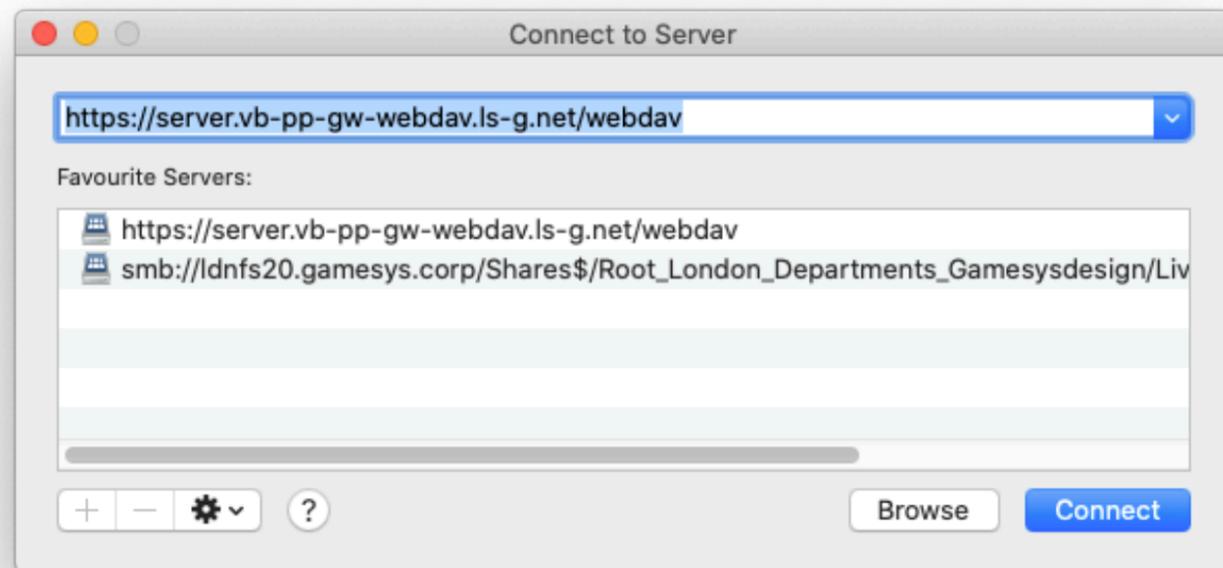


# **LANDING PAGE SERVER ACCESS**

# LOGGING IN

1. Finder -> Go -> Connect to server (cmd+K)
2. Enter the following server address (you can save it for future access):  
**`https://server.vb-pp-gw-webdav.ls-g.net/webdav`**
3. Click Connect to continue.
4. Select "Registered User" and enter your credentials from email. Select box "Remember this password in my keychain".



# MAIN FOLDER STRUCTURE

## PRIMARY

The folder consists of one test server and one live server for each brand.

The test servers always start with 'test' and the live servers always end in 'promo-bucket'.

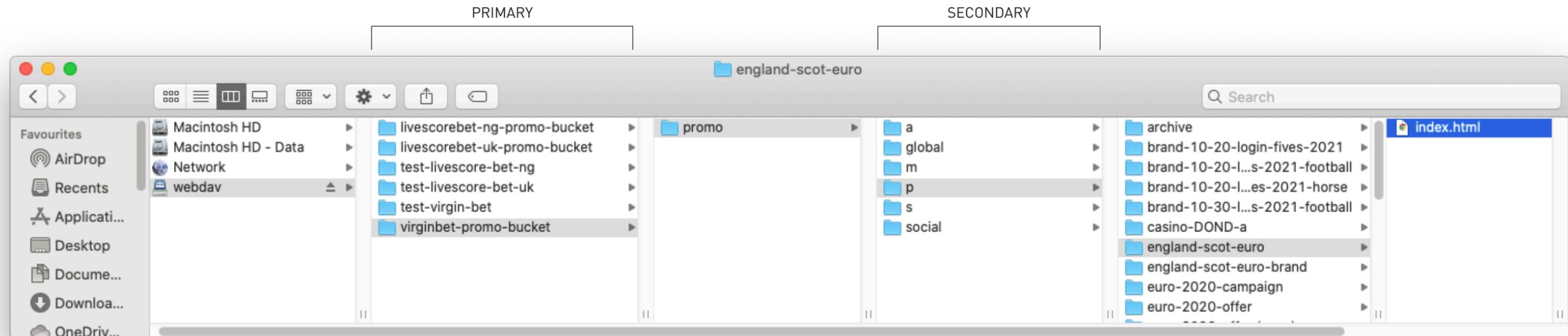
All new pages should be created in the test server before being copied over to the live server. If changes to an LP are requested this must be amended on both test and live servers. The test server should be considered a backup therefore an exact replica of what is currently live.

## SECONDARY

Inside the primary folder the secondary folder is usually divided into the following:

a = affiliates  
global = stores global files  
p = ppc  
s = social

\*DO NOT add new files/folders to the secondary section. If a new folder is requested you must email OnSEO and request it through them.



### PROMO

The 'promo' folder only applies to the LIVE server and is NOT VISIBLE in the TEST server. This represents the /promo/ in the LIVE URL.

<https://www.virginbet.com/promo/p/england-scot-euro>

### PAGE FOLDER

This is where the individual pages live. The name of this folder is the name of the LP and is represented in the URL.

<https://www.virginbet.com/promo/p/england-scot-euro>

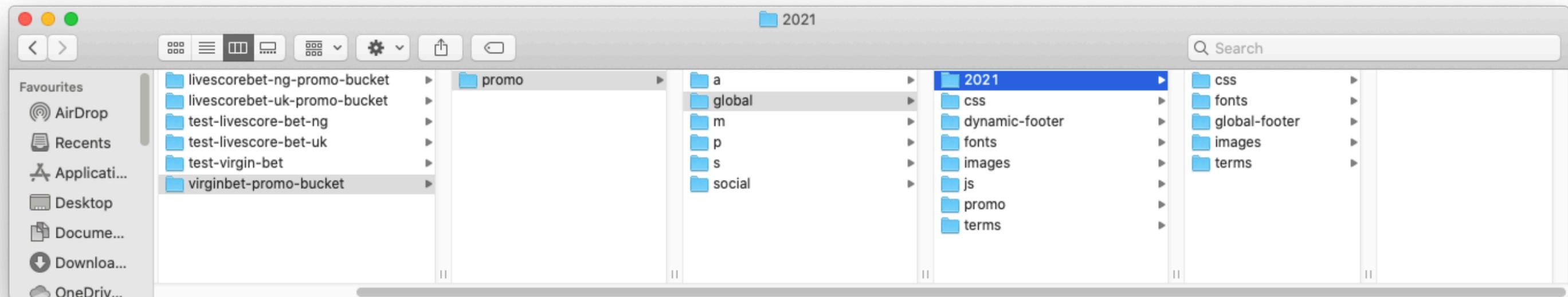
# GLOBAL FILES

The global folder is where to store any files that is linked to by multiple pages.

This can include:

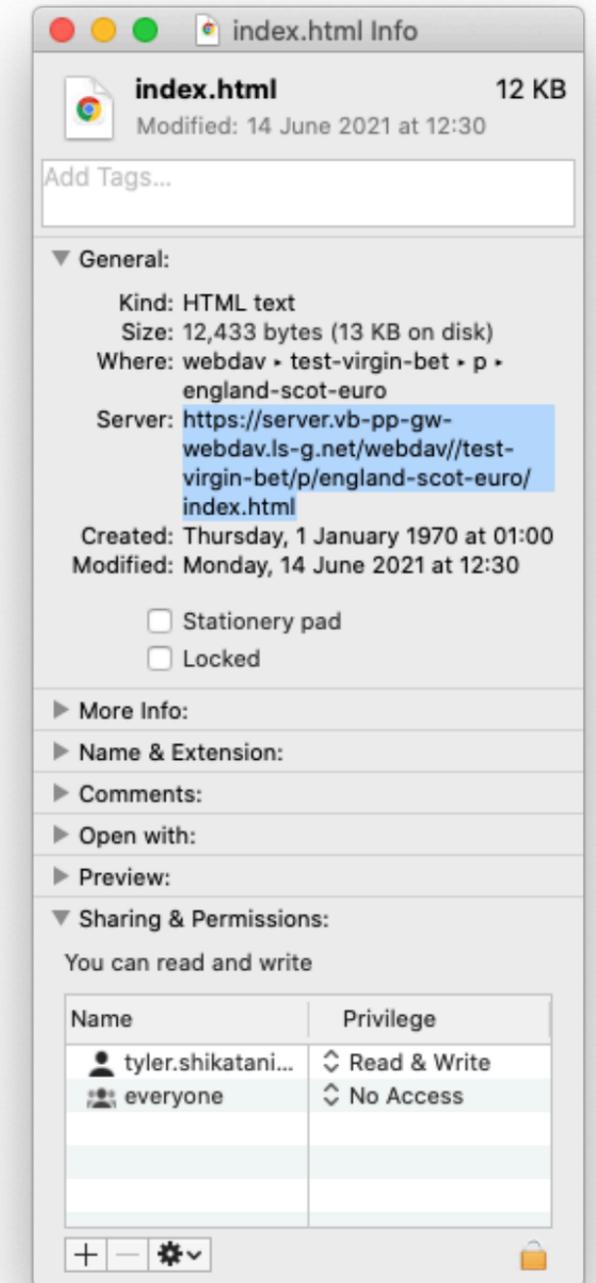
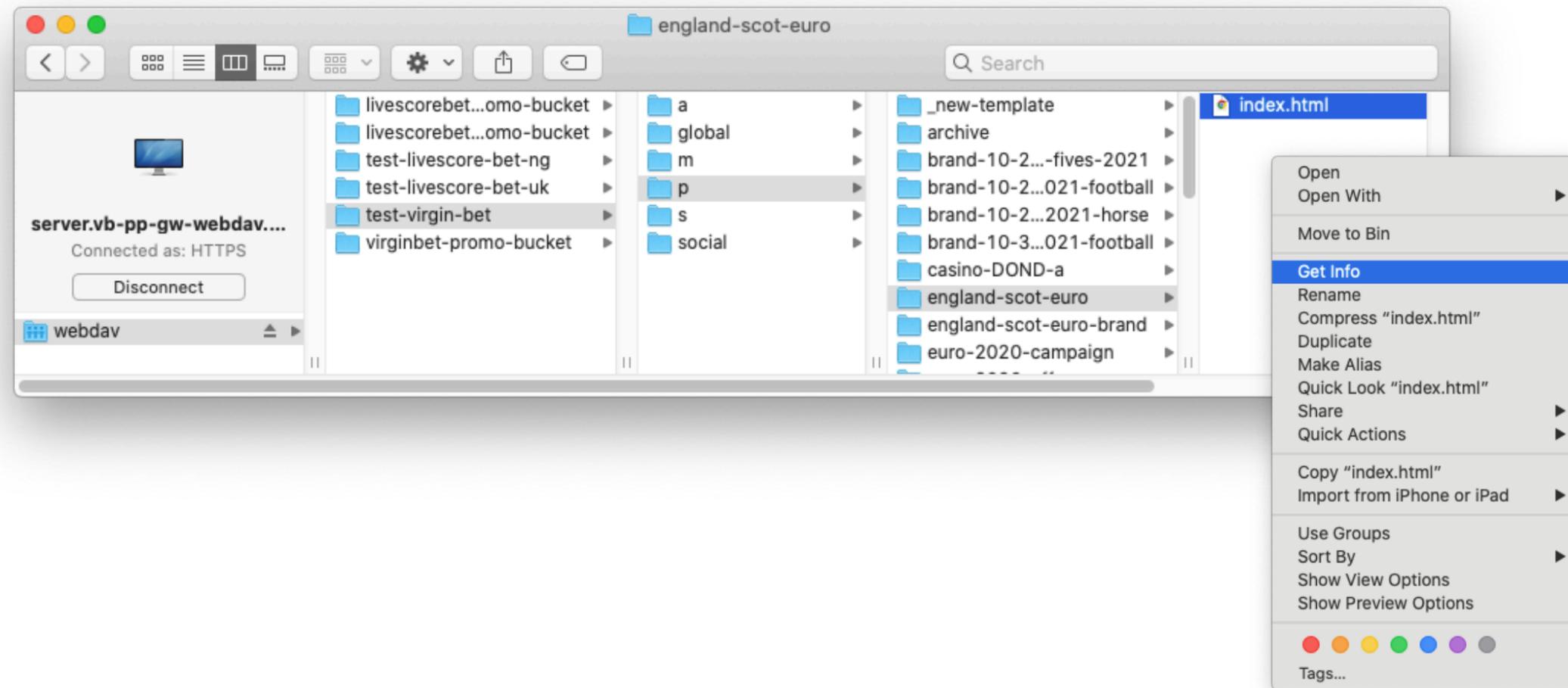
1. CSS files - template and custom
2. Images - Header, content blocks, ect
3. Terms - Welcome offer and other promotions
4. Assets - Logos, fonts, ect.

\*The 2021 folder holds all global files created in the new branding. Any new pages files/ folders should be created in this folder.



# VIEWING TEST PAGES

1. Select the pages **index.html** file
2. Bring up the '**Info**' panel - Right clicking and select '**Get Info**' (cmd+i)
3. Right click the '**Server**' URL and select '**Open URL**'  
Alternatively copy the '**Server**' URL and paste into browser



# CONVERTING TO A LIVE PAGE

## PAGES

1. Copy the page folder from the test server  
Ex. test-virgin-bet/p/**england-scot-euro**
2. Paste it into the appropriate secondary folder  
Ex. virginbet-promo-bucket/promo/**p/**
3. This page is now live and can be viewed at the appropriate URL  
Ex. <https://www.virginbet.com/promo/p/england-scot-euro>

For **Virgin Bet** pages **ONLY** complete step 4.

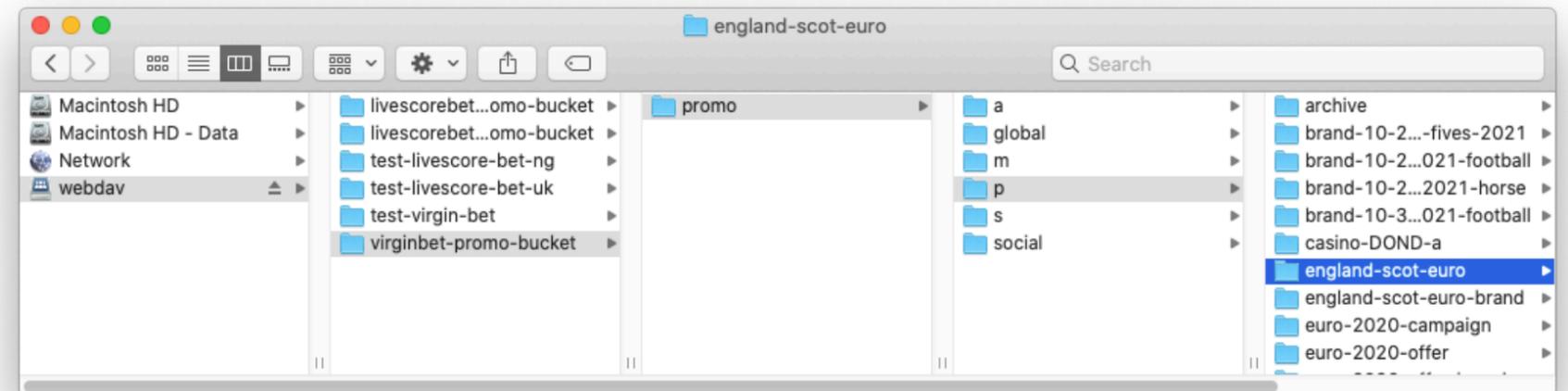
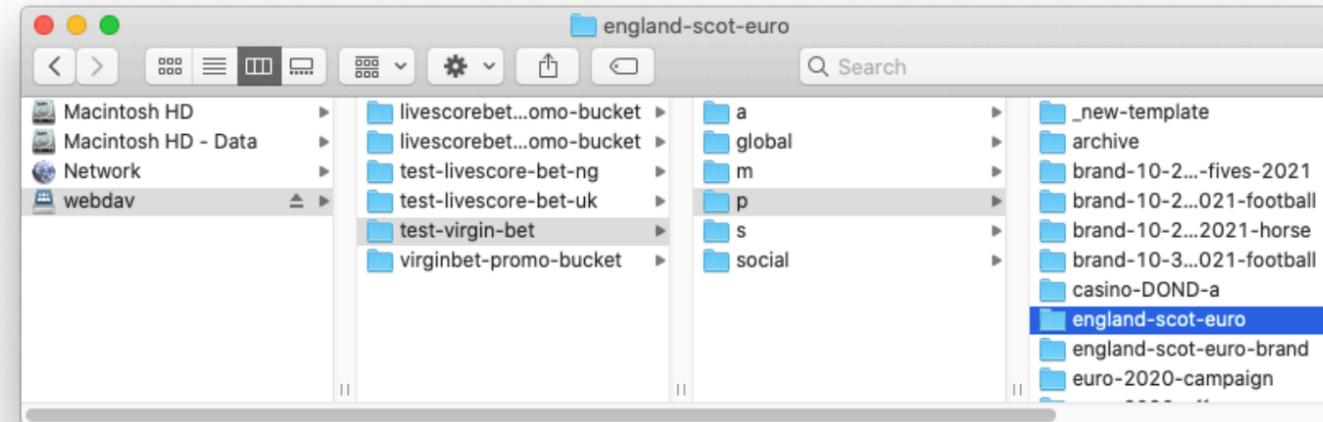
4. Open the live index.html file and do a find and replace.
  - Find '../..' and replace with '../'

\*This step **MUST** be completed or the page will **NOT** display linked css, images, ect.

## ADDITIONAL FILES

You must also copy over any accompanying files including custom CSS, images, terms files, ect.

**\*\*GIVE THE LP 10 MINUTES TO FULLY UPDATE/LOAD TO THE SERVER**



# CONTACTS

## ONSEO

### Primary Contact

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### Secondary Contact

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### Other Contacts

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[artem.skiba@onseo.biz](mailto:artem.skiba@onseo.biz)

# CHANGING HOME PAGE TERMS

The 'Welcome Offer Terms' file is located inside the global terms folder.

Path: virginbet-promo-bucket/promo/global/terms/welcome-offer/**terms\_homepage.html**

**\*terms\_homepage.html** is the global terms file for both the desktop site and app.

