



Create a Season Folder with Site Manager.

Background

TopYacht recommends that a folder is created on the Club's website for each new year/season. This helps in keeping the accumulation of results separate and orderly. It also simplifies the rolling over process from one season to the next in as much as the site manager set-up requires only one change, keeping the previous seasons series structures unchanged.

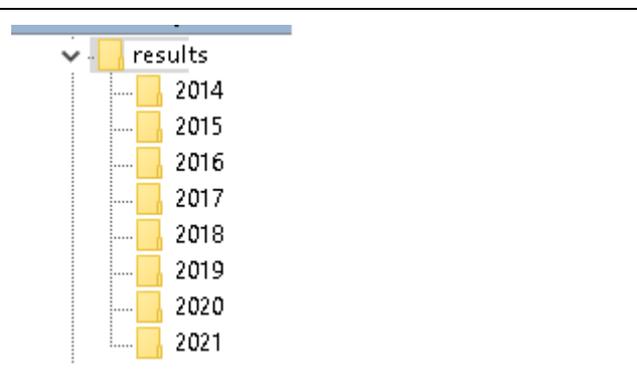
This requires the creation of a season/year folder under the higher <results> folder.

For users that use TopYacht to host results on the TopYacht.net.au server, this folder is created by TopYacht as part of the issuing of license renewal.

Other clubs make their own arrangements. This may include using the services of the web hosting provider to create the folder.

This diagram shows a typical folder structure on the server.

Note the new folder created for each new season.



TopYacht Site Manager Setup

Internet Site Settings	
FTP Internet Address	myclub.net.au
FTP Username	myclub@myclub.net.au
FTP Password	*****
Port	21
Proxy Server	
Club Results Folder	2018
Passive Mode	<input checked="" type="checkbox"/>
Manual Upload	<input type="checkbox"/>

Event Folder and Files	
Event Folder	kb
Event Index (lists Series)	index
Display Template	site-index-template16.htm

Typical Site Manager Setup

Note the contents of the "Club Results Folder". In this example, it is 2018. Depending on how the FTP log-in setup on the server, there may be a preamble (like **results/2018**).

Also note the Event Folder (being kb in the example) it could equally be *etchells_state_title* or *hobie_nats*.

A separate folder should be created for each specific 'event'. In the example the Club's weekend racing results are in the *kb* folder.

Creating the Season folder

This is a three-step process.

Step 1:

- Select (any) series (to permit access to the Internet screen)
- Open Site Manager

Internet | Site

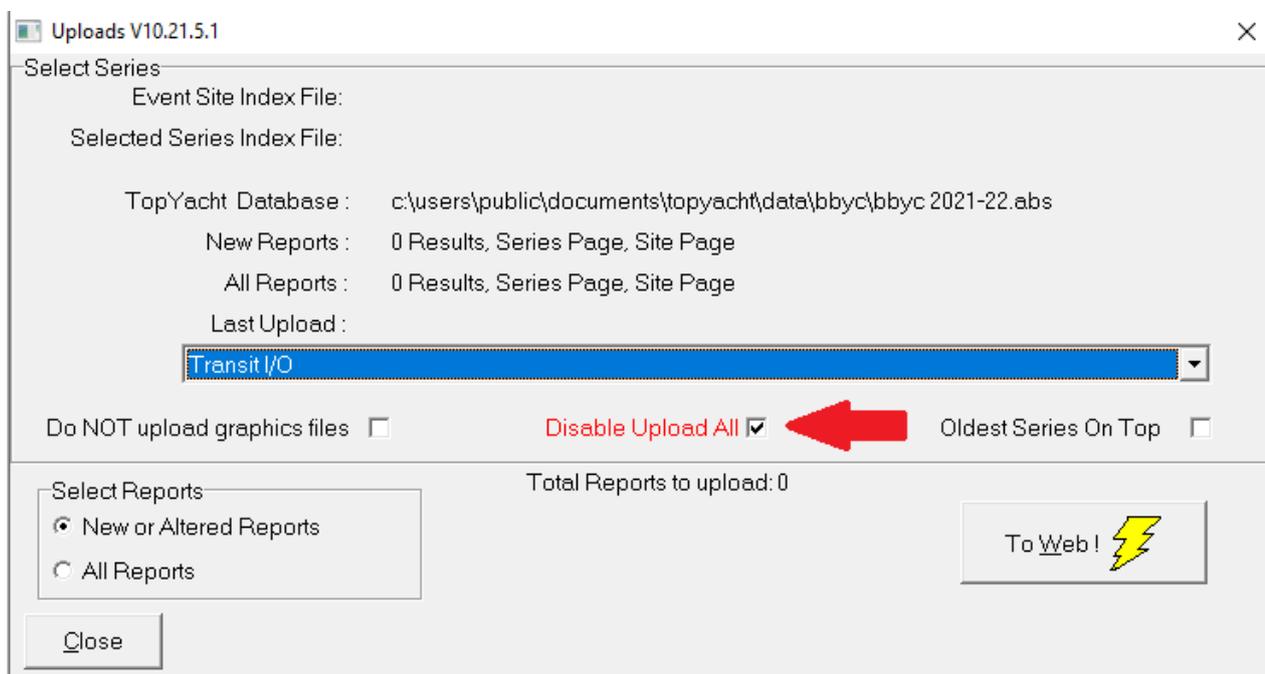
The image shows two overlapping configuration windows. The top window is titled "Internet Site Settings" and contains the following fields: "FTP Internet Address" (myclub.net.au), "FTP Username" (myclub@myclub.net.au), "FTP Password" (masked with asterisks), "Port" (21), "Proxy Server" (empty), "Club Results Folder" (.), "Passive Mode" (checked), and "Manual Upload" (unchecked). The bottom window is titled "Event Folder and Files" and contains: "Event Folder" (2020), "Event Index (lists Series)" (index), and "Display Template" (site-index-template16.htm).

- Clear the existing year text in the Club Results Folder field.
If there is a preamble (as indicated earlier) *only* erase the year field.
If there is *no* preamble, insert a full-stop character in place of the year.
- In the Event Folder field, enter the year as shown (2020 in the example).

- Click 

Step 2:

- Open Site Manager
 - Internet | Upload**
- Check the Disable Upload All checkbox.



- Perform an 'empty' upload



Click

Site Manager will request conformation of the creation of the new folder. Press OK
Site Manager will create the new season/year folder.

- Uncheck the Disable Upload All checkbox.

Step 3:

- Open Site Manager
 - Internet | Site**

Internet Site Settings	
FTP Internet Address	myclub.net.au
FTP Username	myclub@myclub.net.au
FTP Password	*****
Port	21
Proxy Server	
Club Results Folder	2020
Passive Mode	<input checked="" type="checkbox"/>
Manual Upload	<input type="checkbox"/>

Event Folder and Files	
Event Folder	kb
Event Index (lists Series)	index
Display Template	site-index-template16.htm

- Transfer the year to the Club Results Folder field
- Restore the Event Folder field

Revision Record

2021-10-12