

Nobleton Lions Club Procedure – Maintenance of Website

Last Updated: March 16, 2019

Domain name: nobletonlions.com. Renews automatically at hostpapa.com (next renewal Oct. 31, 2019)

Webmaster: Ek Heidebrecht

Backup: Vito Cassano

Web Hosting Service: www.hostpapa.ca

My cPanel: nobletonlions.com/cpanel

User ID: contact Ek or Vito

Password: contact Ek or Vito

Dashboard: <https://www.hostpapa.com/dashboard>

User ID: contact Ek or Vito

Password: contact Ek or Vito

Nobleton Lions Website on Local Server

On Ek Heidebrecht's laptop (Toshiba)

<file:///C:/My Documents/LIONS WEBSITE/>

Content is backed up on several external hard drives

Updating

The website should be updated whenever any information needs to be added or changed.

Content is revised on the local server (Ek Heidebrecht's Toshiba laptop) via HTML editing software described below, and uploaded to the host server via file transfer software described below.

HTML Editing

Software used by Webmaster: Adobe Dreamweaver CS4 Version 10.0 loaded on Ek Heidebrecht's laptop (Toshiba)

Software used by Backup: Notepad loaded on Vito Cassano's PC

Picture Editing

Normal editing: Windows Picture Manager (on Ek Heidebrecht's PC - Toshiba)

Special effects: Adobe Photoshop CS4

File Transfer from local PC to Host Server

Software used by Webmaster: FileZilla 3.6.0.2 loaded on Ek Heidebrecht's laptop (Toshiba)

Host: www.nobletonlions.com

Username: contact Ek or Vito

Password: contact Ek or Vito

Port: 22

Software used by Backup: TBD

Billing

As of March 31, 2016, we signed up for a 3-year term for a basic package. Total cost is \$160 including tax. It is charged to Ek Heidebrecht's credit card and he is subsequently re-imbursed.

Renewed March 31, 2019 for 3 years at a cost of \$243.67 including tax.

Annual Domain registration fee was \$19.20 in October 2018.