

DA HOW Monday Night Website Backup Instructions

1. Before logging in to Weebly, please read all the instructions through paragraph 6. You may be asked to enter a 6-digit code, in which case you will want to have the person readily available who can give you that code. See paragraph 6 below.
2. Go to weebly.com
3. Click on 'Log In'
4. Sign in with the DA HOW email:
 - a. Email: Get document with this information from previous Website Operator
5. A new screen will appear that says 'Log in to Weebly with your Square Account.' Then enter the DA HOW email and password:
 - a. Email: Get document with this information from previous Website Operator
 - b. Password: Get document with this information from previous Website Operator
6. You may be asked to enter a 6-digit code. If so, you will need to get that code from one of the people who has already been set up under two-factor authorization or 2FA. That code will be sent to that person's email or phone, and they will give you the code to enter. (Note: As of 1-22-26, contact Ann E or Rosemary F to be available when you first log in to give you the code.)
7. Now you are ready to edit/back up the website.
8. Click on 'Edit site' in upper right-hand corner.
9. Click on 'Settings' at the top of the screen.
10. Click on 'General' on the top left of the screen.
11. Scroll down to 'Archive'
12. Type in an email address (presumably your personal email address).
13. Click on the 'Email Archive' button on the righthand side.
14. Follow the Exit Instructions below to exit Weebly.
15. Wait a few minutes. Then follow the instructions above to go back into the Weebly sign in page. (NOTE: Another alternative is to go to your personal email, open the email you received from Weebly, and then click on the 'Download.zip. archive' button in the email. You will be taken back to the Weebly sign in page.)
16. Then follow the same instructions above to go to the 'Email Archive' button: Sign in to Weebly, Click on Edit Site, Click on Settings, Click on General, and scroll to the 'Email Archive' button.
17. To the left of the button, under 'Recent Exports,' you will see one or more links. Click on the top link.
18. In the upper righthand corner of the screen, you will see the downloaded file.
19. Put your cursor on the file, and you will see two icons. Click on the Open File icon, which is the righthand icon.
20. Then click on the 'X' in the upper righthand corner to exit that screen.

21. Go to your file folder, and you will see the downloaded file under 'Downloads'.
22. You may not be able to open any of the files under the downloaded file. That is OK. A lot of the files are Java code.
23. Then right click on the downloaded file. Then click on 'Copy'.
24. Go into your personal website backup folder and right click. Then select 'Paste'. The archived file is now stored in your personal website backup folder.
25. **SAVE WEB BACKUP FILES – THIS IS A CRITICAL STEP**
 - a. Save the downloaded archive file on your own computer in a folder where you can easily locate it, if needed.
 - b. Also send the archived file to all the people who are responsible for the website. They should store the archive file on their computers so that we have more than one backup.
 - c. The archived file is not very big and so will not use much space.
26. **EXIT INSTRUCTIONS**
 - a. When you are finished, back out of the Edit function by clicking on the 'X' right below the backward arrow (←) in the upper left-hand corner. You may have to click on the 'X' twice.
 - b. When "DA HOW Monday Night Meeting" appears in the upper right-hand corner, click on it.
 - c. Then click on Sign Out.
27. **IF THE WEBSITE NEEDS TO BE RESTORED**
 - a. Contact Weebly about how to export the saved archived file back into Weebly.
 - b. You should probably get some technical assistance before you start this process with Weebly (hopefully someone in the group can help you or will know someone who can).