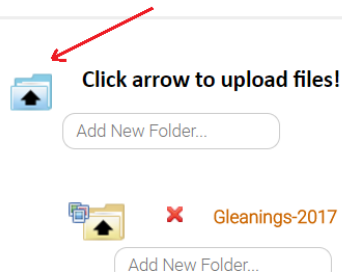


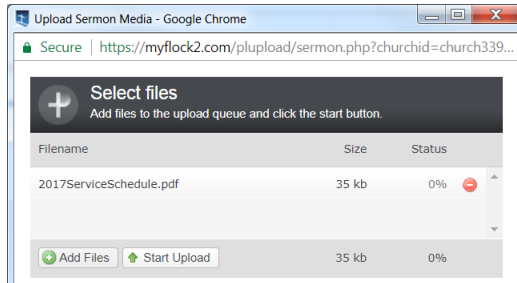
## Updating Schedule to Website

1. Create PDF of the Excel Sheet for current Year
2. Log into [www.hofcc-fh.org](http://www.hofcc-fh.org) Admin Page
3. Launch Admin Control Panel
4. Select "Media Management" from top horizontal menu bar
5. Select "Other Media" Sub Menu and Files/Doc from that sub menu
6. Select the Blue folder "Click arrow to upload files"

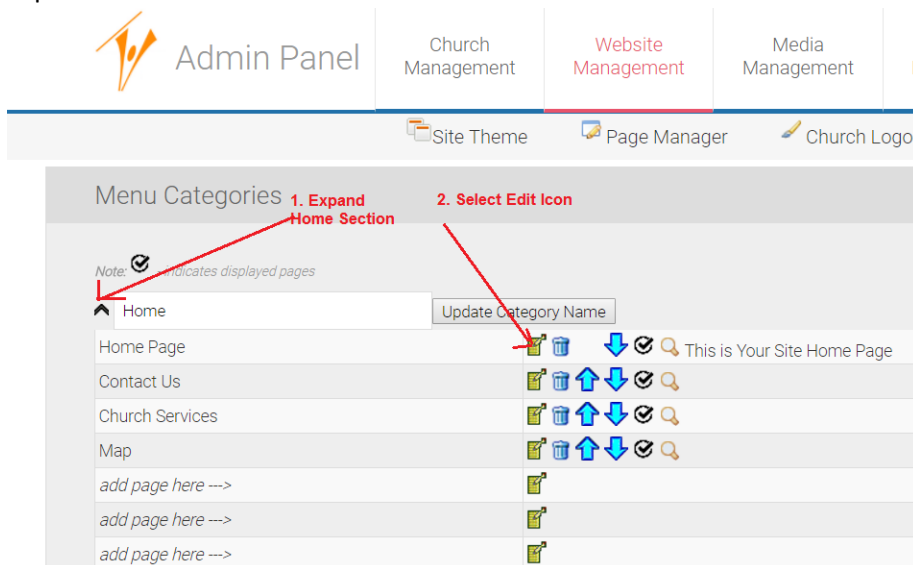
### Your Files



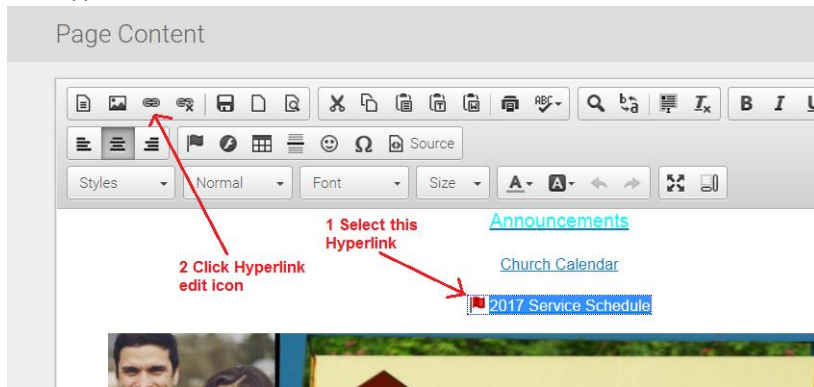
7. Select "Add Files" and select the PDF created in step 1



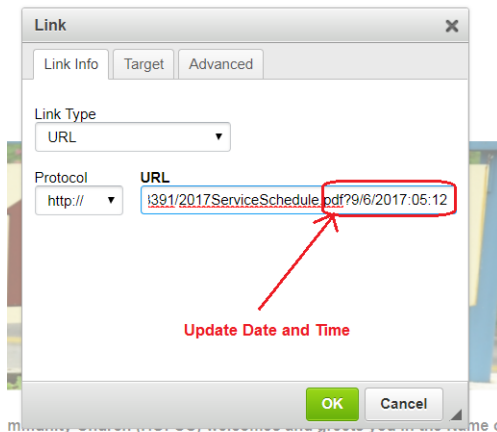
8. Select the "Start Upload" button
9. Select "Website Management" from the top horizontal menu bar
10. Select "Page Manager" from the sub menu.
11. Expand the Home item and click the edit icon



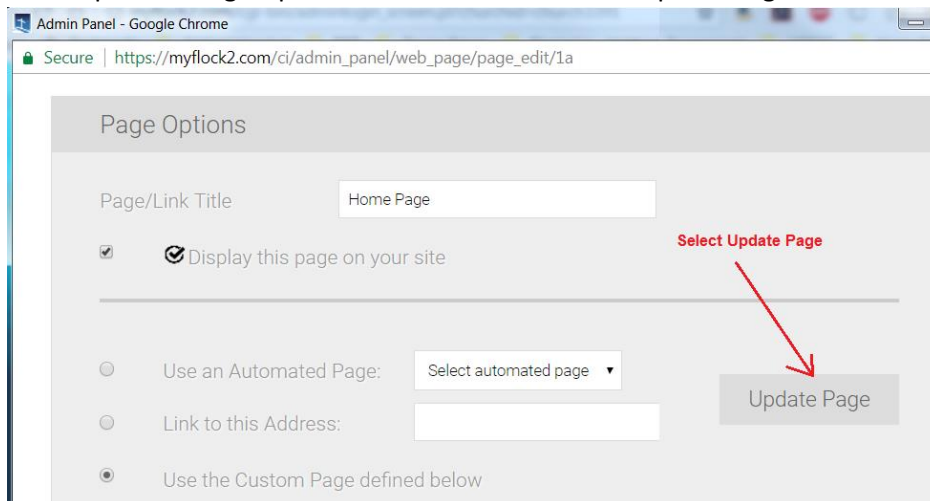
12. Scroll down to the “Page Content” and click on the “2017 Service Schedule” hyper link and click the hyper link edit icon.



13. In the URL Edit Dialog update the date and time after the “?” mark and click ok



14. Scroll up to the Page Options section and select the “Update Page” button



15. Go back to the Church home page and refresh your browser and then select the “2017 Service Schedule” hyper link and verify the correct schedule comes up.