

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

[Home](#) > Website Committee

<< 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

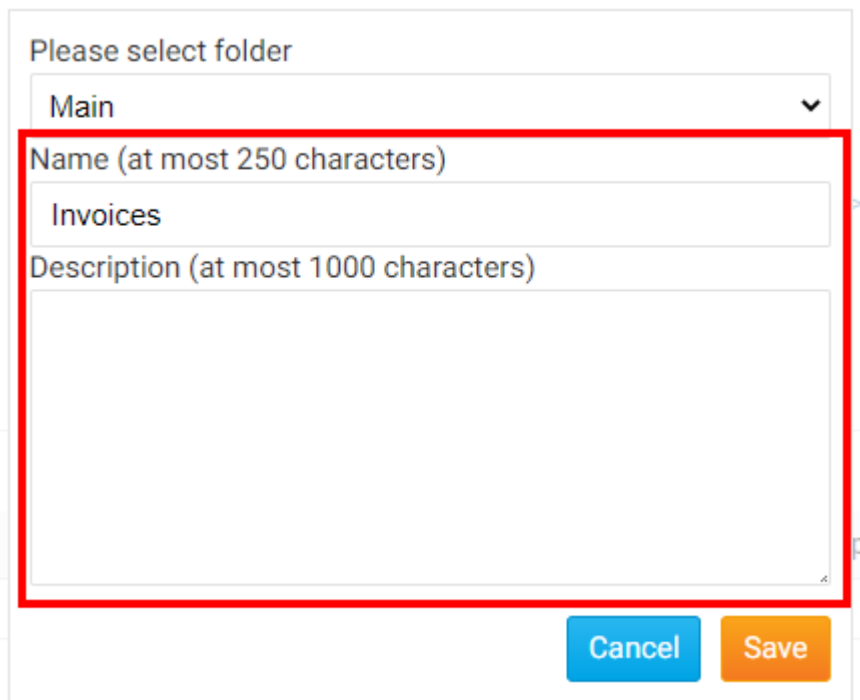
Name (at most 250 characters)

Invoices

Description (at most 1000 characters)

CancelSave

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)

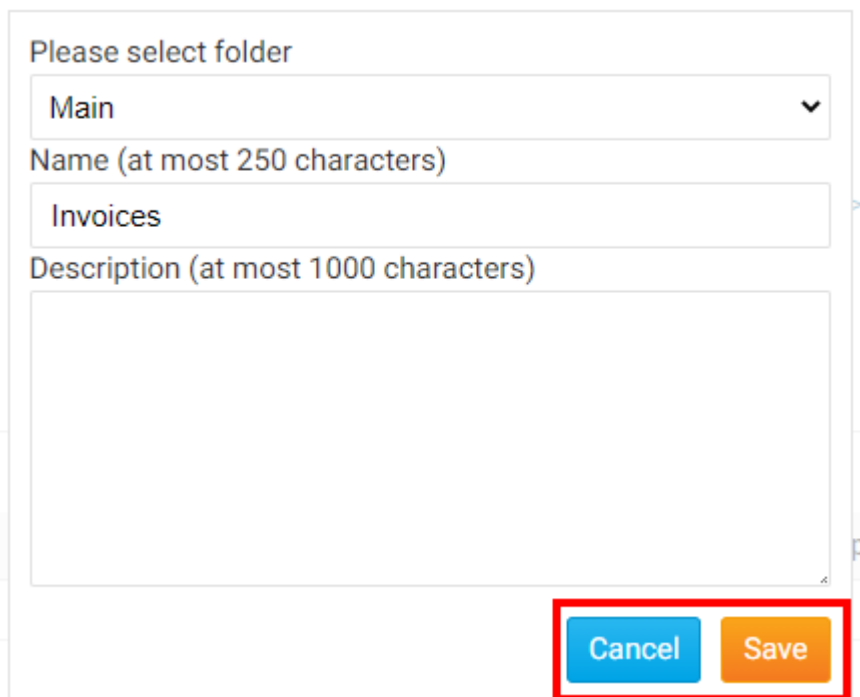
Invoices

Description (at most 1000 characters)

Cancel Save

A red rectangular box highlights the 'Name' and 'Description' input fields and the 'Invoices' text within the 'Name' field.

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)

Invoices

Description (at most 1000 characters)

Cancel Save

A red rectangular box highlights the 'Cancel' and 'Save' buttons at the bottom right of the form.







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					   

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

Home > Website Committee

Please select folder
---Invoices

Name (at most 250 characters)
Invoice from 2020 website overhaul

Description (at most 1000 characters)
Invoice from 2020 website overhaul

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.**

Invoice.PDF

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

Home > Website Committee

Please select folder
---Invoices

Name (at most 250 characters)
Invoice from 2020 website overhaul

Description (at most 1000 characters)
Invoice from 2020 website overhaul

Access Level:
Committee Members
Committee Members
Members
Public

- 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.



A screenshot of a web form for uploading a document. The form includes a folder selection dropdown set to '---Invoices', text input fields for 'Name' and 'Description' both containing 'Invoice from 2020 website overhaul', and an 'Access Level' dropdown set to 'Committee Members'. Below these is a file selection area with a 'Choose File' button and the text 'Invoice.PDF'. A red box highlights the 'Choose File' button. At the bottom right are 'Cancel' and 'Save' buttons. A red note states: 'Note: File size should not be more than 10M.'

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



A second screenshot of the same web form, showing the same data as the first. In this version, a red box highlights the 'Save' button at the bottom right, indicating the final step to complete the upload.

Related Content

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