

Canadian Consulting Engineering Awards
Detailed Instructions for Filing PDF of Project Entry &
High-Resolution Photos at <ftp://cceawards.canadianconsultingengineer.com>

NAMING YOUR PROJECT ENTRY FILE

Use a short combination of the Entering Firm and your Project Name. For example, Smith Engineering's entry of Blue Street Bridge could be filed under the name "SmithBlueStreetBridge." Note: the use of special characters / : * ? " < > | in the file name is not permitted.

NAMING YOUR HIGH-RESOLUTION PHOTOGRAPHS FILE

The set of high-resolution photos should be in a separate folder from the Project Entry. To name your file, use the same name as above + "photos"
i.e. "SmithBlueStreetBridgePhotos"

TO SUBMIT YOUR FILES VIA AN FTP APPLICATION:

Please ftp them to [cceawards.canadianconsultingengineer.com](ftp://cceawards.canadianconsultingengineer.com)
User id **ccea2014** Password **awards2014** (case sensitive).

IF YOU DO NOT HAVE AN FTP APPLICATION:

You can use any Internet browser (Internet Explorer, Firefox, etc) to access this URL <ftp://cceawards.canadianconsultingengineer.com>. You can also use Windows Explorer. Detailed instructions for MAC and PC are below. Please note that once an entry has been submitted to the FTP site it cannot be downloaded or deleted. If you need to change your entry please contact Bronwen Parsons at 416-510-5119.

Detailed Instructions for PC using Internet Explorer (IE) 7 or 8

- Using Windows Explorer, navigate to where you have stored the PDF file of your Project Entry. Right button mouse click on the file and choose Copy from the menu that appears
- Open IE7 or8
- Open Tools > Internet Options > Advanced
- Make sure "Enable FTP folder view (outside IE)" is checked.
- Click OK. (Another option that can be relevant is "Use Passive FTP (for firewall and DSL modem compatibility)". Regular FTP involves a two-way connection between the two computers. If your firewall blocks the inbound connection from your remote server, the FTP connection can fail. You can resolve it either by creating an exception in your firewall, or by using Passive FTP, which puts your computer in control of both sides of the "conversation" so there is no inbound connection for the firewall to block.)
- Type in <ftp://cceawards.canadianconsultingengineer.com> on the URL line and hit Enter
- You might have to follow some instructions from the browser on how to log on depending on the browser you are using
- Once you have the logon prompt for the FTP site, enter the user id **ccea2014** and the password **awards2014**

- This should bring you to the main FTP page. Right mouse button on the whitespace in this window and choose Paste
 - You should see your file on the FTP site
 - If you see the file close the FTP site and you are done
- If not call Bronwen Parsons at 416-510-5119 for assistance.

Detailed Instructions for PC using Internet Explorer (IE) 6

- Using Windows Explorer, navigate to where you have stored the PDF file of your Project Entry. Right button mouse click on the file and choose Copy from the menu that appears
 - Open IE 6
 - Type in ftp://cceawards.canadianconsultingengineer.com on the URL line and hit Enter
 - You might have to follow some instructions from the browser on how to log on depending on the browser you are using
 - If you don't get a login prompt, click File > Login As...
 - Enter your userID and password.
 - Once you have the logon prompt for the FTP site, enter the user id **ccea2014** and the password **awards2014**
 - This should bring you to the main FTP page. Right mouse button on the whitespace in this window and choose Paste
 - You should see your file on the FTP site
 - If you see the file close the FTP site and you are done
- If not call Bronwen Parsons at 416-510-5119 for assistance

Detailed Instructions for PC using FireFox, Safari, etc

- Using Windows Explorer, navigate to where you have stored the PDF file of your Project Entry. Right button mouse click on the file and choose Copy from the menu that appears
 - Open the Internet Browser
 - Type in ftp://cceawards.canadianconsultingengineer.com on the URL line and hit Enter
 - You might have to follow some instructions from the browser on how to log on depending on the browser you are using
 - Once you have the logon prompt for the FTP site, enter the user id **ccea2014** and the password **awards2014**
 - This should bring you to the main FTP page. Right mouse button on the whitespace in this window and choose Paste
 - You should see your file on the FTP site
 - If you see the file close the FTP site and you are done
- If not call Bronwen Parsons at 416-510-5119 for assistance.

Detailed Instructions for the MAC

If you are using a Mac you must upload via a program such as Fetch.