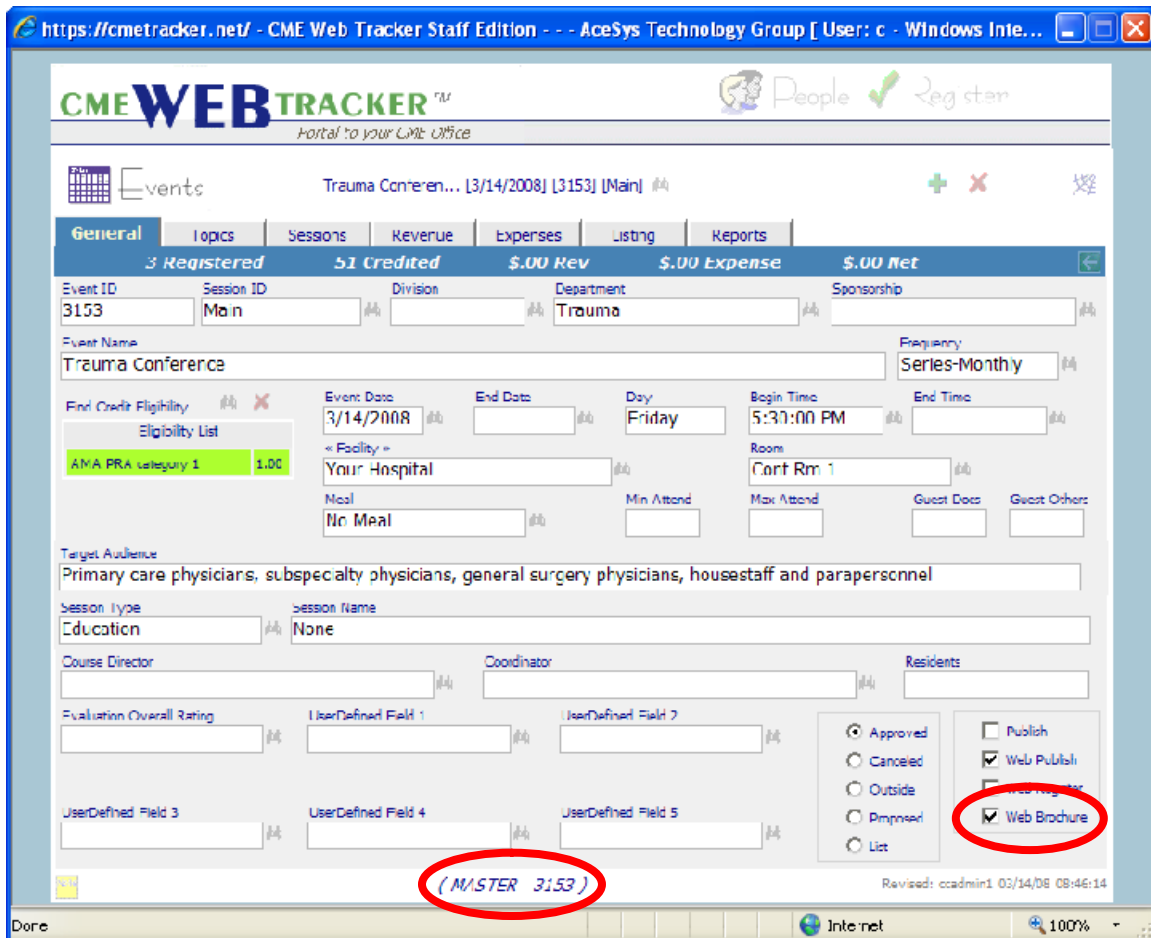


# Tutorial

**Objective:** Uploading Brochures for a Specific Event via FTP.

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

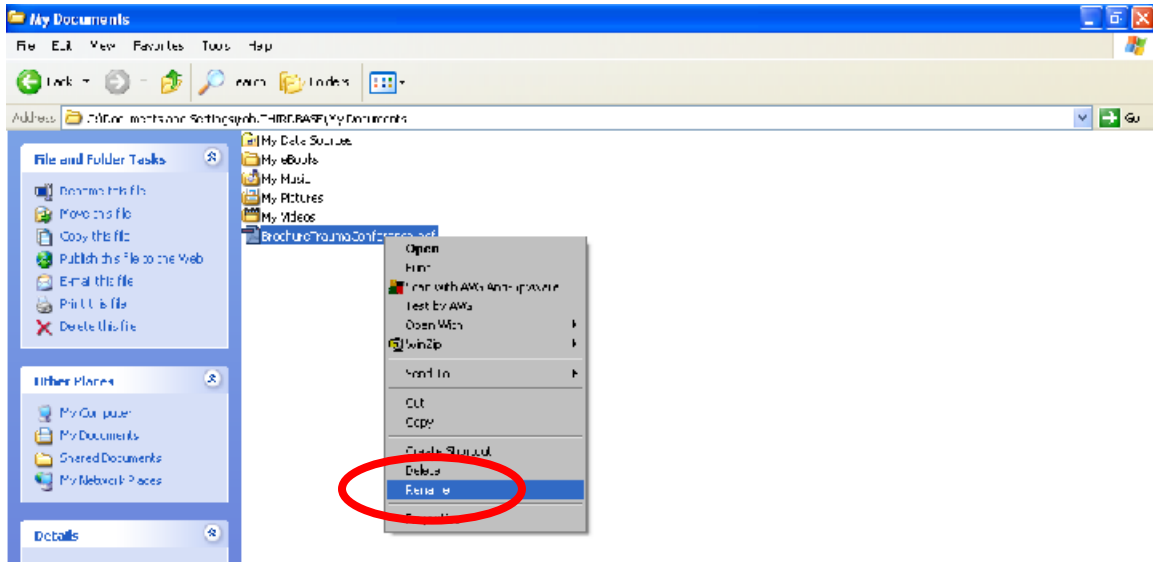
- a. Note the **SYSTEM ID** found at the Bottom.
- b. Click to **select the Web Brochure check box**. (Fig. A)



**Fig. A**

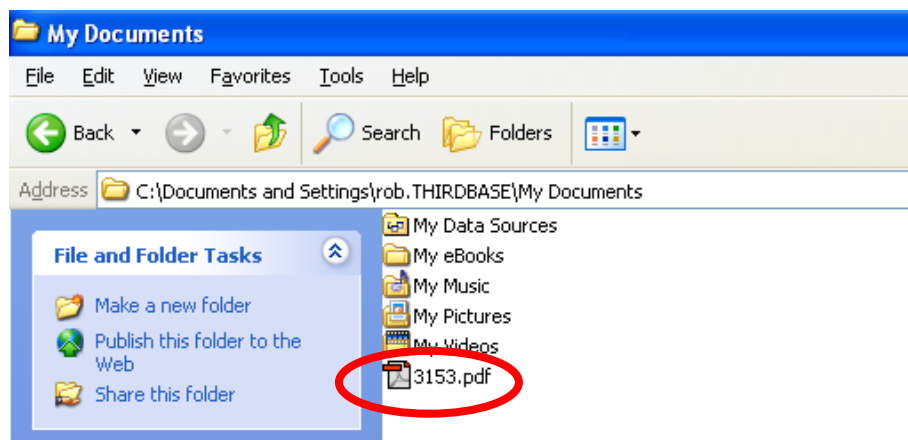
# Tutorial

- 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](#))



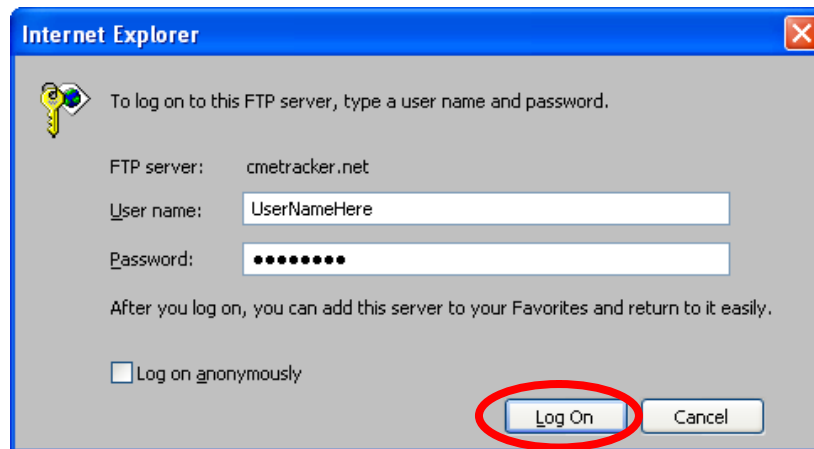
**Fig. C**

## 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.



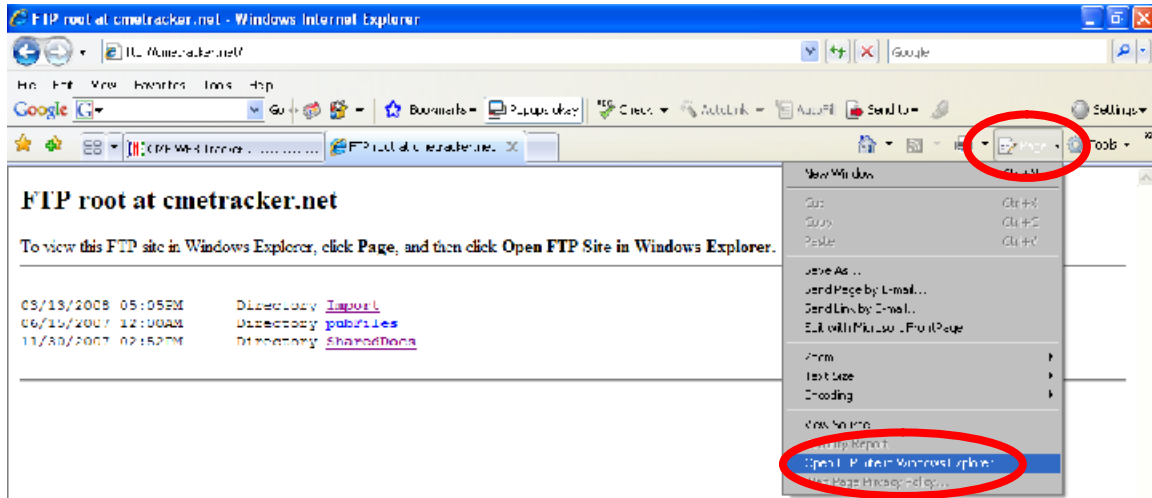
**Fig. D**

**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

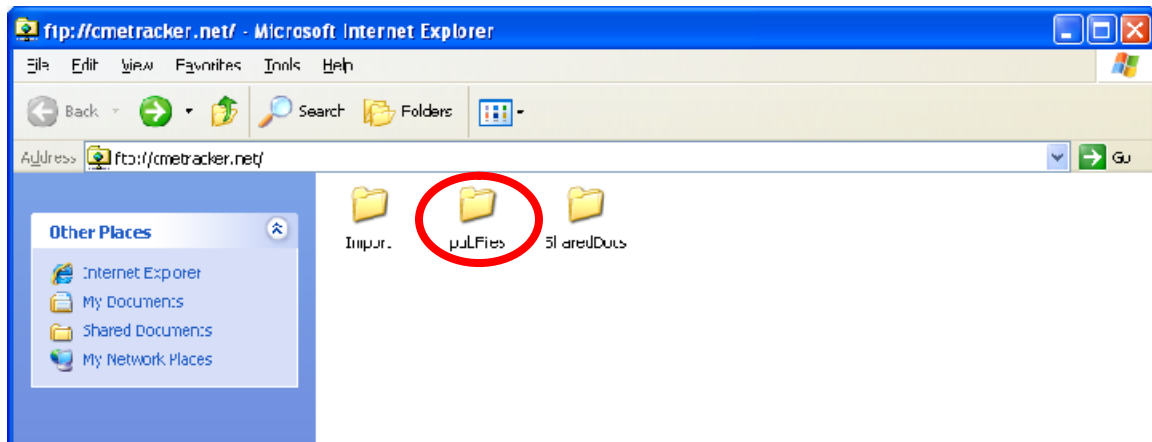
**Step 5:** (For Internet Explorer Version 7 ONLY) To view your **FTP site** in Windows Explorer, you may see the following screen.

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



**Fig. E**

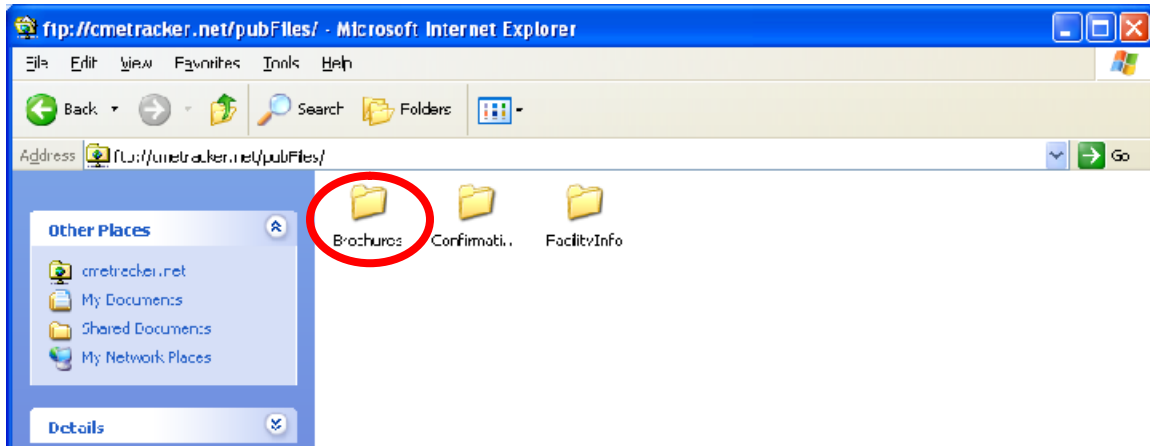
**Step 6:** Click to Select the file **pubFiles**. (Fig. F)



**Fig. F**

# Tutorial

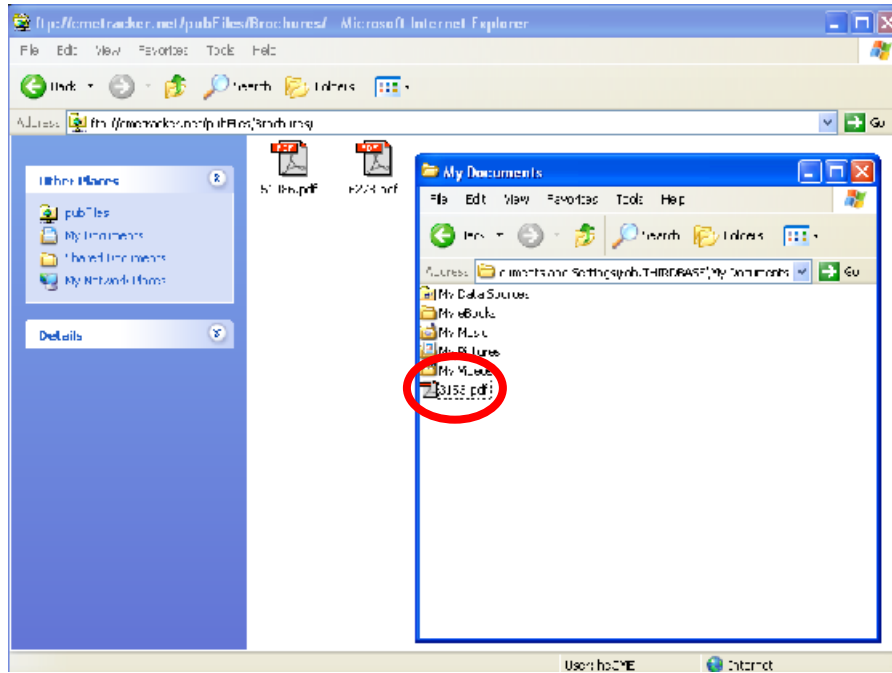
**Step 7:** Click to Select the file **Brochures**. ([Fig. G](#))



**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**.