

# ClubRunner

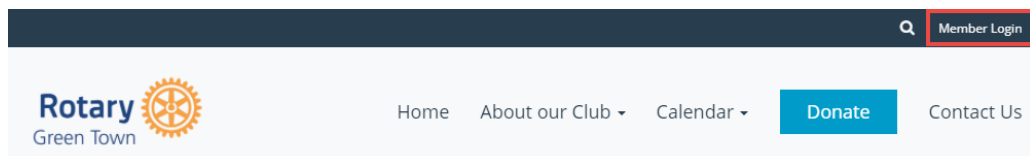
[Help Articles](#) > [Club Help](#) > [Club - Administration Guide](#) > [Committees](#) > [How do I add committee documents?](#)

## How do I add committee documents?

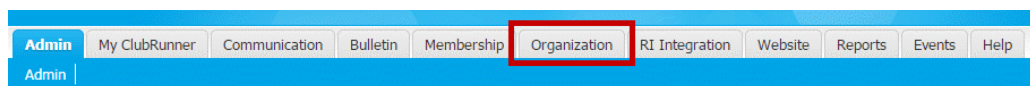
Omar S. - 2021-03-04 - [Committees](#)

Committees produce documents such as meeting minutes, event photos, and information brochures. Your Club committees can centralize these documents with ClubRunner.

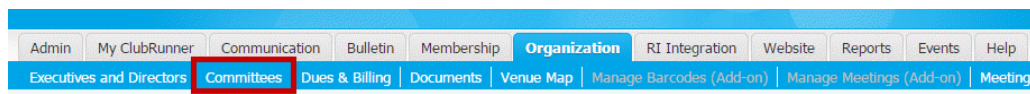
1. To assign documents to a committee, you must go to your Club homepage and log in. Then, click on **Member Area** on the top right.



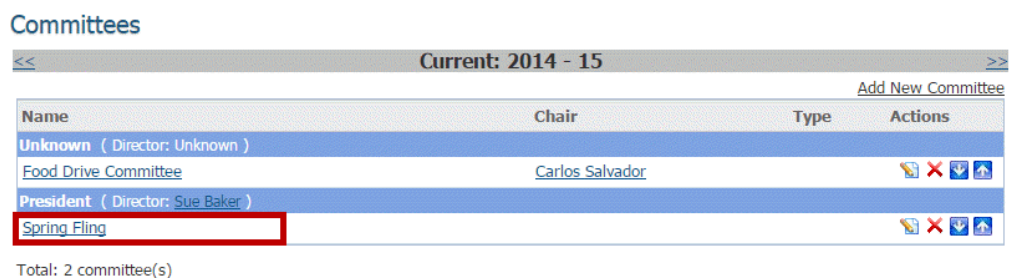
2. Along the top of the screen you will see several tabs. Click on **Organization**.



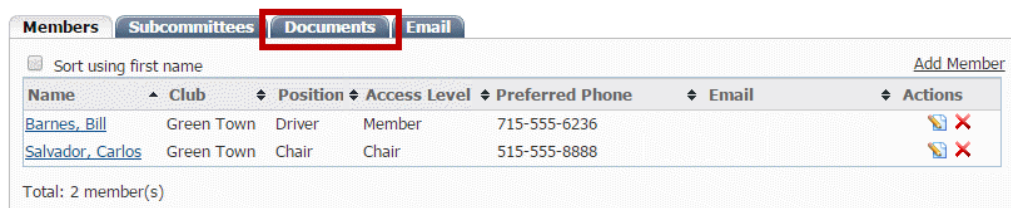
3. Next, click **Committees**.



4. You are now on the **Committees** page. Here, you can view and edit the details of existing committees and create new ones. To add documents to a given committee, click on the committee's name in the list.

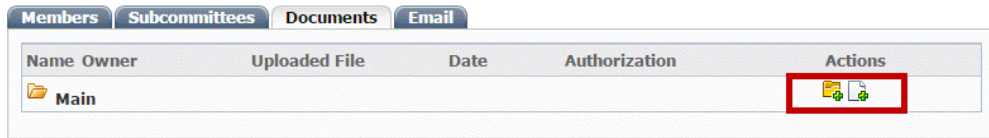


5. Now, click on the **Documents** tab.



6. On this screen, you can view existing committee documents, edit or delete them, or upload new

documents. You can also create a document file structure manage and sort your documents. The **Folder** icon will create a new folder, while the **Document** icon adds a new document. If you do not create any new folders, all documents will be added to the **Main** folder.



7. To create a new folder, click on the **Folder** icon. This will launch a new window, in which you can define the details of the new folder.

Please select folder

Main

Name (at most 250 characters)

Club History

Description (at most 1000 characters)

A description of club history to hand out at the Spring Fling sale. |

Save Cancel

8. First, choose the folder for which this new folder will be a subfolder, using the **Please Select Folder** drop down menu. If no other folders have been created this defaults to **Main**.

Please select folder

Main

Name (at most 250 characters)

Club History

Description (at most 1000 characters)

A description of club history to hand out at the Spring Fling sale. |

Save Cancel

9. Next, select a name for the folder, and enter a brief description of the contents if needed.

Please select folder

Main

Name (at most 250 characters)

Club History

Description (at most 1000 characters)

A description of club history to hand out at the Spring Fling sale. |

Save Cancel

10. Click **Save** to create the folder with the details you entered, or click **Cancel** to discard it.

Please select folder

Main

Name (at most 250 characters)









Club History

Description (at most 1000 characters)

A description of club history to hand out at the Spring Fling sale. |

Save Cancel

11. Now, to add a document to the folder, click on the **Document** icon next to the relevant folder.

Members		Subcommittees		Documents		Email	
Name	Owner	Uploaded File	Date	Authorization	Actions		
Main					 		
Club History					     		

12. Another pop up window will appear, in which you can specify every detail of the document you wish to add, and select a file for upload.

Please select folder  
---Club History

Name (at most 250 characters)  
History of the Green Town Rotary Club

Description (at most 1000 characters)  
An account of the Green Town Rotary Club, from its original foundation by Hugo Gernsback in 1930 to the present time.

Access Level:  
Committee Members

Select file to upload:  
(bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, swf,tif, txt, vsd, xls, xlsx) **Note: File size should not be more than 10M.**

Choose File No file chosen

Save Cancel

13. Enter a **Name** and **Description** for the new committee document using the fields provided.

Please select folder  
---Club History

Name (at most 250 characters)  
History of the Green Town Rotary Club

Description (at most 1000 characters)  
An account of the Green Town Rotary Club, from its original foundation by Hugo Gernsback in 1930 to the present time.

Access Level:  
Committee Members

Select file to upload:  
(bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, swf,tif, txt, vsd, xls, xlsx) **Note: File size should not be more than 10M.**

Choose File No file chosen

Save Cancel

14. Now, set the access level a member requires to access the file, using the **Access Level** drop down menu.

Please select folder  
 ---Club History

Name (at most 250 characters)  
 History of the Green Town Rotary Club

Description (at most 1000 characters)  
 An account of the Green Town Rotary Club, from its original foundation by Hugo Gernsback in 1930 to the present time.

Access Level:  
 Committee Members

Select file to upload:  
 (bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, swf,tif, txt, vsd, xls, xlsx) **Note: File size should not be more than 10M.**

Choose File No file chosen

Save Cancel

- Click **Choose File** or **Browse...** to upload a document for the folder. Most text and image formats are supported, as well as the most common database formats.

**Note:** The document can be no larger than 10 MB in size. The supported file types are bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, pub, swf, tif, txt, vsd, xls, xlsx, rtf, and zip.

Please select folder  
 ---Club History

Name (at most 250 characters)  
 History of the Green Town Rotary Club

Description (at most 1000 characters)  
 An account of the Green Town Rotary Club, from its original foundation by Hugo Gernsback in 1930 to the present time.]

Access Level:  
 Committee Members

Select file to upload:  
 (bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, pub, swf,tif, txt, vsd, xls, xlsx, rtf, zip) **Note: File size should not be more than 10M.**

Browse...

Save Cancel

- Finally, click **Save** to keep the details you entered and upload the document. Click **Cancel** to discard the details and abandon the upload.

Please select folder  
---Club History ▼

Name (at most 250 characters)  
History of the Green Town Rotary Club

Description (at most 1000 characters)  
An account of the Green Town Rotary Club, from its original foundation by Hugo Gernsback in 1930 to the present time.

Access Level:  
Committee Members ▼

Select file to upload:  
(bmp, doc, docx, eps, gif, html, htm, jpeg, jpg, pdf, png, ppt, pptx, swf,tif, txt, vsd, xls, xlsx) **Note: File size should not be more than 10M.**

Choose File No file chosen

Save Cancel

## Related Content

- [How do I create a New Committee?](#)
- [What is the difference between basic and enhanced committees?](#)