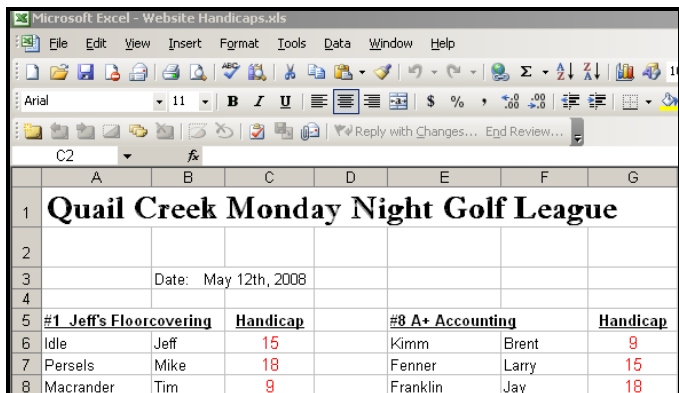


How do I save my Excel spreadsheets as HTML files?

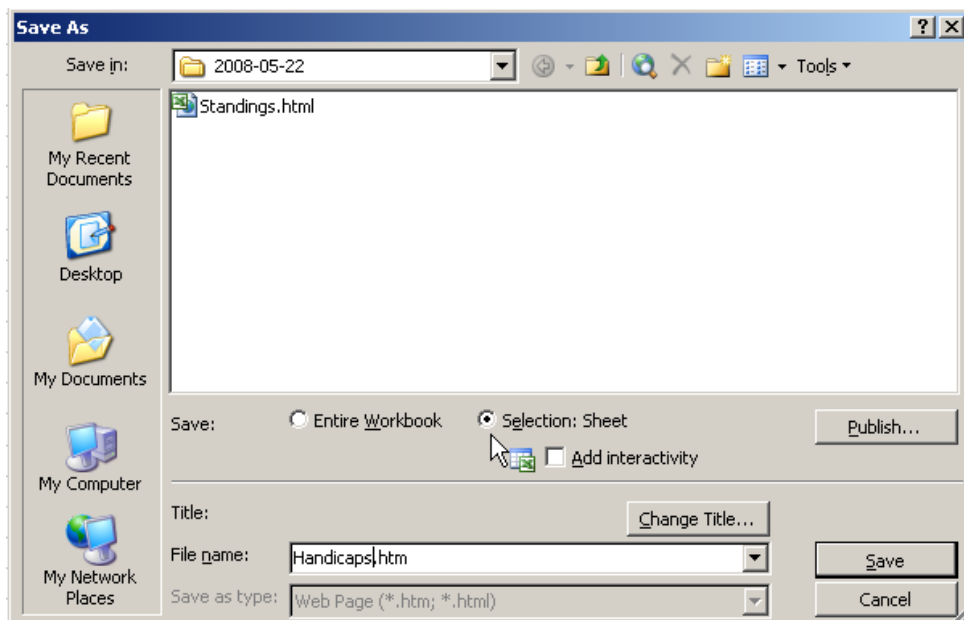
Open your spreadsheet using MS Excel.



#1	Jeff's Floorcovering	Handicap	#8	A+ Accounting	Handicap
Idle	Jeff	15	Kimm	Brent	9
Persels	Mike	18	Fenner	Larry	15
Macrander	Tim	9	Franklin	Jay	18

Click File | Save as Web Page you'll see the dialogue below and type in the name of the file. The name is not important only that you know what you put in the 'file name' field and what folder you saved it in.

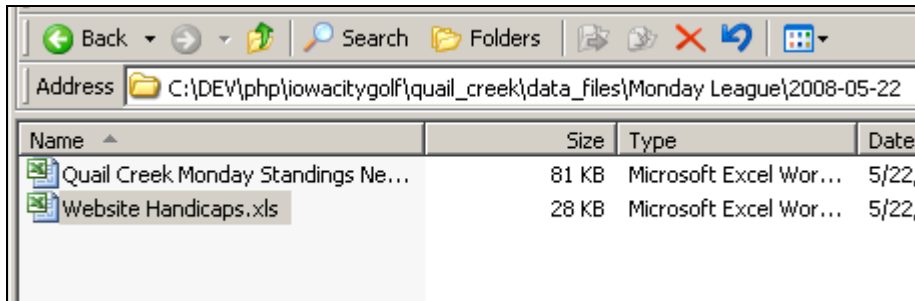
For options: please select the radio button marked as "Selection: Sheet". When you finally click the "Save" button it will only save the sheet you are viewing currently (in respect to other sheets in the tabs at the bottom).



Click the "Save" button to save your file. See "How do I upload files after I've created them?" for more information on how to put them on the website.

How do I upload files after I've created them?

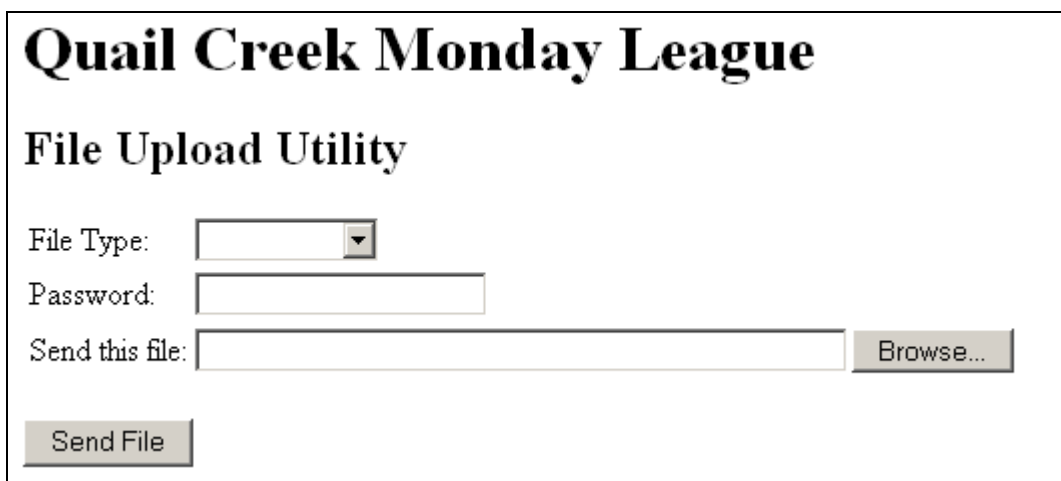
Here are the files that you have been sending for update to the website.



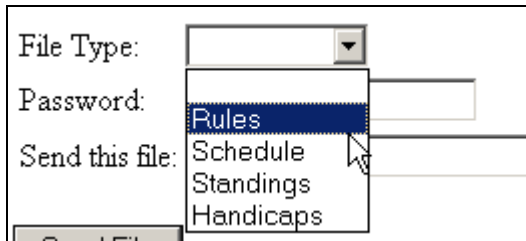
Here are your links and pages on the Iowa City Golf League website.



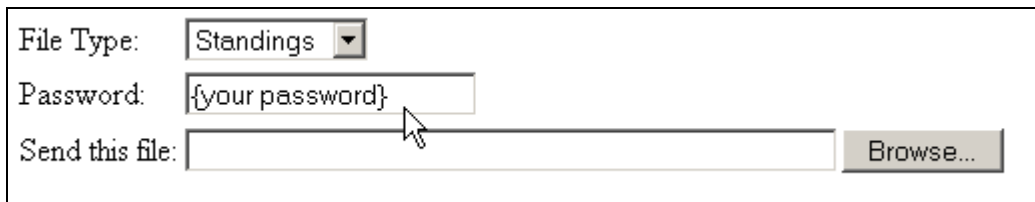
Click the "Admin" link to get the administration page.



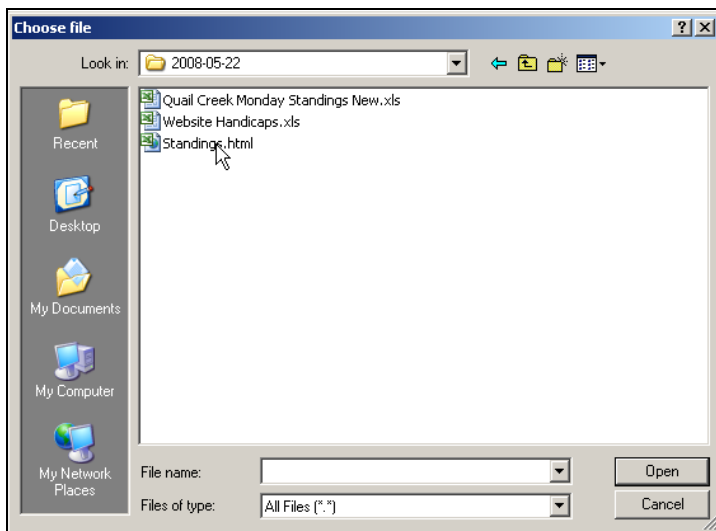
The specific file type (a.k.a “page”) that you are going to update. Each type corresponds directly to the links on the website.



Type in your password (this will be supplied in another email or correspondence).



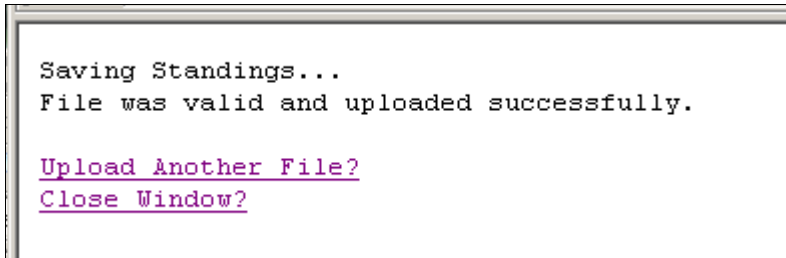
Click “Browse” button to select the HTML file that you save for the File Type. You will be prompted with a dialogue box that looks something like below. Browse to where you saved the file and click the file, then click open. The file path and filename will be displayed in the “Send this file” field.



Click the “Send File” button to upload your HTML.



The resulting page will show tell you if your upload was successful.



That's it. You just need to hit the website to see your updated page. If something doesn't look right you'll need to make changes and just upload your file again.

This is not a very robust implementation. You'll need to keep your own backups of the files currently on the server to restore if necessary. You can save a copy of your page using your browser.