



How to set up web hosting for your GOLD Group

Before you begin, you must have an IEEE member who is willing to take responsibility for the web page and content thereof. You must also be an official GOLD group.

Begin at <http://ewh.ieee.org/>.

Be sure to read all of the policies at <http://ewh.ieee.org/webhost.html>, so you know what is valid and what is invalid.

Here is some documentation, including the template to use to get started <http://ewh.ieee.org/webdoc.html>. A lot of IEEE web sites use this template, including the Vancouver GOLD group (<http://www.ewh.ieee.org/reg/7/vancouver/gold/>). However, you can use whatever look and feel you want, just be sure to follow the rules for the IEEE master brand, which you can read about on the IEEE web site (search for “IEEE Identity Standards” with the quotation marks).

Here is a list of all of the tools you can use, <http://ewh.ieee.org/tools.html>. As you can see, you can have functional email aliases, such as event_name@ieee.org to use for advertising (and to reduce spam), a newsgroup, private directories which you can use for sharing information with executive or other privileged members, and web redirects which makes your URL's shorter! There are others, but these are probably the main ones you will want to use.

I suggest reading the entire Frequently Asked Questions section at <http://ewh.ieee.org/faq.html> before you begin.

So let's get started now all of that reading is out of the way!

The first step is to apply for Entity Web Hosting (EWH).

1. <http://ewh.ieee.org/requests/ewhacct.html> is the web page to start with. Enter the information as required. The Organization Unit Type is **Region 7**, and the Organization Name is **GOLD Affinity Group**.
2. Click the “submit” button.
3. The webmaster will contact you within a few days. They will let you know a couple of things:
 - a. The File Transfer Protocol (ftp) address is ewh.ieee.org
 - b. The URL for your site
 - c. To name your main page *index.html*
 - d. That all requests, comments and suggestions can be sent to ewh@ieee.org.

That's it for getting started.

But let's go a little further and get you started using FTP. I suggest downloading SmartFTP that is free for personal use, as stated on the FAQ. Here's a link for your convenience <http://www.smartftp.com/>.

Personally, I design and edit my web pages using notepad. It's simple and quick, and if you use the templates, it's easy to edit. This isn't a how to make a web page tutorial, if you need assistance on that just search the web, there are many "how to" pages. To get started, here's a simple web page that states you will have more info soon. Copy and paste the below code into a notepad file and name it *index.html*.

```
<html>
<head>
</head>
<body bgcolor = "white" style = "center">
<font face = "Arial" color = "#000066">

<br>
<br>
<h1>
Welcome to the Winnipeg GOLD Affinity Group Web Page. Please come back
soon, as we are currently renovating this page!
</h1>
<br>
<br>
<br>
<br>
<center>
<i>Posted September 22, 2003</i>
</center>
</html>
```

Now open up and start SmartFTP.

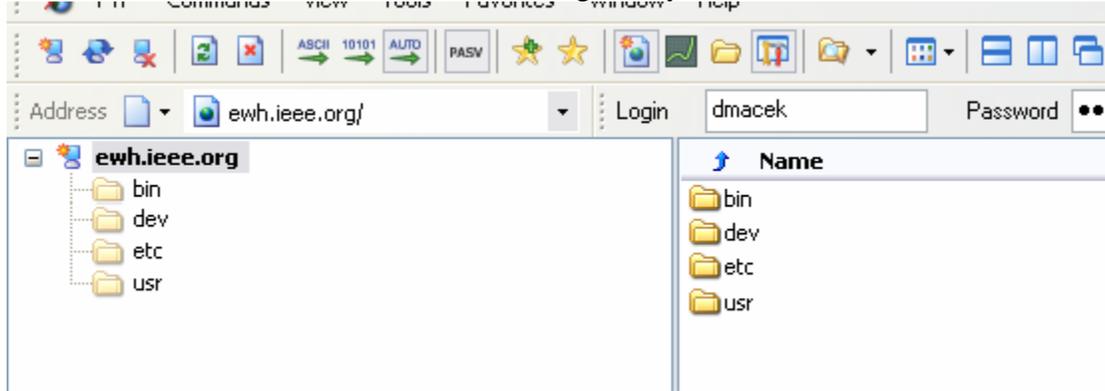
Follow the steps below to upload your file to the IEEE web server:

1. Set up a new connection using the *username* and *password* that you were given when you signed up for the web page, by entering it in the line as shown below.

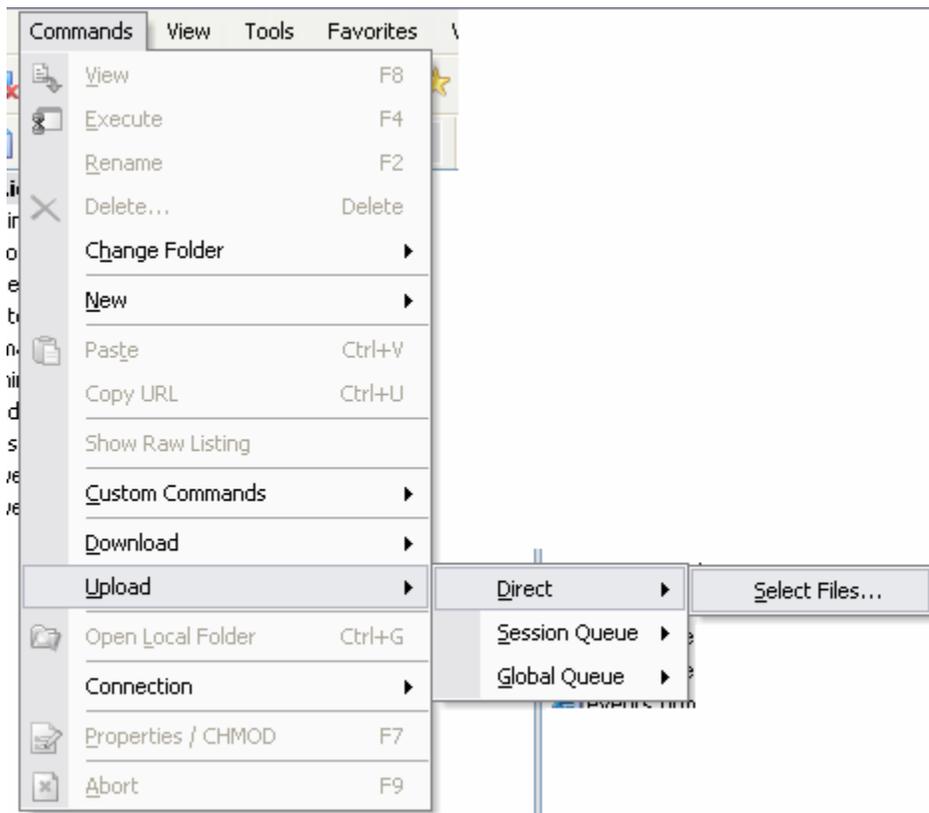


2. Click the "Connect" button  to connect to your server.

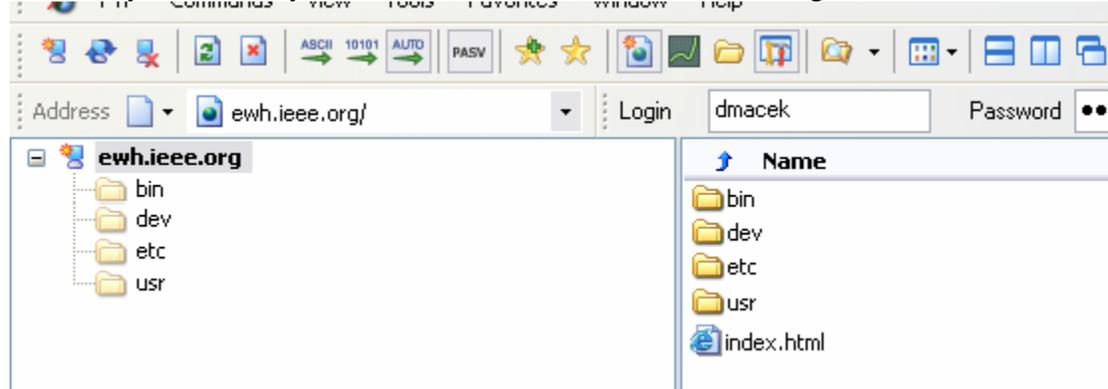
3. You will see a list similar to the following after you have connected.



4. You can simply drag and drop your *index.html* file into the right hand window, or choose Commands -> Upload -> Direct -> Select Files and navigate to the file.



5. Now you will see your index file, as shown below on the right hand side:



6. That's it! Open up Internet Explorer and navigate to your web page URL that was sent to you to ensure it worked.

7. Disconnect .

8. Exit SmartFTP.