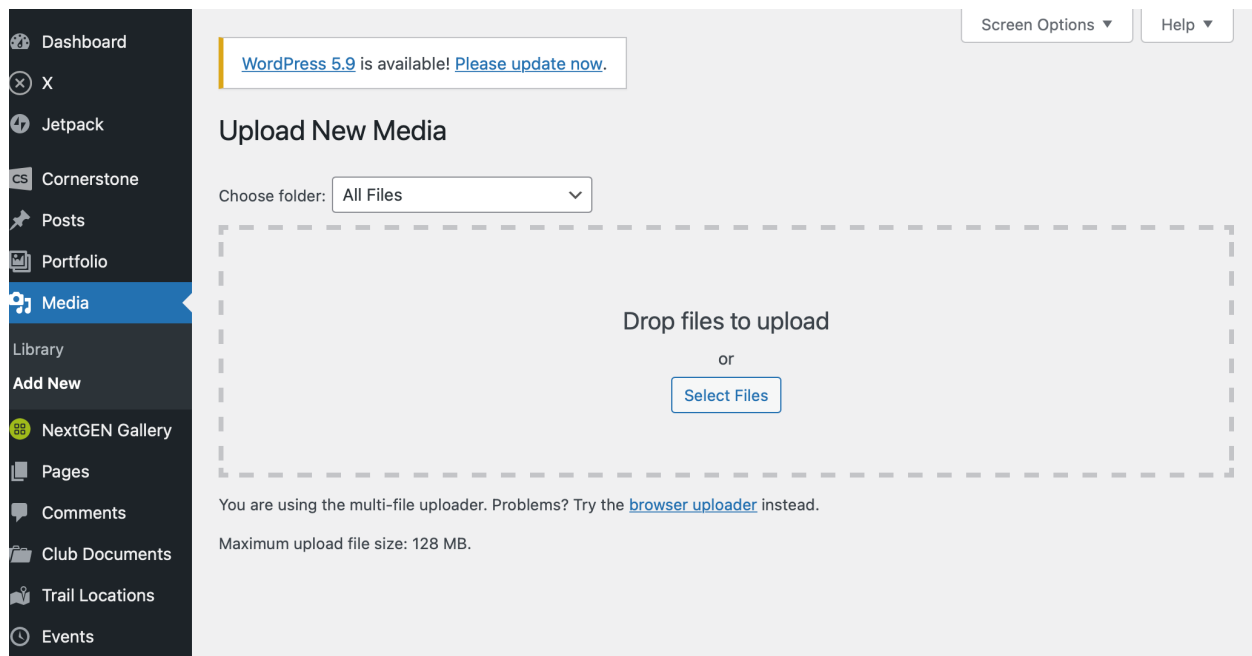


Uploading a Document to the Web Site

Note that you first must have permission to do so.

The first step is to upload the file – to the website:

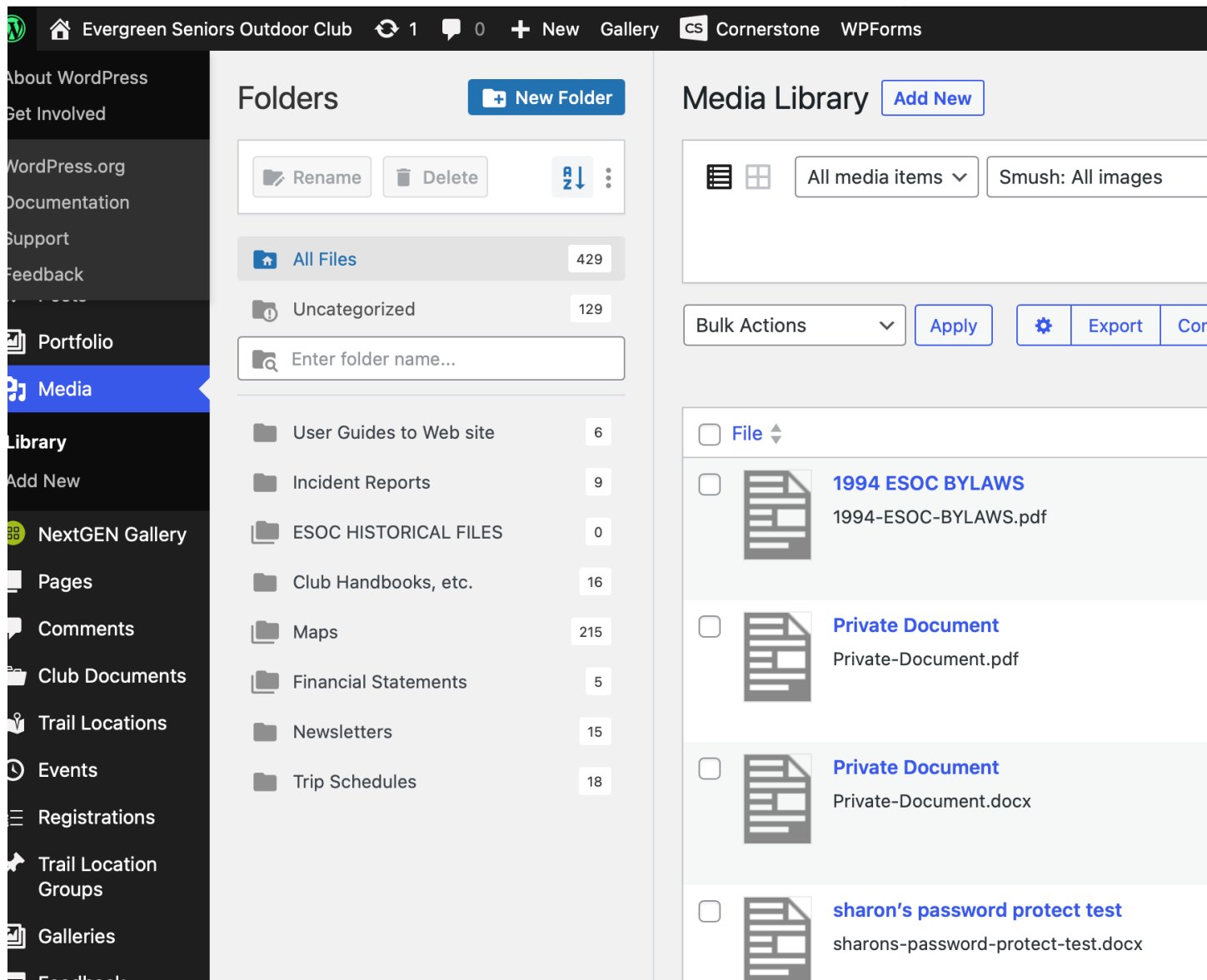
- Open the Dashboard
- Select Media/Add New
- You will see a page like this.



- Drag or Select the files) you want to upload to the box from your device.
- You can check that the file is uploaded by viewing Media/Library.

Adding uploaded files to Folders.

For example if you are uploading a map after uploading you can move it into the Maps Folder by dragging it to the maps folder. The files stay where they are in the Library but can also be accessed by clicking on a folder.



The next step is to create a Document that will be added to the list of Documents accessible from Member Resources/Club Documents.

How to Create a New Document Once you have uploaded a file.

(Note if you have done this before it is also possible to create a new document by modifying an old Document or Duplicating an existing Document – Highlight an existing Document and select Duplicate Club Document.)

- Go to the Dashboard
- Select Club Documents/Add New
- You will see something like the image below.

Select File

[Upload Files](#)
[Media Library](#)

< Exp

Filter Media

All media items

All dates

Search

ESOC-Board-Meeting-Jan-24-2022.pdf

ESOC-Fillable-Membership-Form.pdf

Alltrails-Snowshoe-Hare-DemiTel.pdf

Alltrails-evan-thomas-creek-route-loop-e94fe9a-78d764d3.pdf

2021-Dec-30-Snagmore-Snowshoe.pdf

Winter-2021-1.pdf

Winter-2021.pdf

Transportation-Director-Responsibilities.pdf

Transportation-Director-2.pdf

Transportation-Director-1.pdf

Transportation-Director.pdf

WBC_Full_Georeferenced_2020-1.pdf

Alltrails-Snagmore-Fullerton-1.pdf

Alltrails-Snagmore-Fullerton.pdf

ESOC-Board-Meeting-1.pdf

Adding-maps-to-website.pdf

- Next select a Parent, if desired, by clicking in the Parent Box on the right-hand side.
- Once you are ready click on Publish.

You can go back to the home page and then check by going to Member Resources/Club Documents.