**Patriots Website – Schedule Update Procedure**

The key to getting the desired web content to display correctly with working hyperlinks is to use the OpenOffice (free open source program) to create an Excel like document with the schedule.

Update Procedure:

1. Update OpenOffice document
2. Select ‘Preview in Web Browser’ under the ‘File’ pull-down menu. A new window in your web browser should appear. If you’ve added or changed any hyperlinks, this is a good place to pre-test them.
3. View the (HTML) source for the page. This steps varies depending on which browser you have:
   1. Internet Explorer: Select ‘Source’ under the ‘View’ pull-down menu
   2. Firefox: Select ‘Page Source’ under ‘View pull-down menu
   3. Safari: Select ‘View Source’ under ‘View’ pull-down menu
4. Select all the (HTML) source and copy it into your copy/paste buffer. This step varies depending on the type of computer you have:
   1. Windows PC: Control-A, then Control-C
   2. Mac: Apple (Command)-A, then Apple (Command)-C
5. Bring up the following schedule page on the Patriots website:

<http://www.orgsites.com/mo/stlpatriots/_pgg1.php3?EDIT=y>

(Would be a good idea to bookmark this page)

1. Click inside the scroll area entitled ‘Text’ and select/highlight all the existing HTML
2. Then paste the new HTML in its place. If the HTML doesn’t appear as expected, go back to step 4 to copy it again.
3. Click the ‘Save Changes’ button on the edit page to update the website page.
4. Close the Web Browser preview page
5. Save the updated OpenOffice document