The Process

These instructions are for girls who have already enrolled in the
2014 Website Design Competition for High School Girls.
These instructions are for both Beginner and Advanced competitors.

Website development time for contestants	Sept. 1 – Nov. 12
Index Page upload deadline	7 PM Wednesday Nov. 5
Completed Website upload deadline	8:59:59 PM Wed., Nov. 12
FTP disabled	9:00 PM Wed., Nov. 12
Announcement of finalists via email to all contestants and teachers	Saturday, Nov. 29
Finalists' presentations, followed immediately by announcement of winners and presentation of prizes; Location: Blue Care Network Auditorium in Southfield	Saturday, Dec. 6, 9 AM

Entering your website by the competition deadline

In order to see your site to judge it you need to upload it to our hosting server. Once it is on our servers, our judges can go online to view it for the first round of judging.

To copy your website to our server you need uploading software. We suggest using the freeware FileZilla.
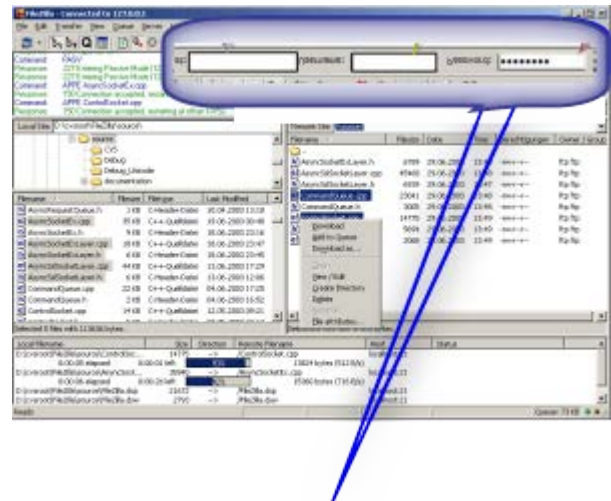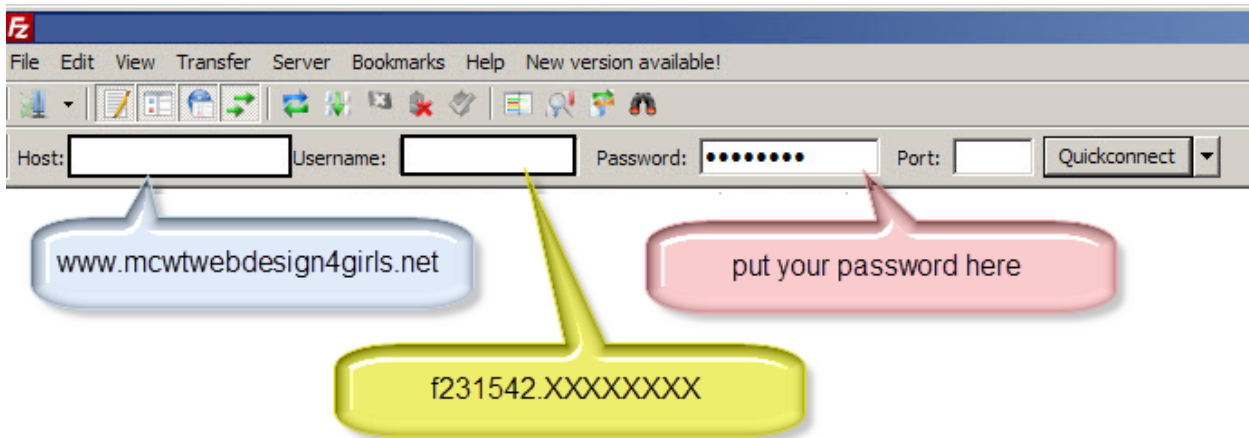
Download FileZilla

Go to the FileZilla site https://filezilla-project.org/download.php?type=client.

Download the one called "Client" type. It doesn't matter what version.

Instructions for using FileZilla are available online at:
http://wiki.filezilla-project.org/Using

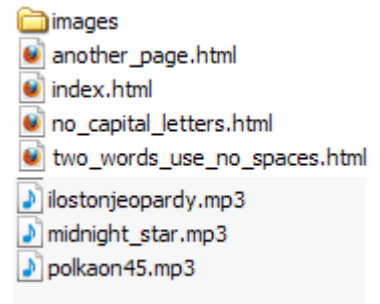Once you have installed it you can log in to the MCWT host server and upload your website.

To connect to our server through FileZilla, the MCWT Foundation will soon give you the following:

- The host name: www.MCWTwebdesign4girls.net

- A unique User Id

- A unique password

- The URL to view your website online.

Putting your files in the right places

Setup your files like the image to the right. When you log in you will see that you already have a placeholder "index.html" page and an empty "images" folder to get you started. Save your images in the images folder. If you want to save your MP3s together, put them in an "audio" folder.

Best Practices

- **Do** name the first page with the suffix ".htm" or "html". It could be named "index.htm", "index.html", or "index.php"- depending on your file type.

- **Do** save all images in your "images" folder.

- **Do** optimize, export, or "flatten" your images before you upload them, so they are .png .jpg or .gif. files.

- **Do** compress your audio files into MP3 or MP4 (Advanced contestants).

- **Do not** upload any executable files. (**.exe**)

- **Do not** upload image files that have layers and end with **.psd**.

- **Do** upload a test page as soon as you get your upload Filepath, Username, and ID from MCWT.

Be sure your links to other pages and images are correct or you will see error icons like the ones below.

> **CAUTION:** In the past, some girls trying to upload from school computers have encountered firewall issues. Please work with your teacher/sponsor to resolve any firewall issues well before the upload deadline for your own peace of mind.

Do you want to see your site live? Use this url, replacing the Xs with your username, beginning with the dot (period) after the f231542 in your username, and ending with a slash. Your username may have more characters (or fewer) than the # of Xs shown. The first 3 digits after the dot is your team number in the competition.

http://s1075320.instanturl.net/mcwtwebdesign4girls.net/2014/f231542.**XXXXXXXXX**/

The "live link" given in this private email you received from Barbara Kalbfleisch should also work to see your site after you upload contest. We've linked your site to the 3-digit short-url that is your team number.

Please contact us with your questions: barbkalb@mcwt.org; 313-318-5790 cell/text. You will receive a response within 24 hours.

Work smart and have fun!