(sample file, 8/24/2012)

Harrisburg Dance   **www.HarrisburgDance.com**

2. Web Page Registration

This information should be treated as CONFIDENTIAL

Losing this info, could result in inability to update website

Registered by BilltownWeb.com

FILING: File in email & desktop folders named **"my-website1"**

FILE: "rgstr2blog-hbgDance12h1.rtfd"

Section 2A: Contact Info:

*Documented by: James Ingram 570-322-7597, BilltownWeb.com,

*See 1st file, domain name registration (hbgDance12h1.pdf) for owner contact info.

Section 2A-Registration Info:

*Blog Address: HarrisburgDance.blogspot.com
         Accessed by domain name **Harrisburg Dance.com**

COMMENTS, re Blog Ownership:

*The blog is "shared property" of all "administrative" login IDs (so it's essentially registered to all of them).

*Note the COST of the blog web pages is currently FREE, so you don't have to worry about paying for it, or renewing it.
*Unless someone deletes the page, it will just sit there more or less "forever".
  (Please do NOT delete the page; notify Ingram; it can be "recycled".)

Section 2B–Administrative IDs: (full privileges)

LOGIN ID 1: john@aol.com
P'WRD 1: #Spamkhill32
EMAIL GOES TO: john@aol.com, which currently forwards to
                              jane@aol.com

LOGIN ID 2: Ingram also has an Administrative ID. You can **demote this to "Author"** anytime you want. (Optionally I can also be "removed" from blog.)

COMMENTS, re Administrative IDs:

*Blog is "shared property" of all "administrative" login IDs.
Any one of those IDs can "control" the blog, and delete the other IDs.
 (Therefore, administrative IDs should be given to only trusted users.)

* COMMENTS, re Changing Password: *You can change your password (and also your ID) to one that only YOU know -- but please notify Ingram so he can note this in his records.

* New Passwords can be obtained from codefrontiers.com/passwordgenerator; deliberately misspelled for security.

Section 2C–Author IDs: (lesser privileges)

No author IDs at present.

COMMENTS, re Author IDs:

*Lesser privilege "**authors**" can edit only pages created by themselves, or create a new page. I.e. they cannot do any serious damage. This is good for inexperienced people, or people whom you just want to "limit" their access.

Section 2D–Picasa Photo Album ID:

This uses LOGIN ID 1: john@aol.com , same password as above in Section 2B.

Section 2E-Editing Steps:

*Use the procedure on Page "**6 Editing**" on BilltownWeb.com
*Use Firefox or Chrome Browser, NOT Internet Explorer. (Explorer does not seem to display the "pencil" icon you need to edit.)

BASIC EDITING PROCEDURE:

(1) Log in at the web page (or Blogger.com or Blogspot.com).
     The "Sign In" link is in upper right corner of the web page.

 (2) Click the "view blog" button to display the web page.
(3) Navigate to the page you want to edit,
(4) Click the "pencil" icon to get into edit mode
(5) Type in your changes,
 (6) Click the "Publish" button.