# Instructions on uploading minutes to website.

The process described below will allow you to upload and create a link to a document in the Wild Apricot site. When followed the minutes you upload will be available as a link to members who are interested, and file the minutes in the appropriate folder in the FAA Pride Website.

1. Login to FAA Pride site.
2. Select Admin View
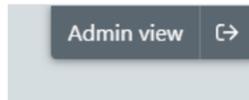
   a. If you do not see this in the upper right corner of the screen, contact the IT/Webmaster.
3. Select "Website" in the menu on the left
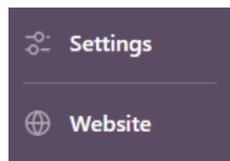
4. Select the "FAA Pride National Executive Board" from the drop down under "About Us"
5. Select the link for the NEB Meeting Minutes (There are other ways to get to this editable page, but this is the easiest to describe).
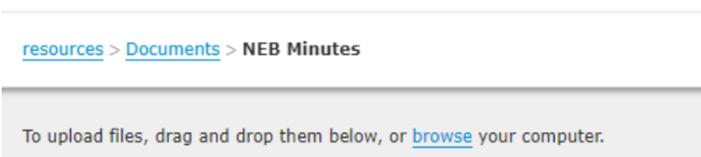6. Once on the page "NEB Meeting Minutes" select the edit button on the upper left corner.
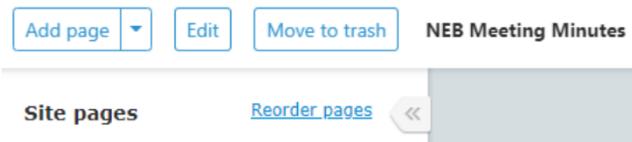
7. Place your courser where you would like the new link to be. The listings are in reverse order so logically at the top of the list for this year.
8. Select file in the ribbon along the top.
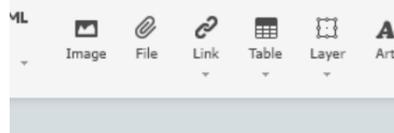
this will open the sites file explorer.

9. Verify that you are in the correct file folder

   a. This example shows we are in the resources folder, documents folder, and NEB Minutes folder. You can navigate up in or out of the folders by clicking on that word. (i.e. clicking "resources" would open the explorer to all of the resources, then you would see a folder icon below that says documents, after opening that you would see a folder icon that says NEB Minutes. In either case the crumb trail should look like the picture.
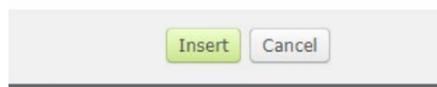10. Select the browser link to upload files.
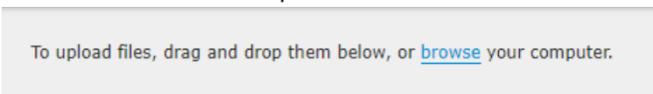
This will open your computer system file explorer.

11. Find the PDF you want to upload, and select "open"

This will upload the document you select and place it in the sites folder you selected in step 9.

Select Insert.

13. You have now inserted a link to a pdf, when a member clicks the link created, it will open the PDF in another tab of their browser.
14. Click save on the upper left corner