

Tutorial

Objective: Uploading Brochures for a Specific Event via FTP.

Step 1: Find the **Event** that you would like to connect a **Brochure**.

- a. Note the **SYSTEM ID** found at the Bottom.
- b. Click to **select the Web Brochure check box**. (Fig. A)

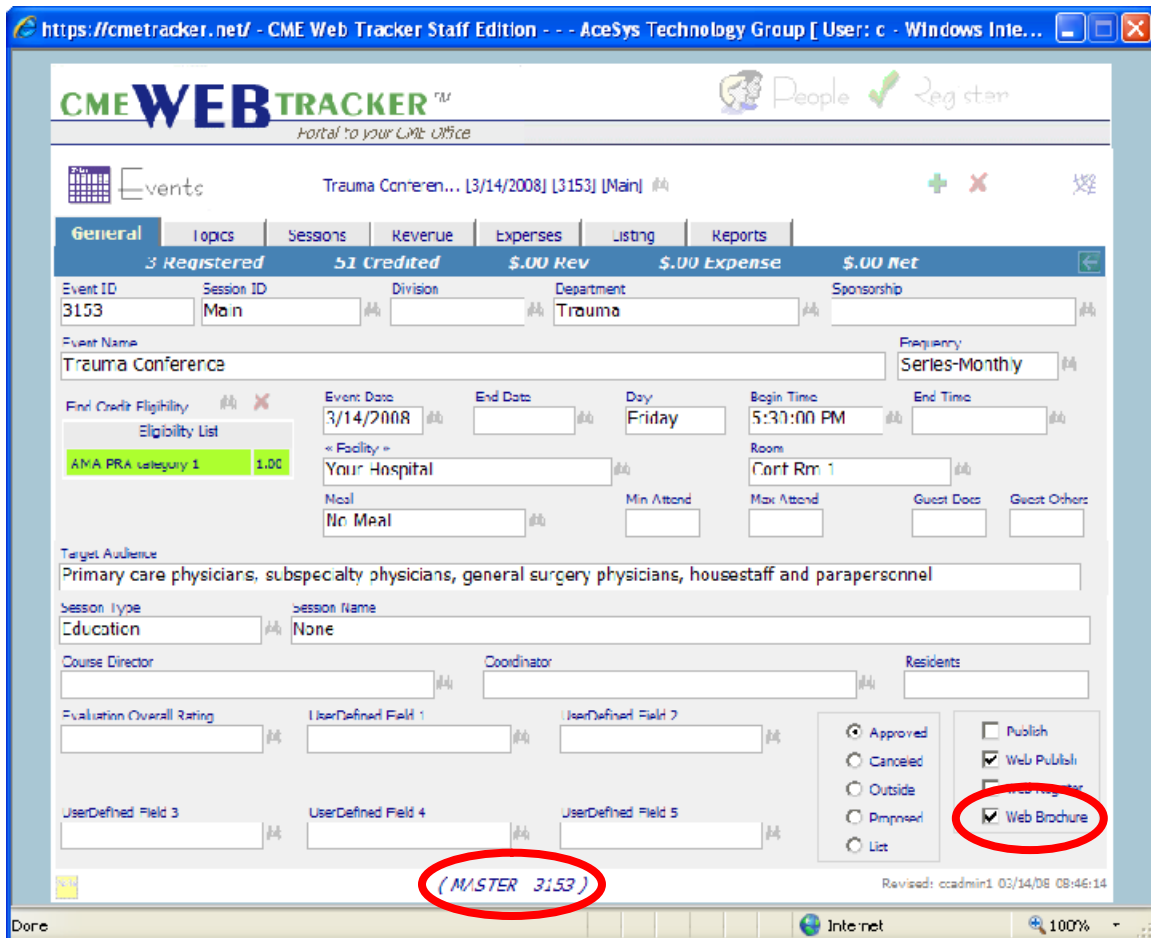


Fig. A

Tutorial

- Step 2:** Locate the **Brochure** that you will be saving to your **ftp**.
- Right-Click on the **Brochure**
 - Select **Rename** from the dropdown that appears. (Fig. B)

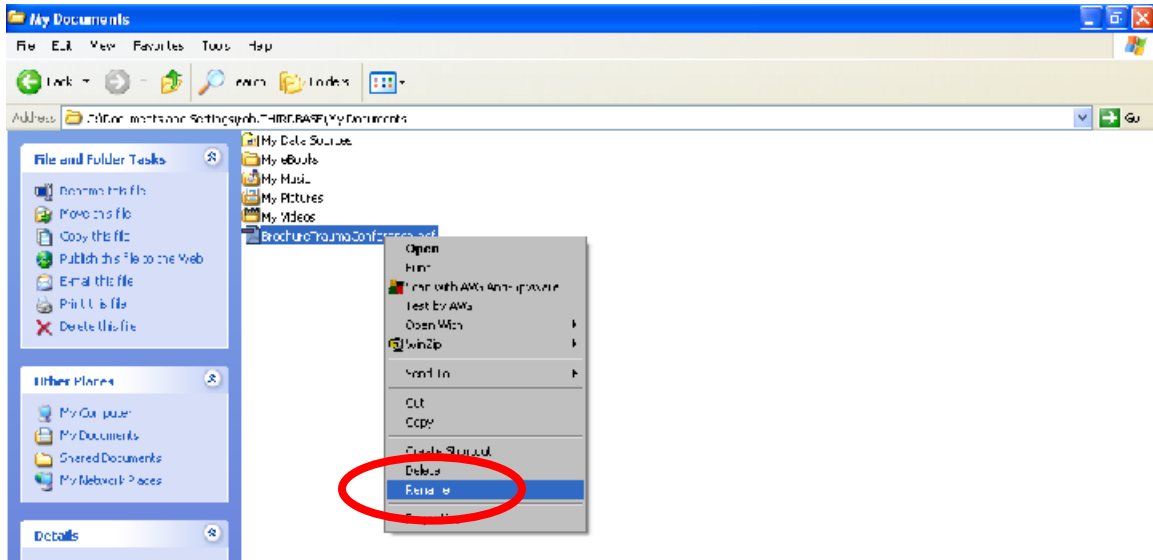


Fig. B

- Step 3:** Rename the Brochure with the **SYSTEM ID** noted in Step 1. (Fig. C)

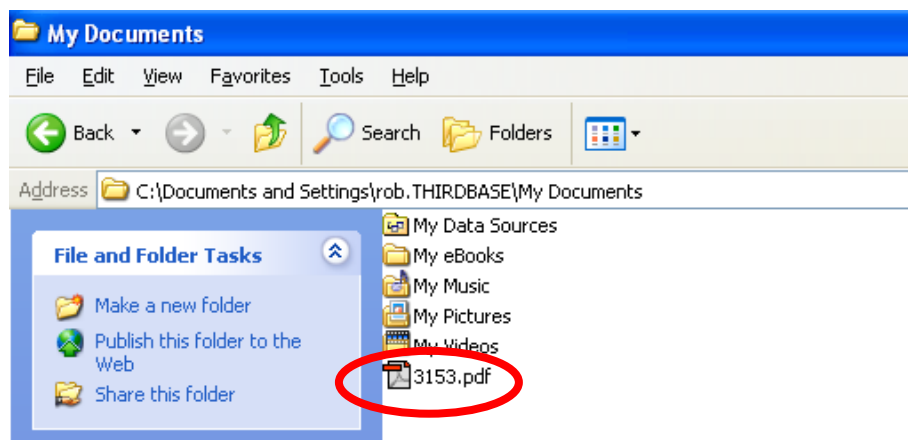


Fig. C

Tutorial

Step 4: Open up your **WEB Browser** (IE: Internet Explorer) and type in: **ftp://cmetracker.net/**.

- a. Enter your **User Name** and **Password**.
- b. Click **Log On**. (Fig. D)

NOTE: If you have not been provided with a **User Name** and **Password**, please contact **CME Tracker Support** and we will provide one for you.

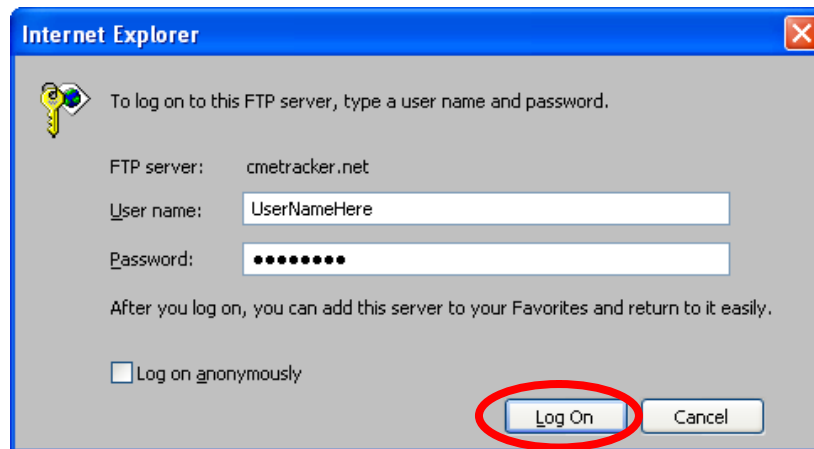


Fig. D

Note: To place a **shortcut** on your Desktop, Right click and select **Create Shortcut** from the dropdown. In the future, this will take you to the **User Name** and **Password** screen automatically.

Tutorial

Step 5: (For Internet Explorer Version 7 ONLY) To view your **FTP site** in Windows Explorer, you may see the following screen.

- a. Click **Page**.
- b. From the Dropdown, click **Open FTP Site in Windows Explorer**.
(Fig. E)

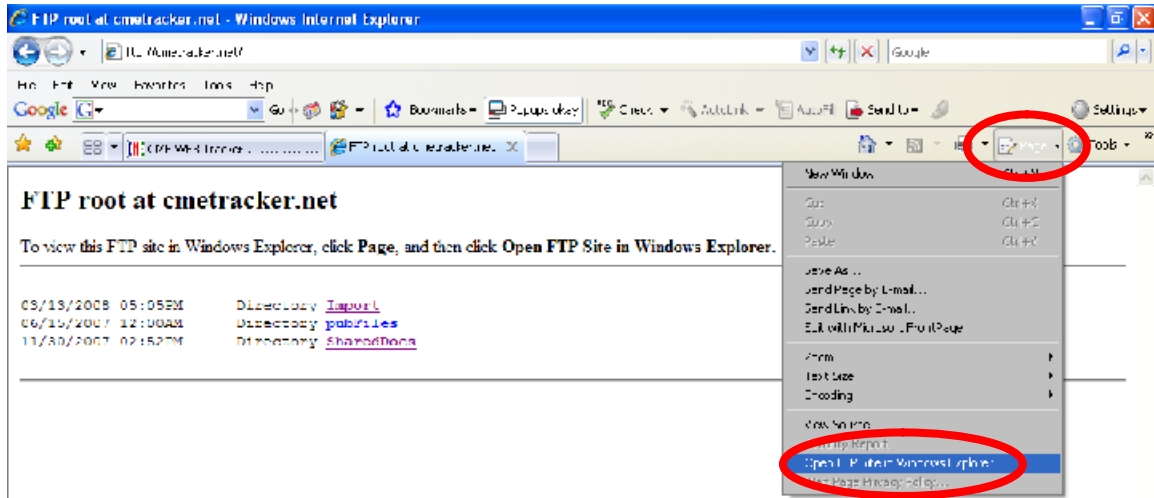


Fig. E

Step 6: Click to Select the file **pubFiles**. (Fig. F)

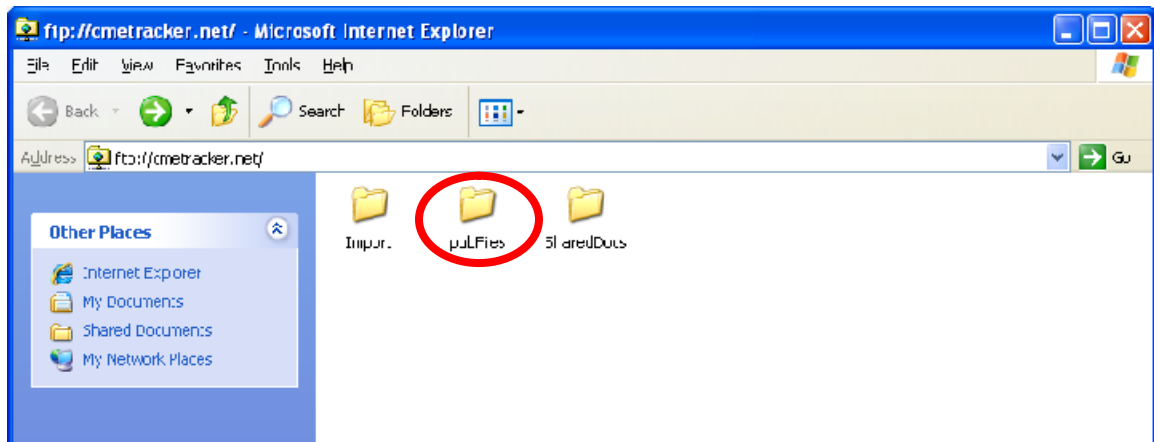


Fig. F

Tutorial

Step 7: Click to Select the file **Brochures**. ([Fig. G](#))

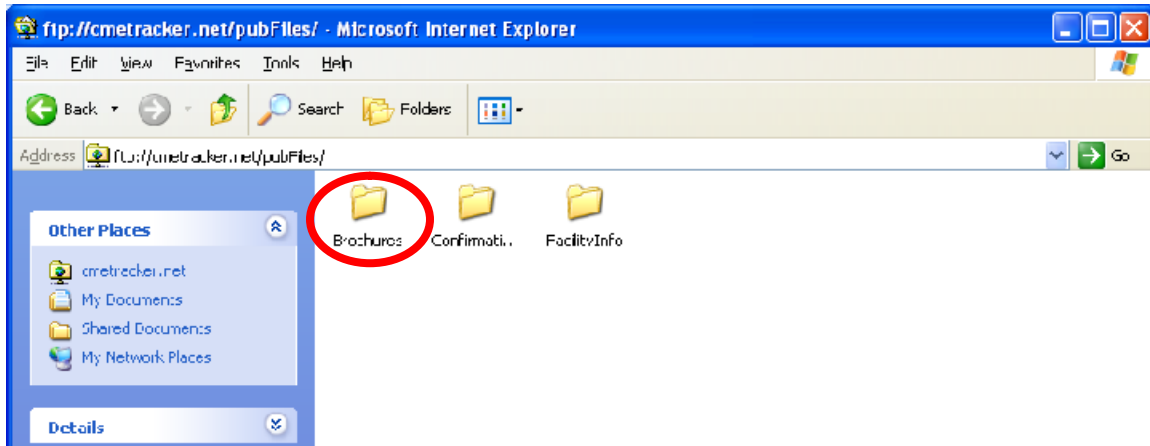


Fig. G

Tutorial

Step 8: Click and Drag your **Renamed Brochure** into the **Brochures** folder. ([Fig. H](#))

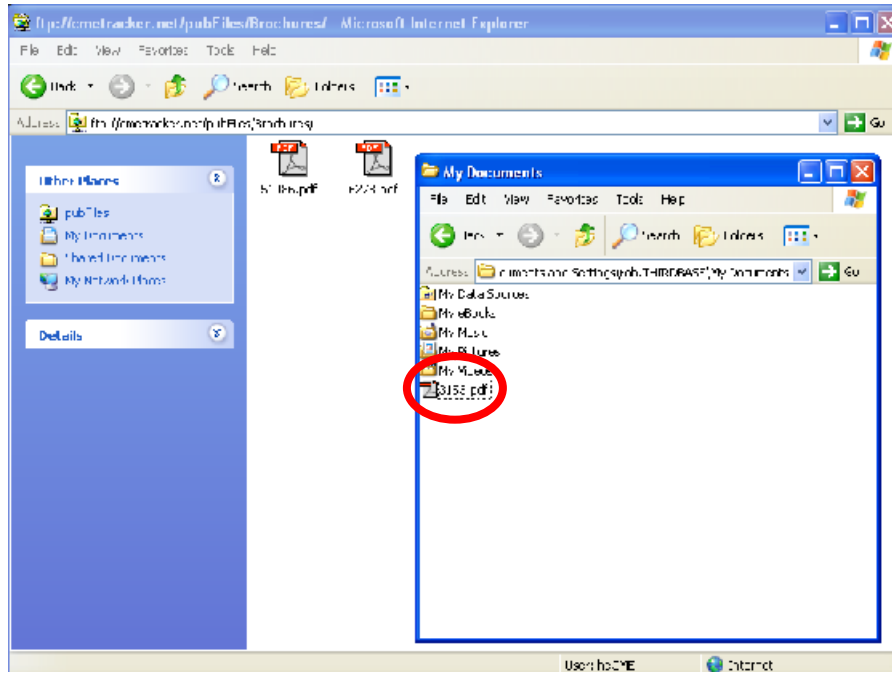


Fig. H

Note: You have successfully renamed your **Brochure** and attached it to an **Event** by using your **FTP site**. If you make changes to your brochure simply follow the above steps to attach to your **Event**.