

Downloading the sample website

A basic website has been created as an example/template for the lodge Webmaster to edit if so desired. It has been created to reflect the criteria used to judge lodge websites for recognition at the Annual Communication of Grand Lodge.

The sample website is plain and simple. It will serve nicely for a new website for a lodge needing to create a web presence, and can be embellished as desired (within the published guidelines posted elsewhere).

Using an FTP (File Transport Protocol) program of your choice, connect to www.bluelodge-wa.org using the username and password provided when your account was created. Download to a directory you created specifically to contain the working files for your website, including any graphics and documents. If you are truly paranoid (and I recommend you be so) you will want to create a second directory in which you store the last known "good" version of your website, including ALL files. You will want to select a naming convention and location that will be as distinct as possible to avoid confusion. Use the working files to update and upload your website. Once you have tested to ensure the website works the way it is supposed to do, **COPY ALL THE FILES TO THE BACKUP DIRECTORY**. That way, if you have an "oops" you can restore that last "good" website from your archive and try again.

NEXT: Editing the sample website.