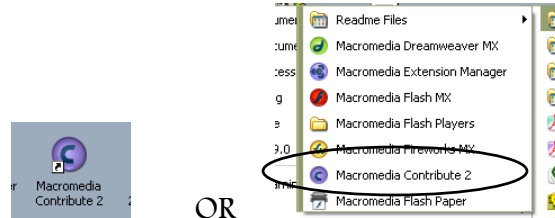


## Athletic Website Instructions Contribute – Getting Started

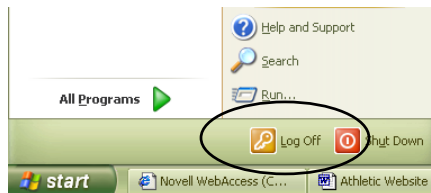
Contribute is the website software that you will be using to add scores and other information to your athletic websites. The first question we must address is whether or not you have Contribute on your computer. All school computers should have this software already loaded. To check and see if you have this software, look for a purple circle icon on your desktop. (This is the same software we used to create teacher websites). If you don't see it, go to Start, Programs, and look for either Macromedia or Macromedia Contribute



. If you have the software, please skip down to the next section.

### How to load Contribute software:

1. Log off the computer. Go to Start, then Log off



2. Hit Log Off button again when the window comes up. At the Novell screen, type in username: web and the password: contribute. If you are able to logon, the software will begin to download automatically. It will ask for the serial number.

**Serial Number - CTD200-54652-87216-19460**

If you cannot logon, then you need to contact your campus technology person and have them download the software for you.

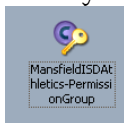
3. After the software loads, close the Contribute software.
4. Continue with the directions below.

### How to use the Contribute key to access athletic webpages:

1. Open up the Contribute software. Go to edit and then My Connections. A screen should come up like the one shown below:

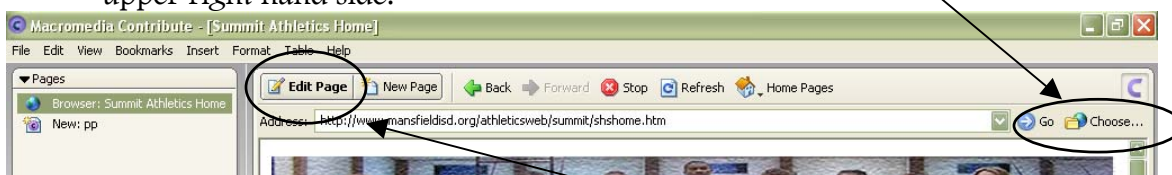


2. Click on any website names listed and hit Remove. There should be no website names listed!!! **You cannot use the same computer to edit teacher webpages and edit the athletic pages.** After all are removed, close the Contribute software.
3. You should have received an email from me with the information about a Contribute key. You have to open up the email and save the key to your desktop. You should see a new icon on your desktop that looks like this.



If you do not have an email containing the key, please email me and I will setup an account and email you the key

4. Click on the icon and the Contribute software will load. It will ask you to put in your name and email address. The password for all athletic pages is: ath. When the software completes, close the software and delete the key icon from your desktop. From this point forward, use the purple desktop icon to load the software. When you open the software, it should open to one of your sport's athletic page. If you are not familiar with Contribute, please complete the 10-minute Contribute tutorial listed in the lower left-hand corner under Get Started.
5. If the page that you want to edit is not displayed, go to the Choose button on the upper right hand side.



6. Find the page that you want to edit and click on it. ~~The website pages are the ones that have a notepad icon listed to the left of the filename.~~ Click Edit Page in the top bar and make your changes. When you are ready to post out to the web, click on Publish.



7. Your new information will now be out on the Internet.

It will be my responsibility to put in the initial schedules and all the links to the locations. I will also add any pictures that need to be posted to the sites. It will be your responsibility to add any scores or news that you want to add.

Please feel free to contact me with any problems or questions.

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