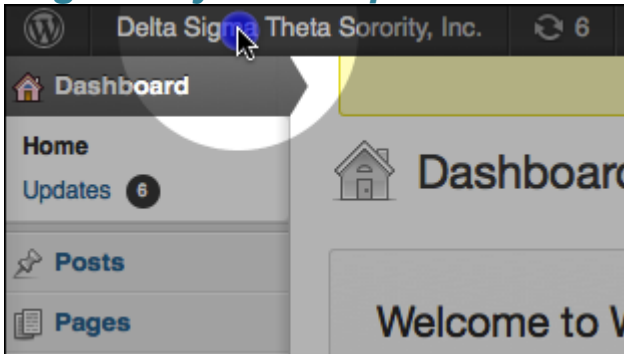




Managing Documents

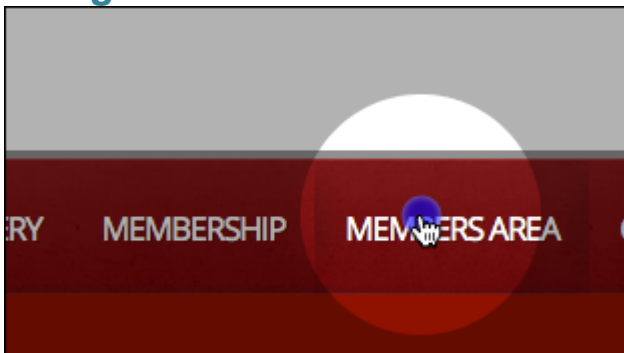
Adding Documents to a page on your website

Log in to your chapter website



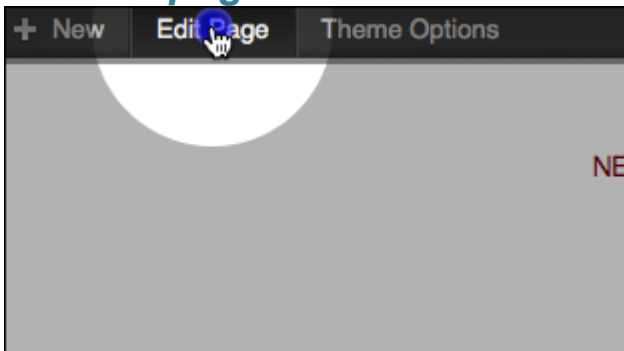
Within the Dashboard, click on your website title in the upper left. This will return you to your website homepage

Navigate to the Members Area on your website



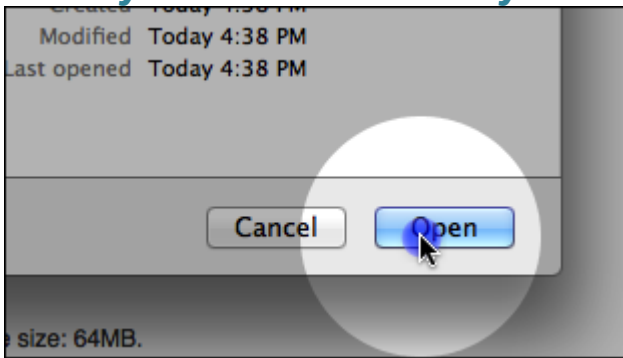
Navigate to the page on your chapter website where you will add document links

Edit the page

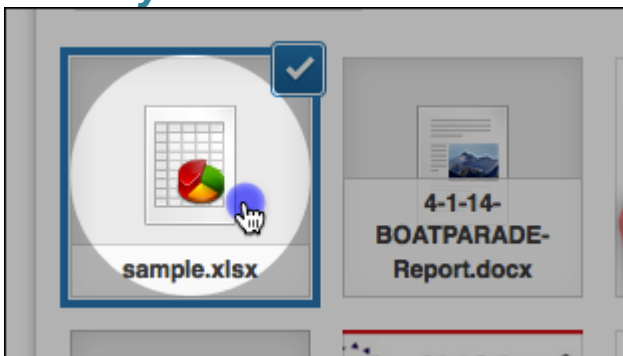


Near the top of the page in the dark menu bar, click on "Edit Page"

Once you have selected your file click Open

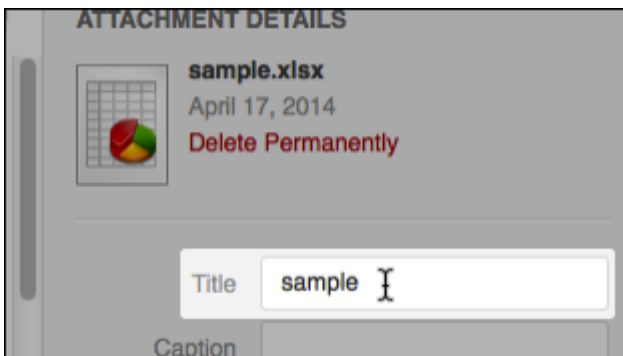


Select your file



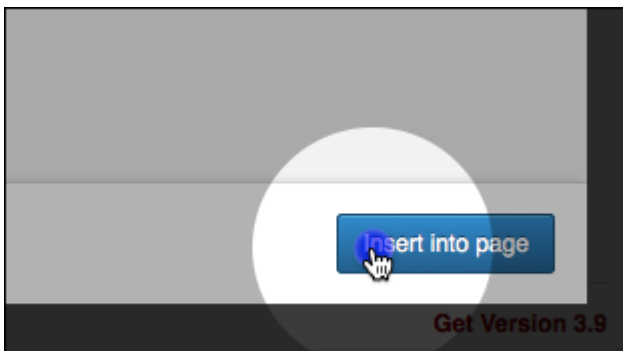
There should be a checkmark on your file as shown in the picture. If not, select it with your mouse by left clicking on it

Rename the title

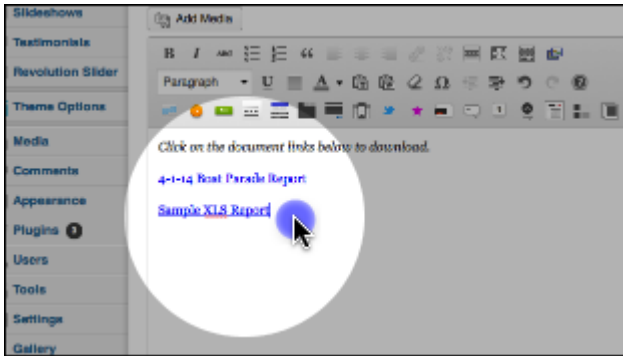


On the right, there is a title field that you can use to rename your document link. The download link that will be created for your document will use the text in this field

Click Insert

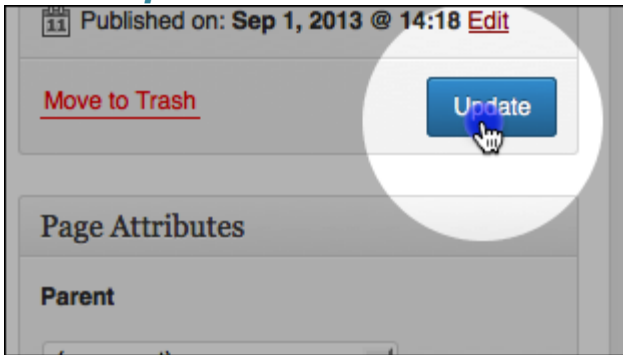


Review link text



After your link is inserted, you can rename the text or copy/paste the link into another location on the page if needed

Click Update



If you are satisfied with your link and page edits, click on the blue Update button to the right to save your changes and update the web page. Your new changes will be viewable immediately

Click View Page to see your new changes

