# ClubRunner

## How do I add committee documents? (District)

Mickey D. - 2021-04-09 - Committees

When you are a member, chair, or secretary of a committee you can store documents in the committees module.

1. To assign documents to a committee,  you must go to your district's website and log in. Then, click on **Member Area** on the top right, under your club banner.

2. Along the top of the screen you will see several tabs. Click on the **For Members tab.**

3. Next, click **My Committees** link**.**

4. You are now on the **My Committees** page. Here, you can view the details of your committees. In order to email the members of a given committee, click on the committee's name in the list.

### Committee List

**Current Committees**

| Committee | Role | Action |
|---|---|---|
| District | | |
| Website Committee | Chair | View Committee |

**Note:** If you are not a member of any committees, you will be unable to continue with this guide.

5. Next, click on the tab labelled **Documents.**

### Committee List

Home > Website Committee

<<   Current: 2020 - 21   >>

Members  Subcommittees  Documents  Email

☐ Sort using first name                                             Add Member

| Name ▲ | Club ⬍ | Position ⬍ | Access Level ⬍ | Preferred Phone ⬍ | Email ⬍ | Actions |
|---|---|---|---|---|---|---|
| Aaronson, Abe | Purple Metro v3 CRM | Chair | Chair | | aaa@example.com | ✎ ✕ |

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.

**Committee List**

<< Current: 2020 - 21 >>

Members   Subcommittees   Documents   Email

| Name | Owner | Uploaded File | Last Updated | Authorization | Actions |
|------|-------|---------------|--------------|---------------|---------|
| Main |       |               |              |               |         |

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.

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
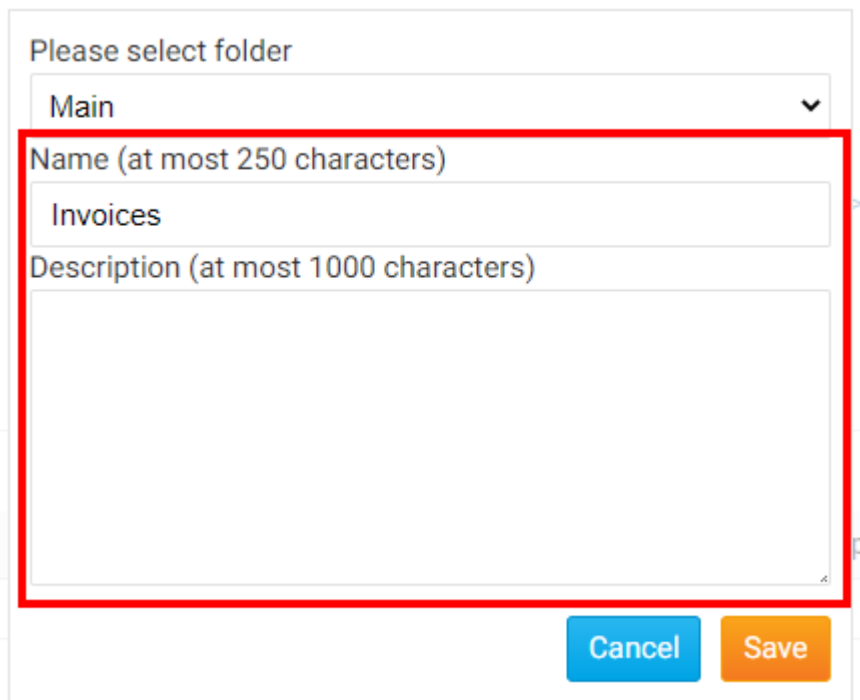
Name (at most 250 characters)
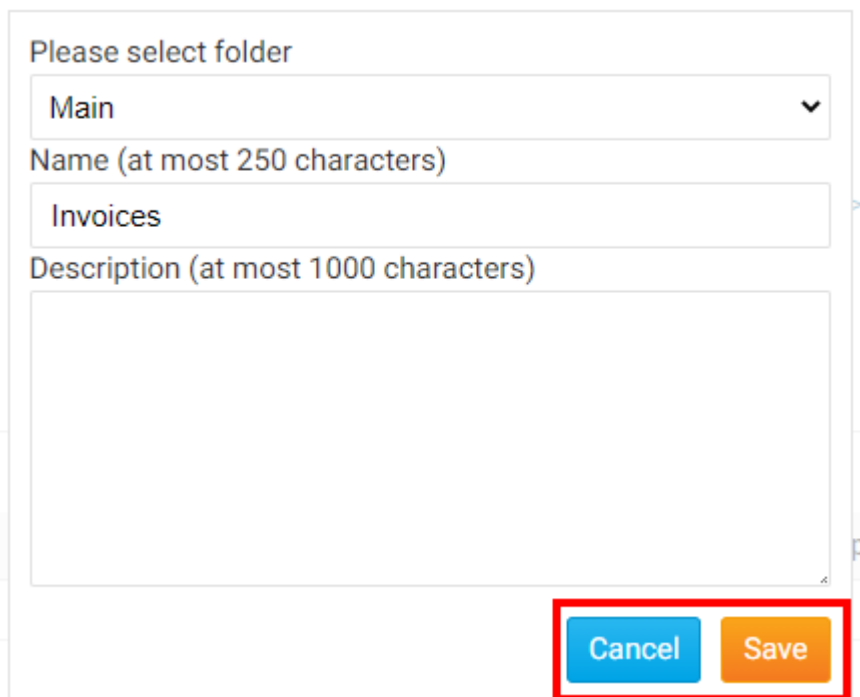
Invoices

Description (at most 1000 characters)

Cancel   Save

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

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



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

**Website Committee**

Home > Website Committee

<<     Current: 2020 - 21    >>

Members    Subcommittees    Documents    Email

| Name | Owner | Uploaded File | Last Updated | Authorization | Actions |
|------|-------|---------------|--------------|---------------|---------|
| 📁 Main | | | | | |
| 📁 Invoices | | | | | |

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.

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



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



15. 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.



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



Related Content

- [How do I add or delete a club on the district?](#)
- [How do I define Executive/Director positions for clubs?](#)