The ftp site address to upload pictures is ftp://picup.chathamnc.org .
The username is **ccpicup** and the password is **simple**

Get an ftp client

Download an ftp client such as FileZilla https://filezilla-project.org/ . If you already have an ftp client please configure it to connect to the above site with the credentials supplied.
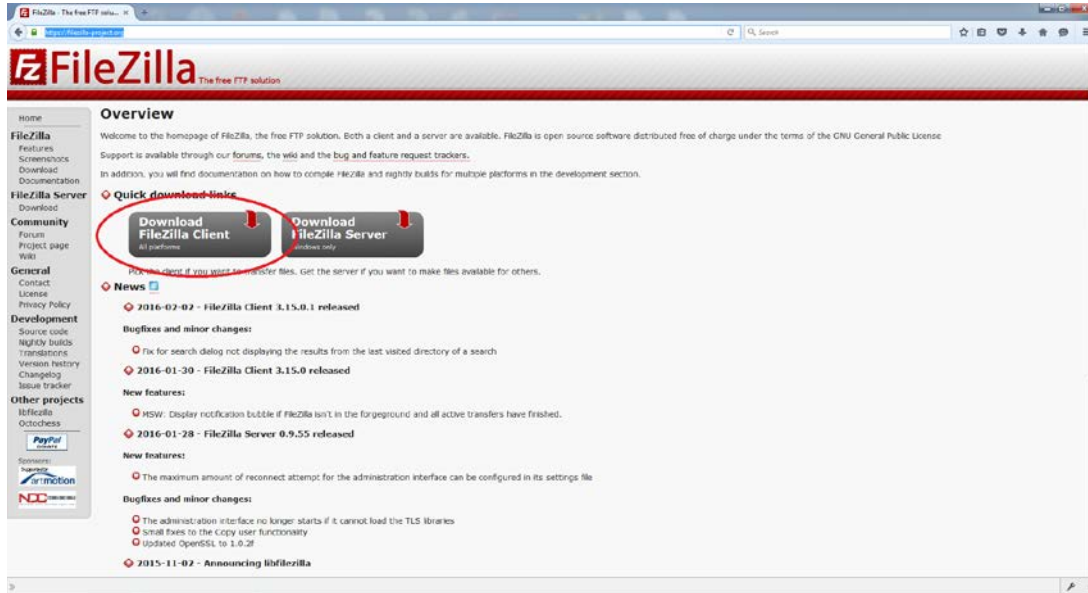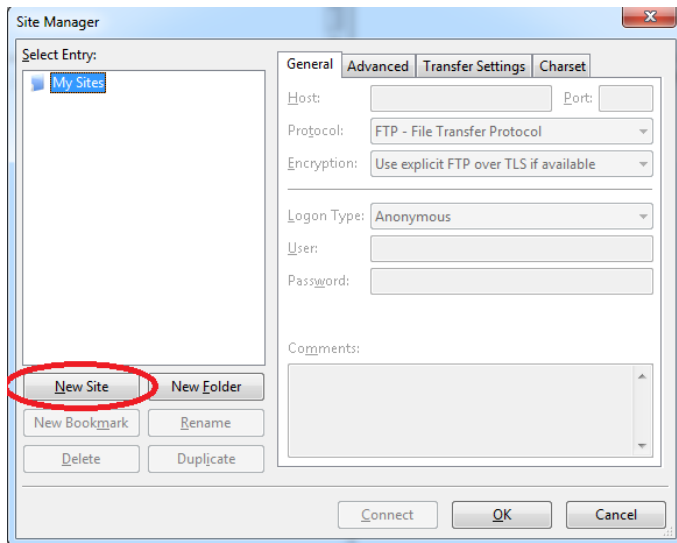

Add the site to you site list.
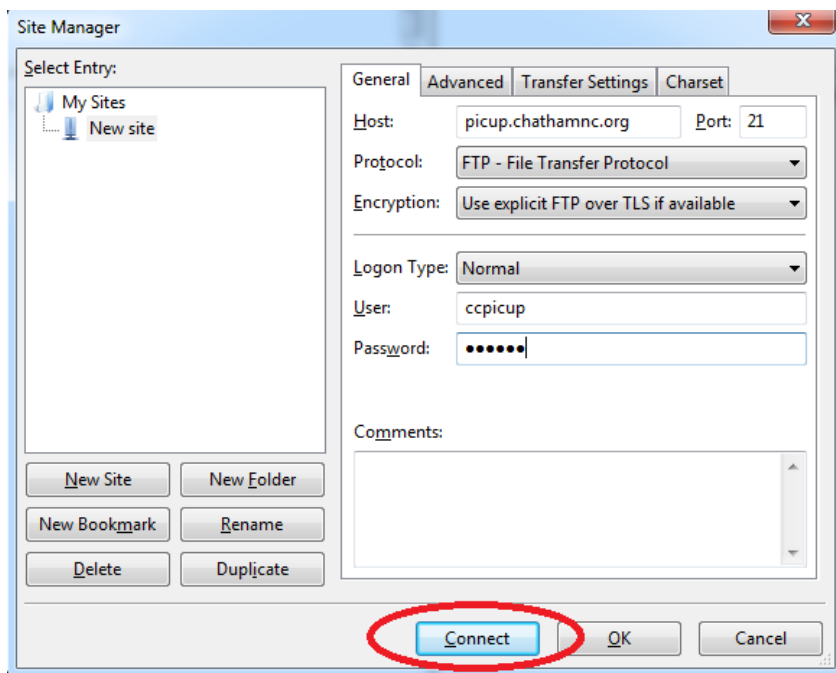
First click Open the Site Manager Icon
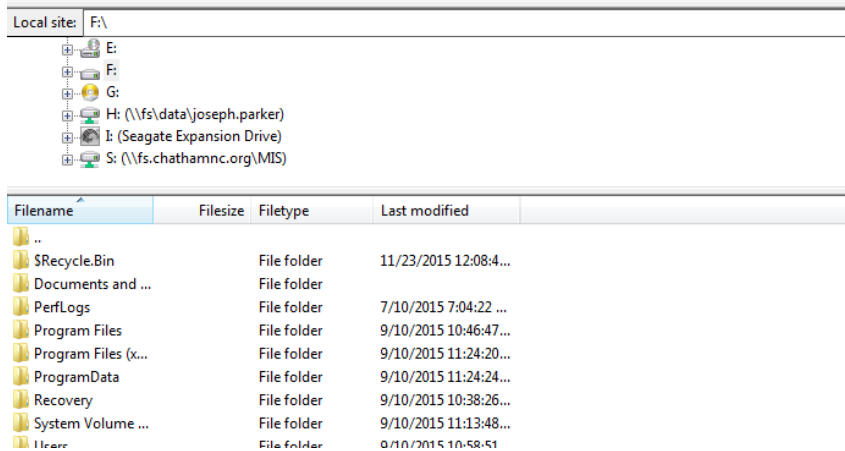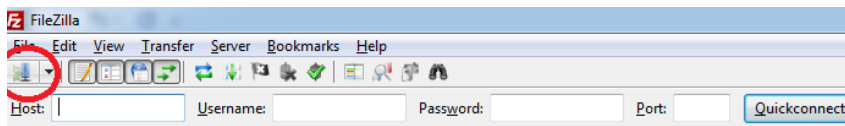
Then click New Site

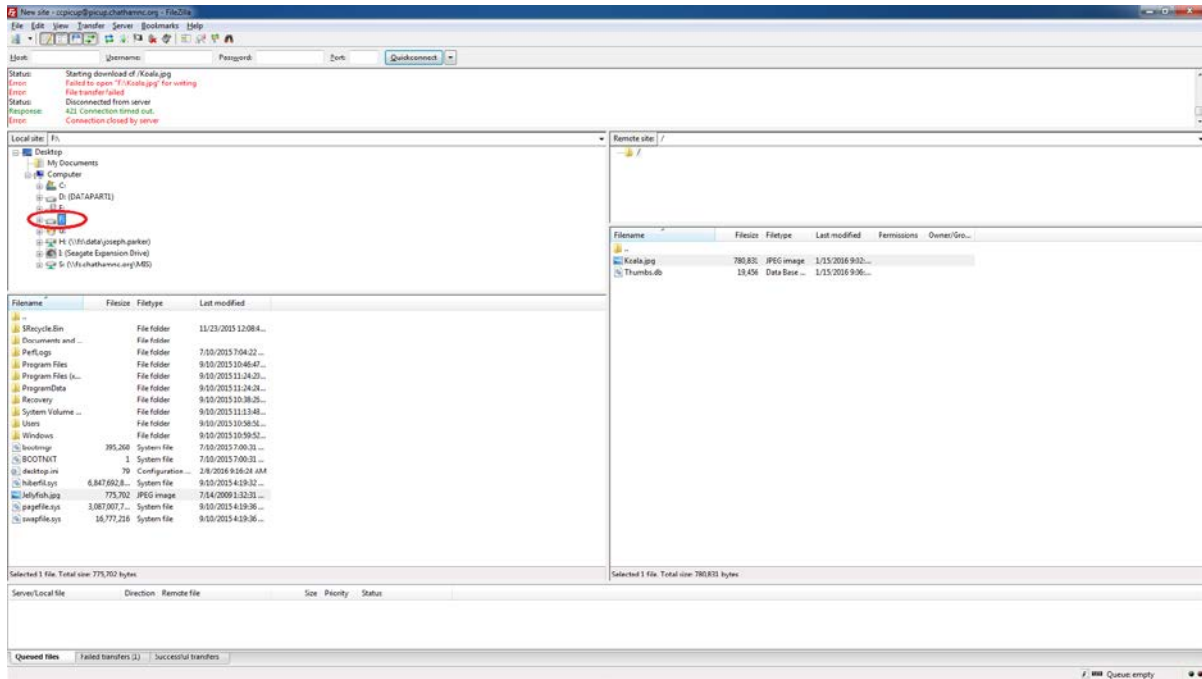

Then add the appropriate information for the site. And click connect at the bottom when complete to connect to the site.
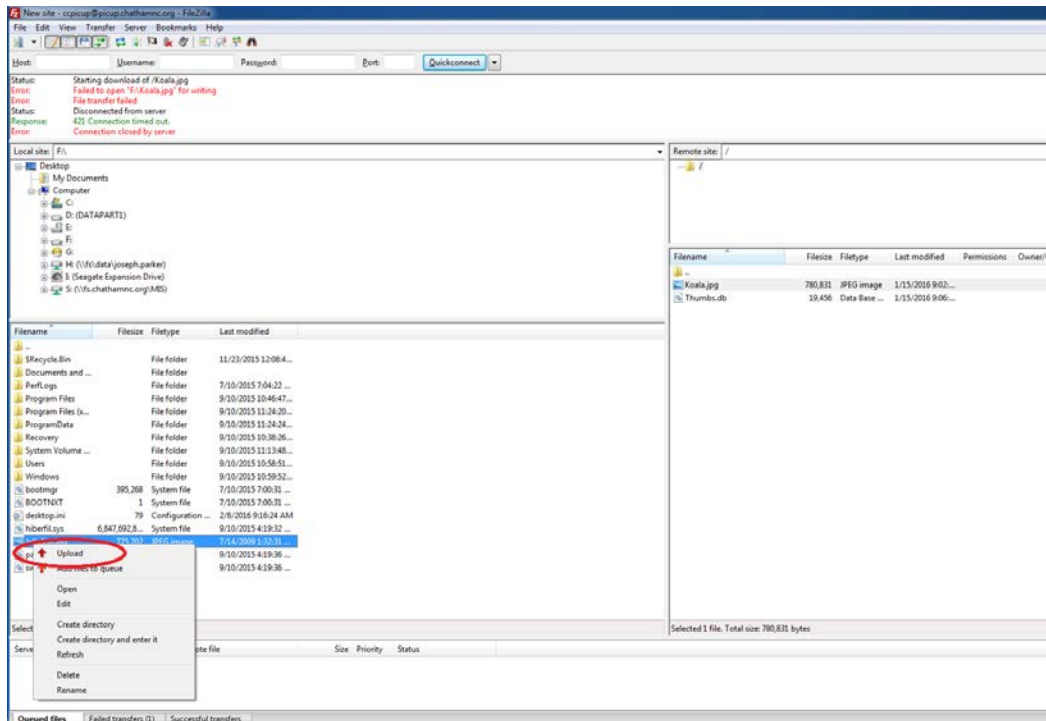
Upload picture to the site

Browse to the location of your picture, in this example the picture is located on the F: drive.

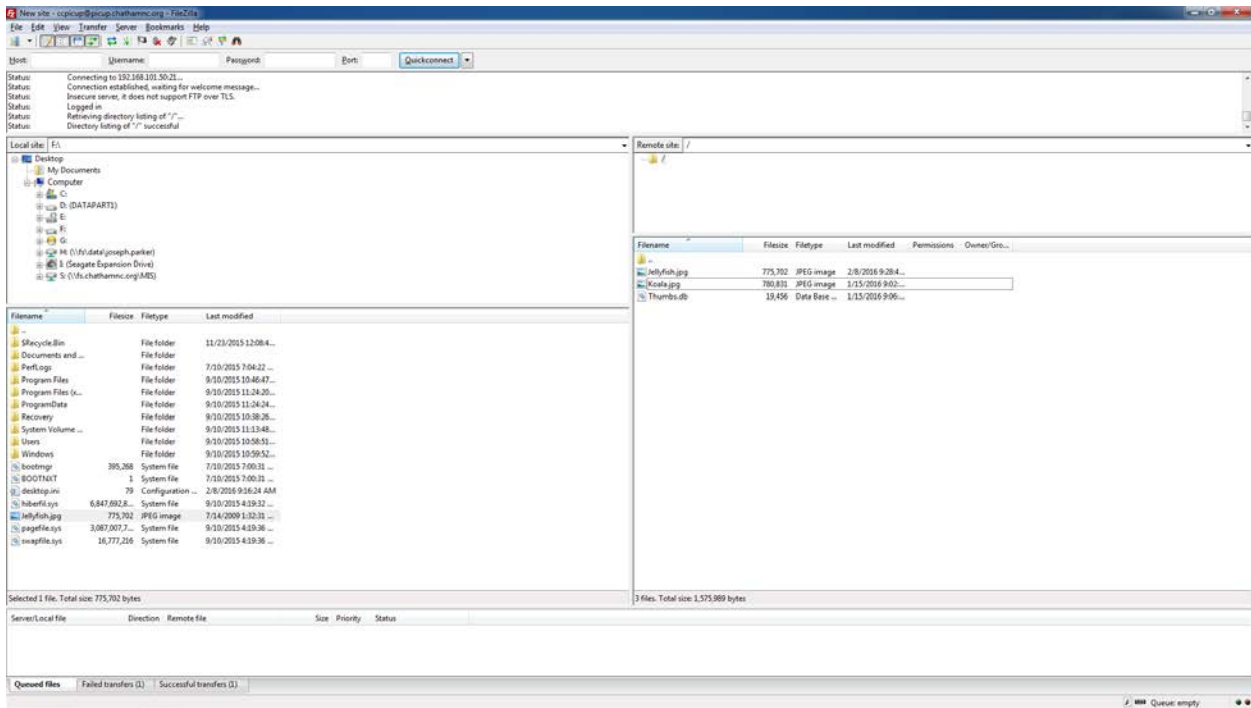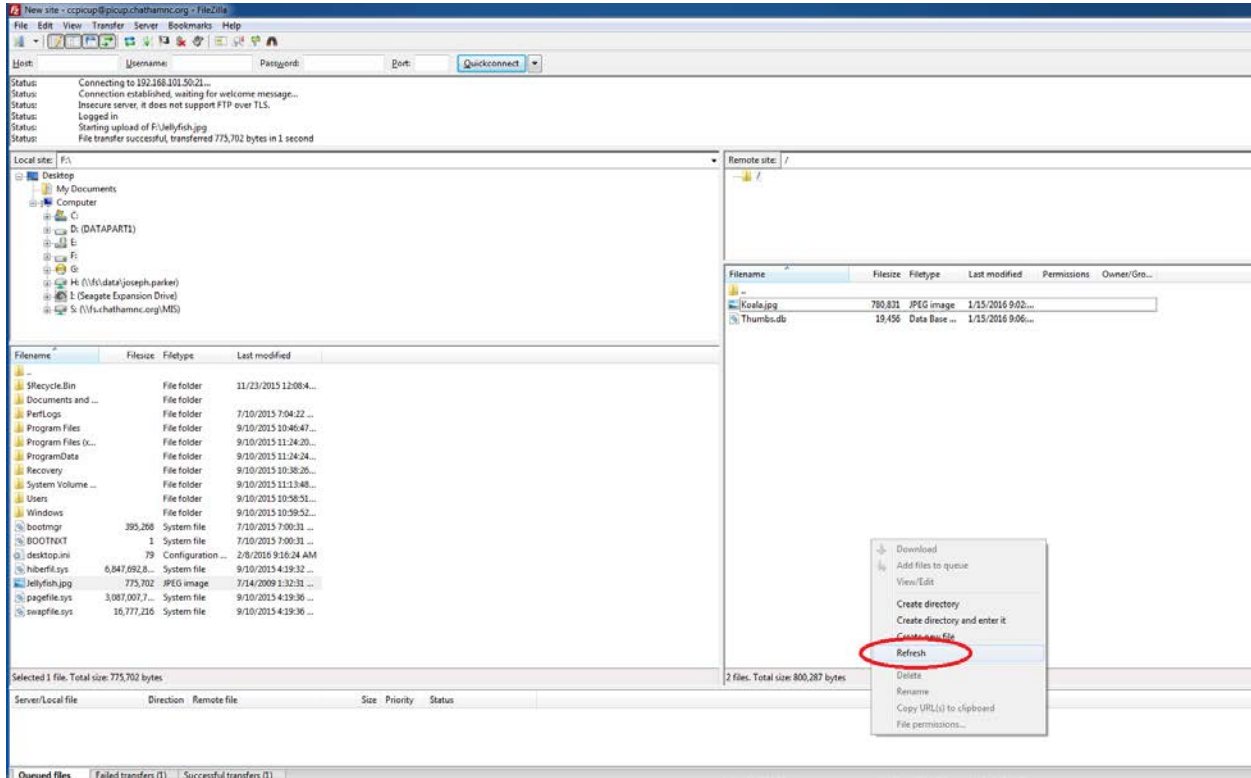Right Click and then click upload to place the photo on the site.

Verify that the picture has been uploaded by refreshing the view.

Exit from the software.

Click File>Exit from the menu to exit the FileZilla ftp client.