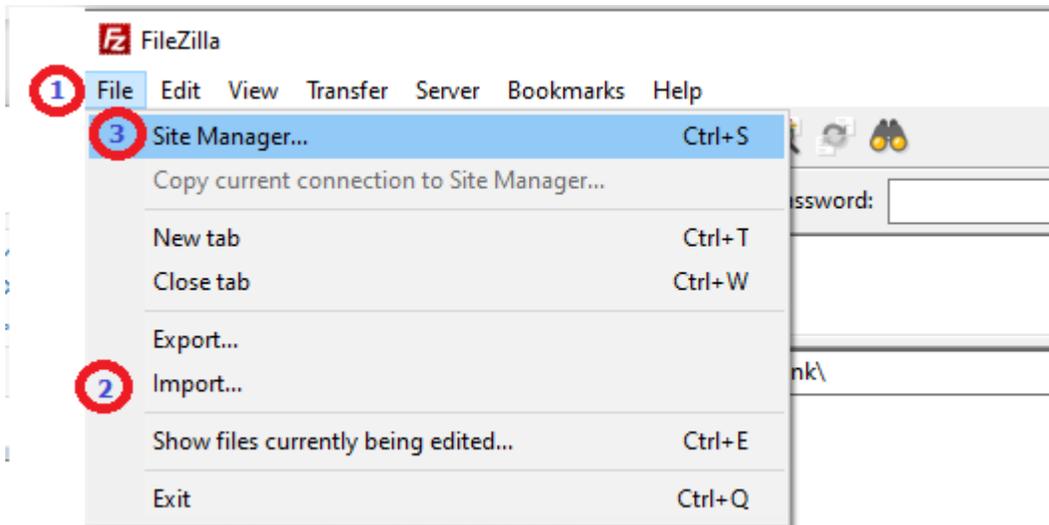


- Import the XML Configuration File

A- Click on the **File** tab (See #1 in image #4 below) located at the **top left** of the FileZilla application window.

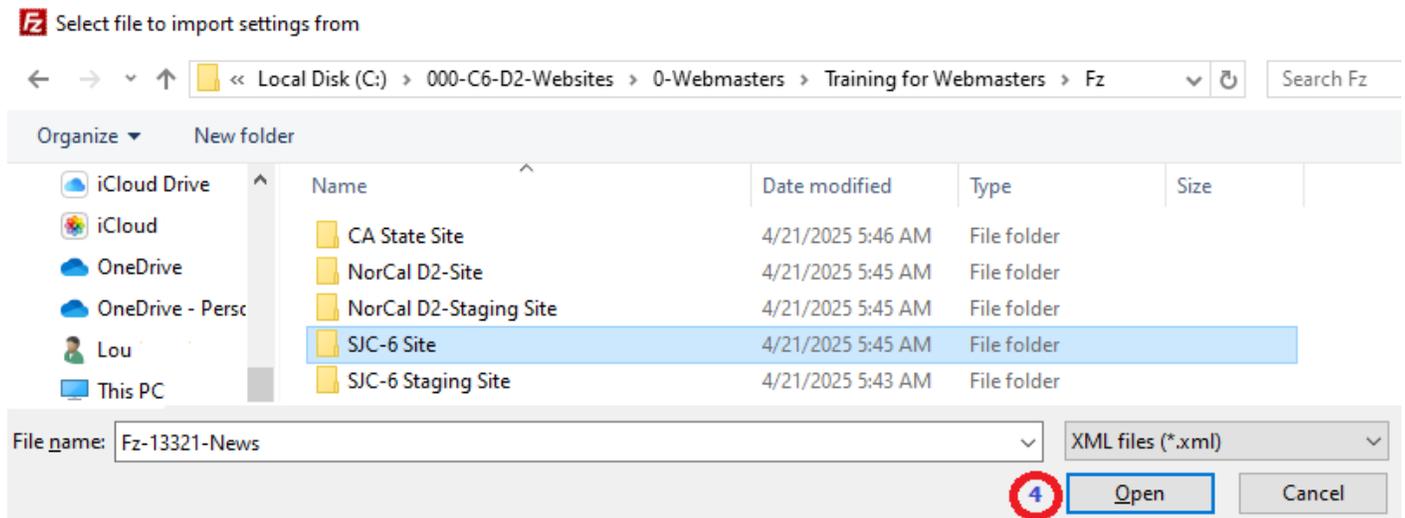
B- From the dropdown menu, **click on “Import”** (See #2 in image #4 below) You’ll see it highlighted in blue in the image provided below. This will open the **Import Settings** screen, as shown on the next page.

Image #4



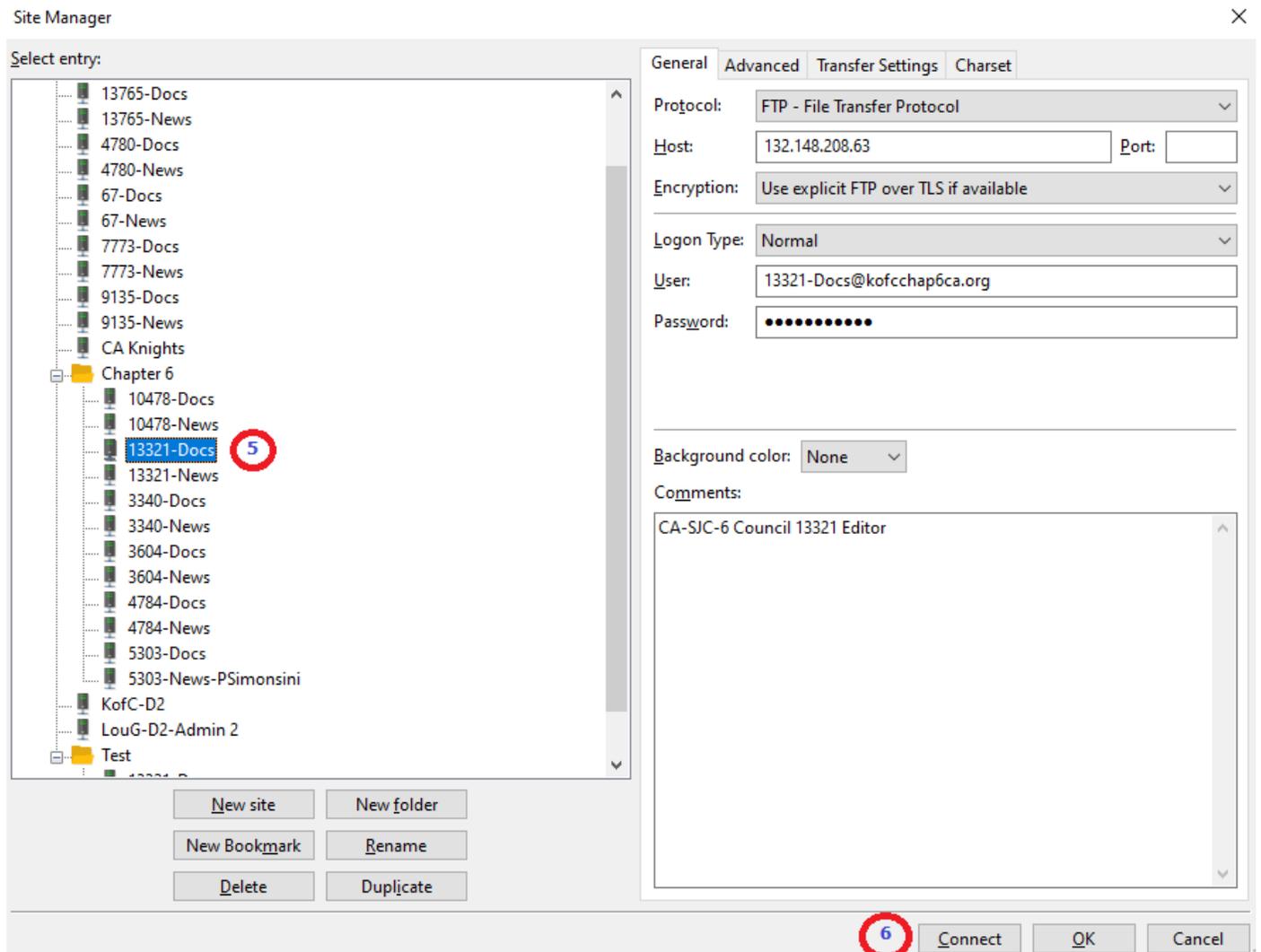
This is where you will need to locate those XML Files (FileZilla.xxxx-xml) that you were sent and saved. Select each file sent **one** at the time and click on the **Open** Button (See #4 in image #5 below) located at the bottom right of this Import screen shown below to import that XML file and continue doing this until you have all 4 files uploaded.

Image #5 (Here is an example of the structure that I have)



After you have imported all your XML files you will use the "Site Manager" (item #3 as shown in image #4) on previous page to access the connection that you desire.

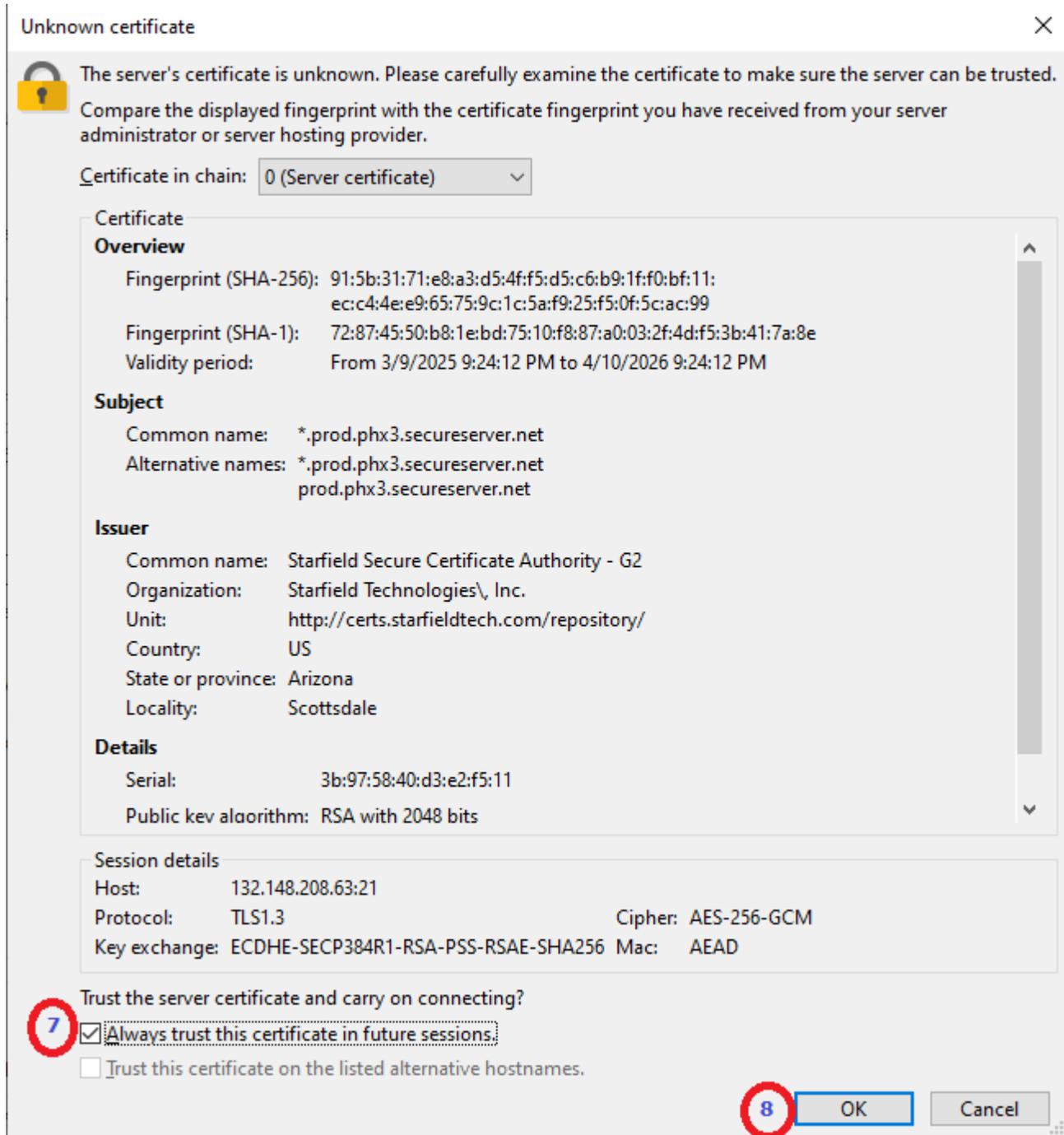
Image #6 (Here is an example of the partial structure that I currently have)



To establish a connection simply select your XML file (like #5) from the left column as shown on Image 6 above and then click on the "Connect" button (as show as item #6 above)

Please note that for the first connection you will be presented with the following info as shown on **image #7** below:

Image #7



Simply click on the **checkbox** (**Item #7**) as you can safely ignore this message and trust this certificate in future sessions and then click on the **OK Button** as shown as **item #8** above.

Please not that once the connection is made that Fz will show all your documents or Newsletters that you have already uploaded.

Important: The file at the top of the list of all your documents shown as: **.ftpquota** is a system file. Don't change or delete it.

[FileZilla Documentation](#) Go to [YouTube to obtain Tutorials](#)