

# How to upload files to your website

By SAME Web Manager

We will use the Oxnard Ventura Post for this tutorial, to explain how to upload files to your website. Let's get started by following the steps below:

## 1. Go to your website.

**Society of SAME American Military Engineers**

MEMBER LOGIN | SUSTAINING MEMBER DIRECTORY | JOB CENTER \$0.00


**SAME Mission**  
"Build leaders and lead collaboration among government and industry to develop multidisciplinary solutions to national security infrastructure challenges."

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**Post President**



Captain Lagerquist

The Society of American Military Engineers is the only nonprofit professional engineering education organization that actively promotes the advancement of both individual technical knowledge and the collective engineering capabilities of governments, the uniformed services and private industry.

Our goal is to unite public and private sector entities and individuals in the A/E/C fields so that we can prepare for and overcome natural and man made disasters, acts of terrorism and improve security at home and abroad.

The Oxnard Ventura Post accomplishes this goal locally by supporting monthly luncheon meetings and other professional/social activities attended by members of local government, military, private industry, students and other interested parties. These meetings are announced via our e-mail distribution list and quarterly newsletter.

Event Start	Event End	Title
4/24/2020	4/24/2020	2020 Society of American Military Engineers Golf Tournament

Follow our Post Notes page to see pictures from our past events.

2. Click on "MEMBER LOGIN" to go to the login page.

### Member Login

Your account will be locked out after 8 unsuccessful attempts.

member@same.org

Username\*:

Password:

Remember Login

3. Use your assigned username and password to login to your website.

### Member Login

Your account will be locked out after 8 unsuccessful attempts.

member@same.org

Username\*:

Password:

Remember Login

4. Click on "FILE MANAGEMENT" on the left sidebar as shown in the image below. That takes you to your website backend.

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FILE  
MANAGEMENT

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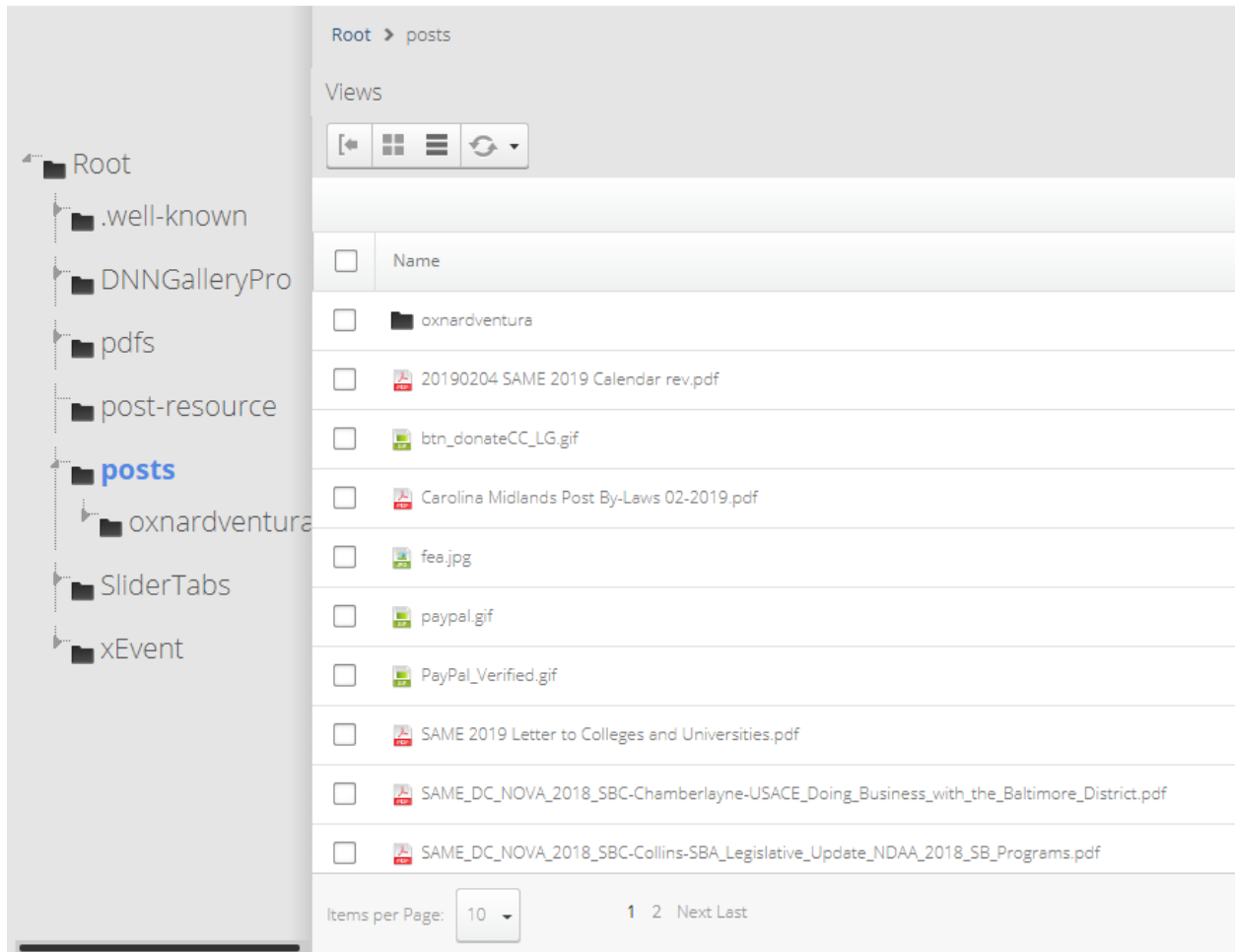
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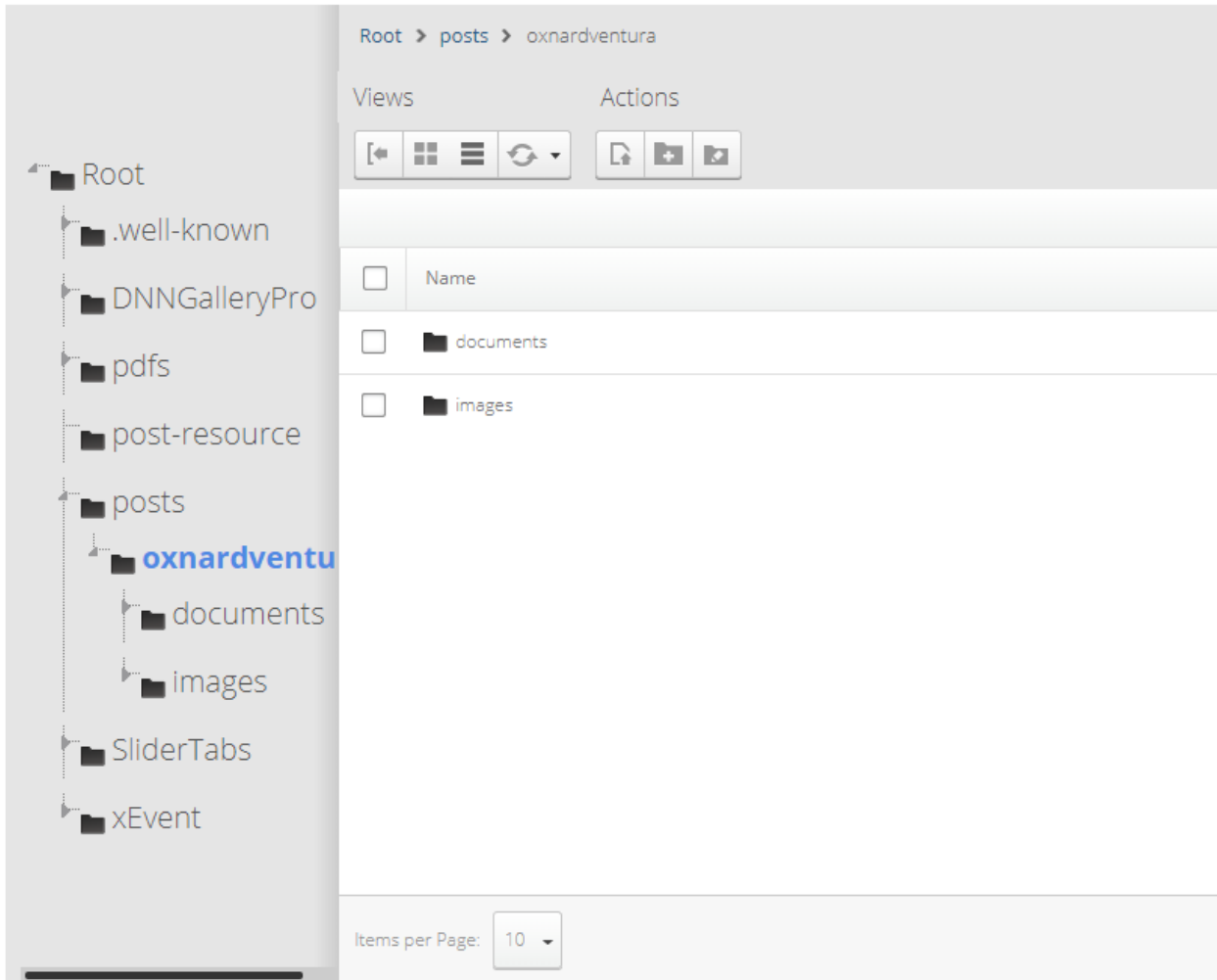
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5. On the left sidebar, click on "Posts", then click on your website folder. In this example that is "Oxnardventura".





**6. Click on “documents” to open the folder.**




7. In the “documents” folder, click on the upload icon:  below “Actions”. The “Upload Files” box below will appear on the screen:

## Upload Files

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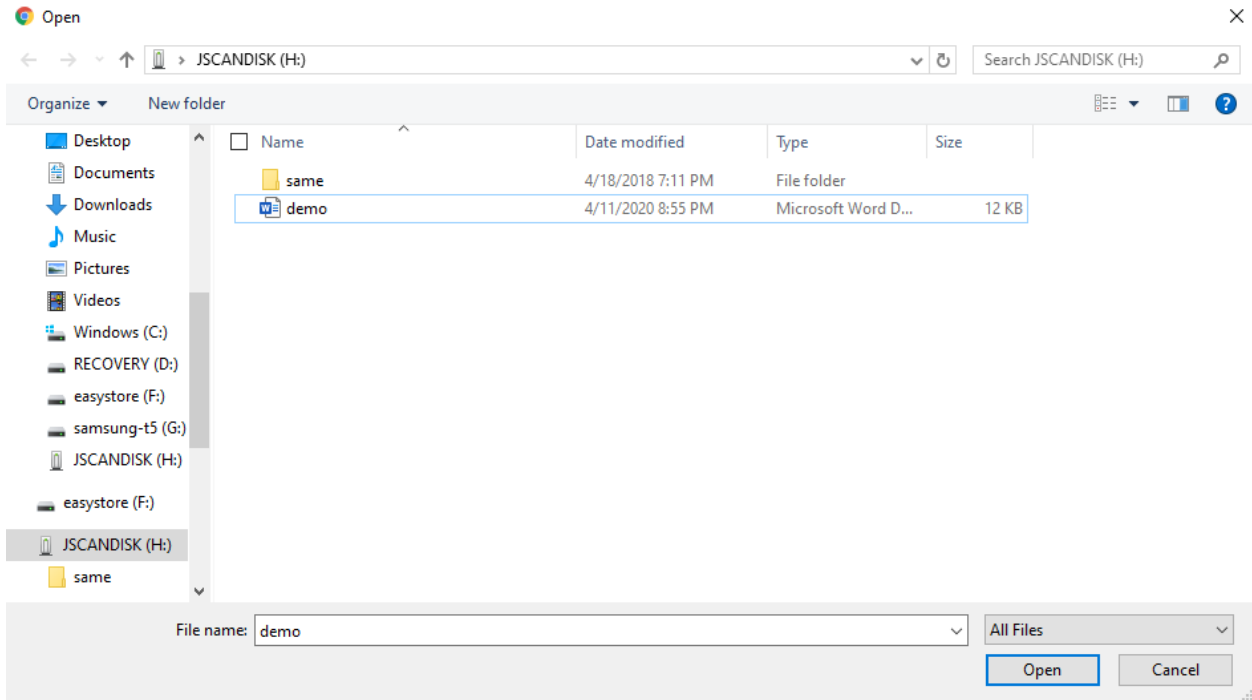
 Upload File  From URL  **Decompress Zip Files**

**Upload To:** documents

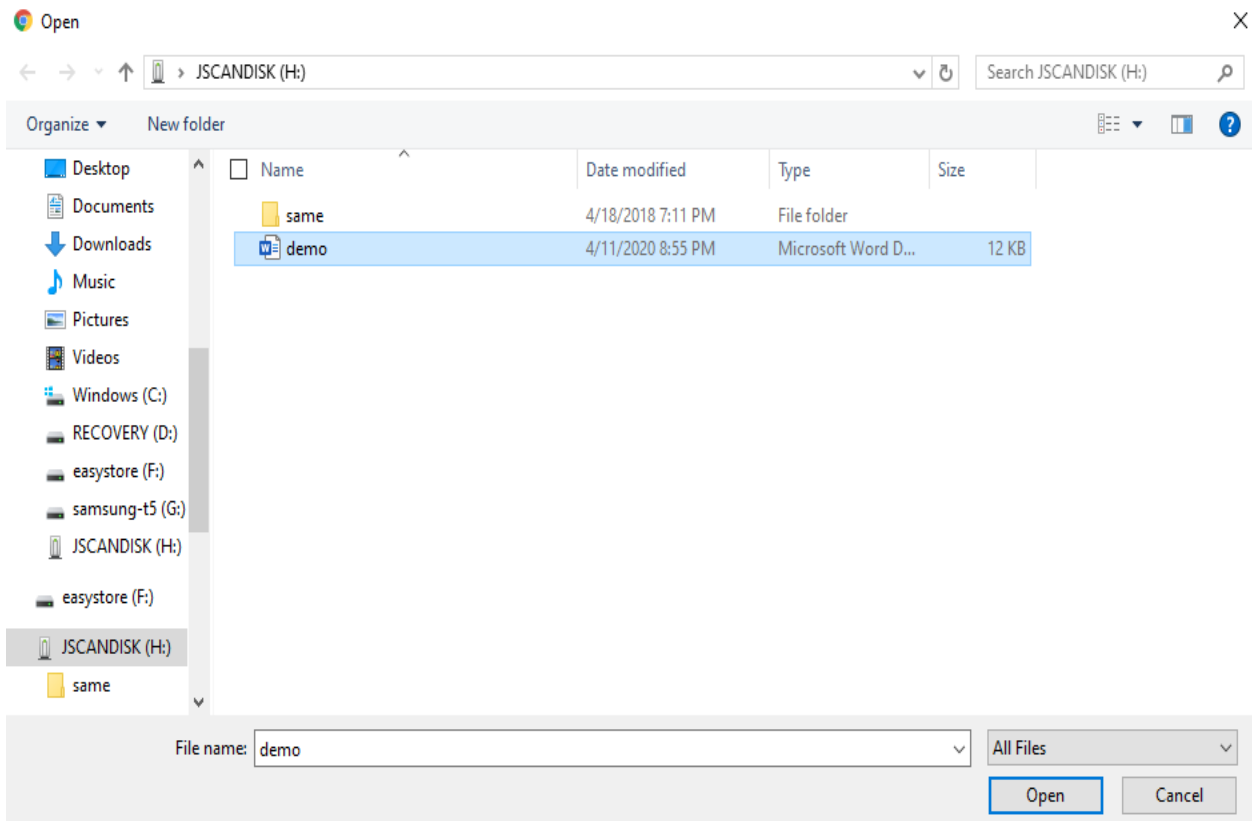
  
DRAG FILES HERE OR CLICK TO BROWSE

Close

8. Click on the “DRAG FILES HERE OR CLICK TO BROWSE” blue box to choose the file you are uploading to your website. The file we are using for this tutorial is called “Demo.” And it is saved on the H drive (JSCANDISK) as shown in the image below:

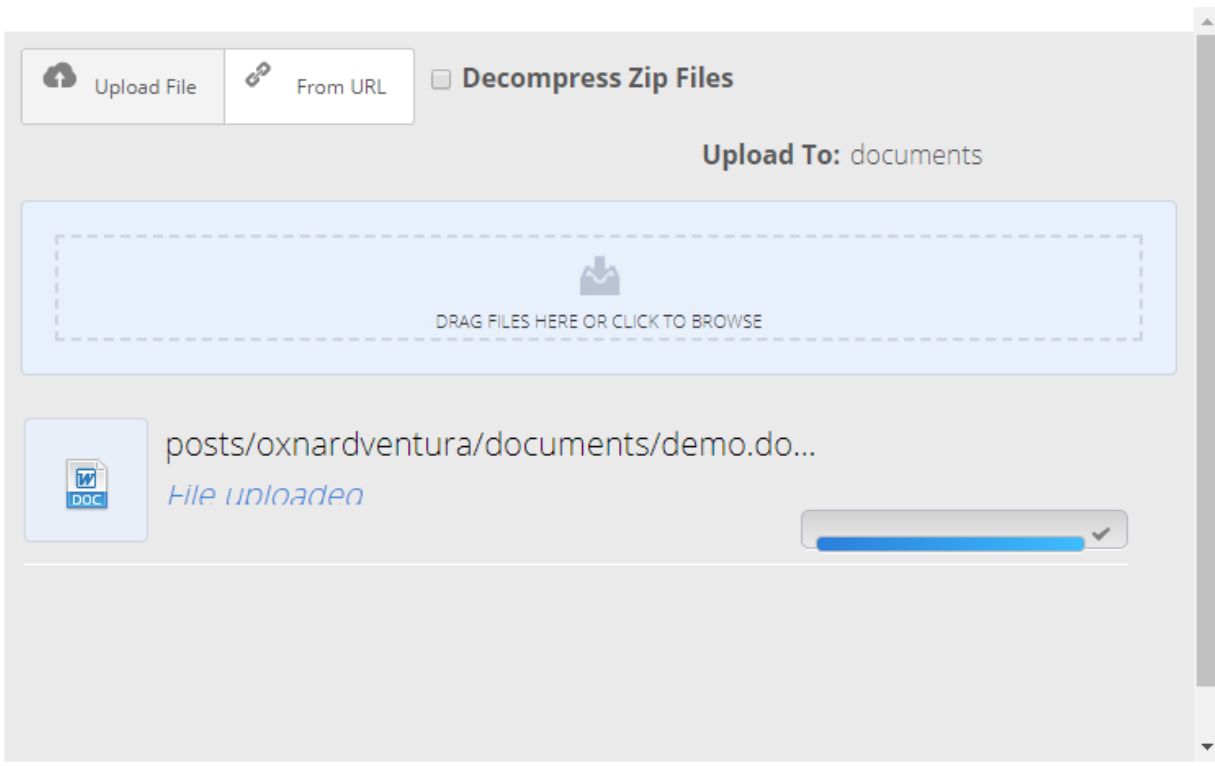


## 9. Select the “demo” file and click open.



**10. The file is automatically uploaded to your website as shown in the image below:**

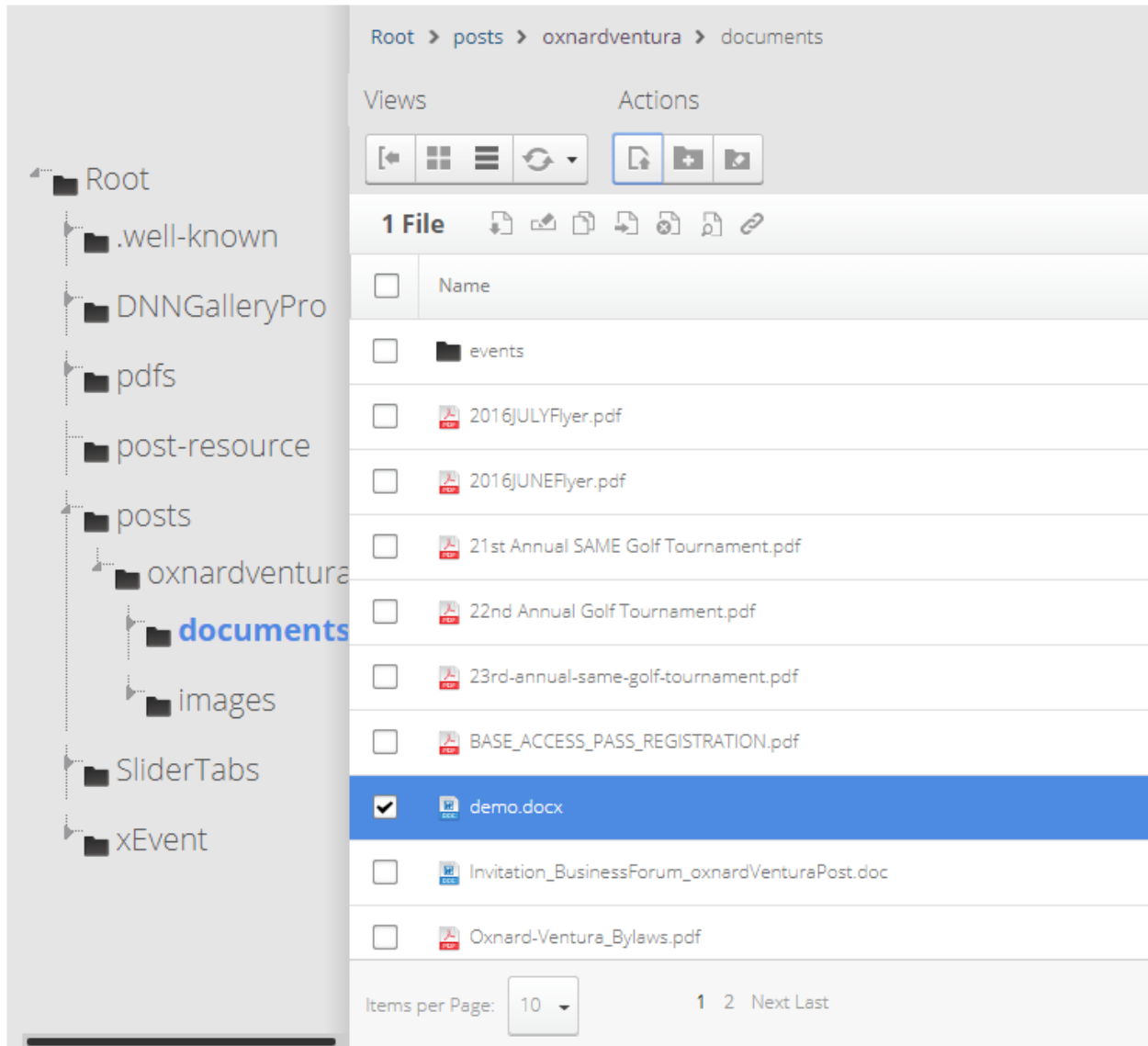
### Upload Files



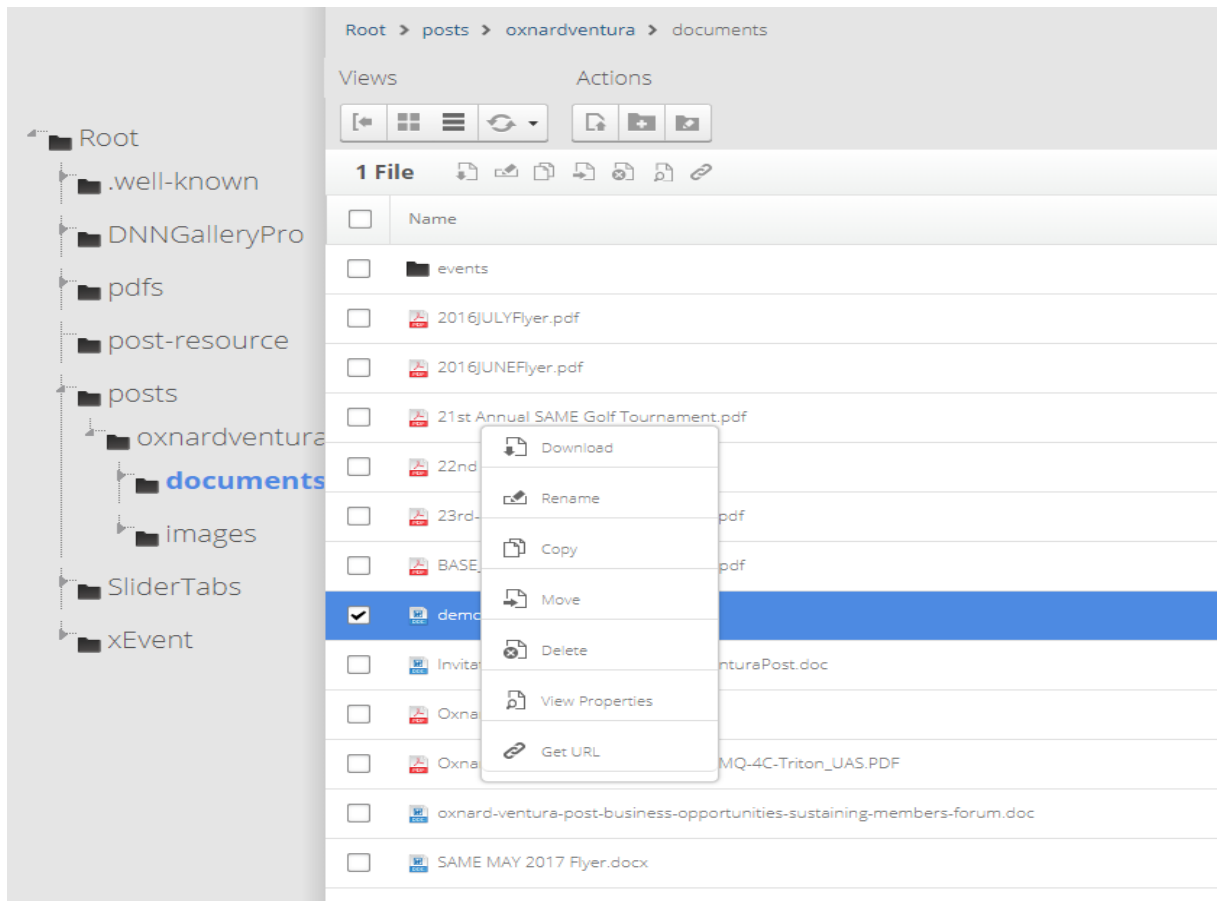
Close

**11. Close the box to view your “Demo” file on your website documents folder as shown below:**

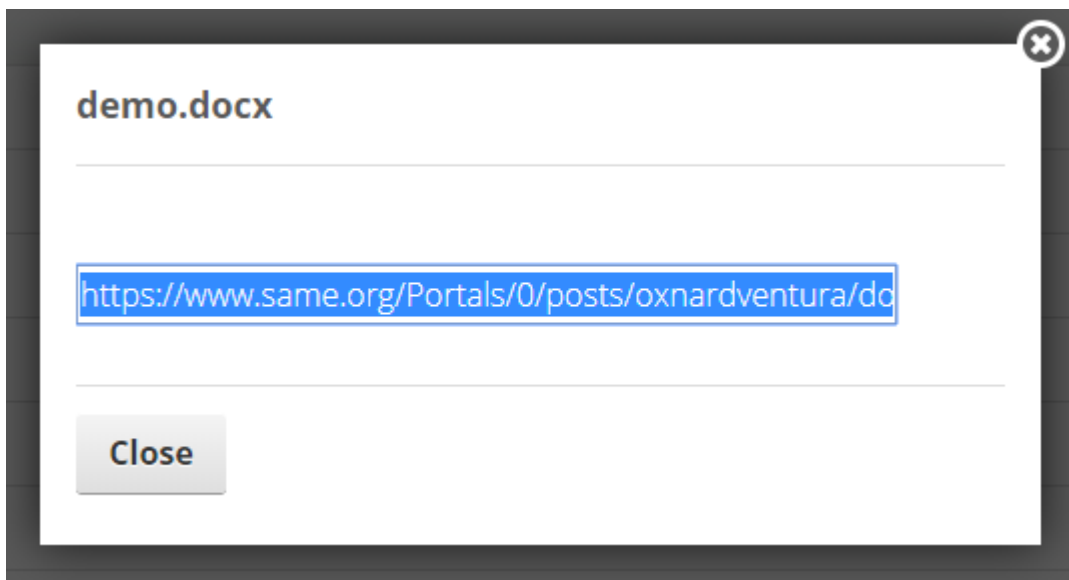




**12. If you plan to add the “Demo” file to your website, right click on the file and choose “Get URL” from the pop-up option as shown below:**



13. Copy the “Demo” file URL from the pop-up option box as shown below:



**14. Save the URL you copied and close the pop-up option box.**

**15. This concludes the process of uploading files to your website.**