

ClubRunner

Help Articles > Club Help > Club - Administration Guide > Committees > How do I add committee documents?

How do I add committee documents?

Omar S. - 2023-03-09 - Committees

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

Note

To upload documents to a Committee using the Club version of ClubRunner, the [Enhanced Committee Module](#) is required.

NAVIGATION

- [Navigate to Committee Documents](#)
- [Create a Subfolder](#)
- [Upload a Document](#)

Navigate to Committee Documents

1. To upload a document to a committee, navigate to your club's home page and login. After logging in, click **Member Area** in the top-right of the home page.
2. Along the top of the Member Area, you will see a number of tabs. Click **Organization**.
3. In the menu just below, click **Committees**.
4. Navigate to the [Yearly or Standing Committee](#), then click the Committee's **Name**.

Committees

<< Current: 2022 - 23 >>

[Add New Committee](#)

Name	Chair	Type	Actions
President (Director: John Dean)			
22/23 Annual Goals Committee			   
Donation Projects and Campaigns	Leigh Brackett		   

Total: 2 committee(s)

1. Click the **Documents** tab in the Committee.

Donation Projects and Campaigns

Home > Donation Projects and Campaigns

<< Current: 2022 - 23 >>

Our annual committee to creating & running donation projects.

[Carry this committee over to next year](#)

[Members](#) [Subcommittees](#) **Documents** [Email](#)

Sort using first name

[Add Member](#)

Name ^	Club ♦	Position ♦	Access Level ♦	Preferred Phone ♦	Email ♦	Actions
Brackett, Leigh	Green Town	Chair	Chair	715-555-2323		
Chu, Eddie	Green Town	Committee Secretary	Secretary	515-555-8888	edward@example.com	

Total: 2 member(s)

1. On the right-side of the page, you will have two options for the **Main** folder:

- **Folder Icon** - Create a new folder for the Committee.
- **File Icon** - Upload a Document to the Committee.

Committee List

Home > Donation Projects and Campaigns

<< Current: 2022 - 23 >>

Our annual committee to creating & running donation projects.

[Carry this committee over to next year](#)

[Members](#) [Subcommittees](#) **Documents** [Email](#)

Name	Owner	Uploaded File	Last Updated	Authorization	Actions
Main					

Create a Committee Document Subfolder

1. Click the **Folder** icon for the Main folder, or another folder, to create a nested subfolder.

Committee List



[Home](#) > Donation Projects and Campaigns

<< Current: 2022 - 23 >>

Our annual committee to creating & running donation projects.


[Carry this committee over to next year](#)

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

Name	Owner	Uploaded File	Last Updated	Authorization	Actions
 Main					 

1. A popup will display to create the folder. Click the **Please select folder** dropdown to select the folder to create the new folder in. Otherwise, leave as **Main** to create the new folder in the Main documents folder.

Please select folder



Main 

Name (at most 250 characters)

Projects

Description (at most 1000 characters)

Our Project documents for 2022-23

1. Enter a **Name** for the folder.

Please select folder

Main

Name (at most 250 characters)

Projects

Description (at most 1000 characters)

Our Project documents for 2022-23

Cancel

Save

1. Enter a **Description** for the folder.

Please select folder

Main

Name (at most 250 characters)

Projects

Description (at most 1000 characters)

Our Project documents for 2022-23

Cancel

Save

1. Click the **Save** button.

Please select folder

Main

Name (at most 250 characters)

Projects

Description (at most 1000 characters)

Our Project documents for 2022-23

Cancel Save

The folder will be saved to the Committee's Documents List.

Donation Projects and Campaigns


Home > Donation Projects and Campaigns

<< Current: 2022 - 23 >>

Our annual committee to creating & running donation projects.

Carry this committee over to next year

Members Subcommittees Documents Email

Name	Owner	Uploaded File	Last Updated	Authorization	Actions
Main					 
Projects					     

You will see these options for your new subfolder:

- **Folder Icon** - Create a new subfolder, within the folder.
- **File Icon** - Upload a Document to the folder.
- **Pencil Icon** - Edit the folder's details (Parent folder, Name, Description).
- **X Icon** - Delete the folder. Note, all documents within the folder will also be deleted.
- **Down Arrow** - Move the folder or document down the list.
- **Up Arrow** - Move the folder or document up the list.

Upload a Document

1. Click the **File** icon to upload a document to the folder.

Donation Projects and Campaigns



[Home](#) > Donation Projects and Campaigns

<< Current: 2022 - 23 >>

Our annual committee to creating & running donation projects.

[Carry this committee over to next year](#)

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

Name	Owner	Uploaded File	Last Updated	Authorization	Actions
📁 Main					 
📁 Projects					   

1. A popup will display to upload the file. Click the **Please select folder** dropdown to select the folder to upload the document into.

Please select folder

---Projects 

Name (at most 250 characters)

2023 Fun Run Project Plan

Description (at most 1000 characters)

Slides & plan for the 2023 Fun Run.

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.**

1. Enter a **Name** for the document.

Please select folder

---Projects

Name (at most 250 characters)

2023 Fun Run Project Plan

Description (at most 1000 characters)

Slides & plan for the 2023 Fun Run.

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.**

Choose File

Cancel Save

1. Enter a **Description** for the document.

Please select folder

---Projects

Name (at most 250 characters)

2023 Fun Run Project Plan

Description (at most 1000 characters)

Slides & plan for the 2023 Fun Run.

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.**

Choose File

Cancel Save

1. Click the **Access Level** drop down to set who is able to access the document. You will have these options:

- **Committee Members** - Only members within the Committee will be able to download and open the document.
- **Members** - Any member of your organization can download and open the document.
- **Public** - Any visitor or member can download and open the document.

Please select folder

---Projects

Name (at most 250 characters)

2023 Fun Run Project Plan

Description (at most 1000 characters)

Slides & plan for the 2023 Fun Run.

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.**

Choose File

Cancel Save

1. Click the **Choose File** button to select the document to upload.

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

---Projects

Name (at most 250 characters)

2023 Fun Run Project Plan

Description (at most 1000 characters)

Slides & plan for the 2023 Fun Run.

Access Level:

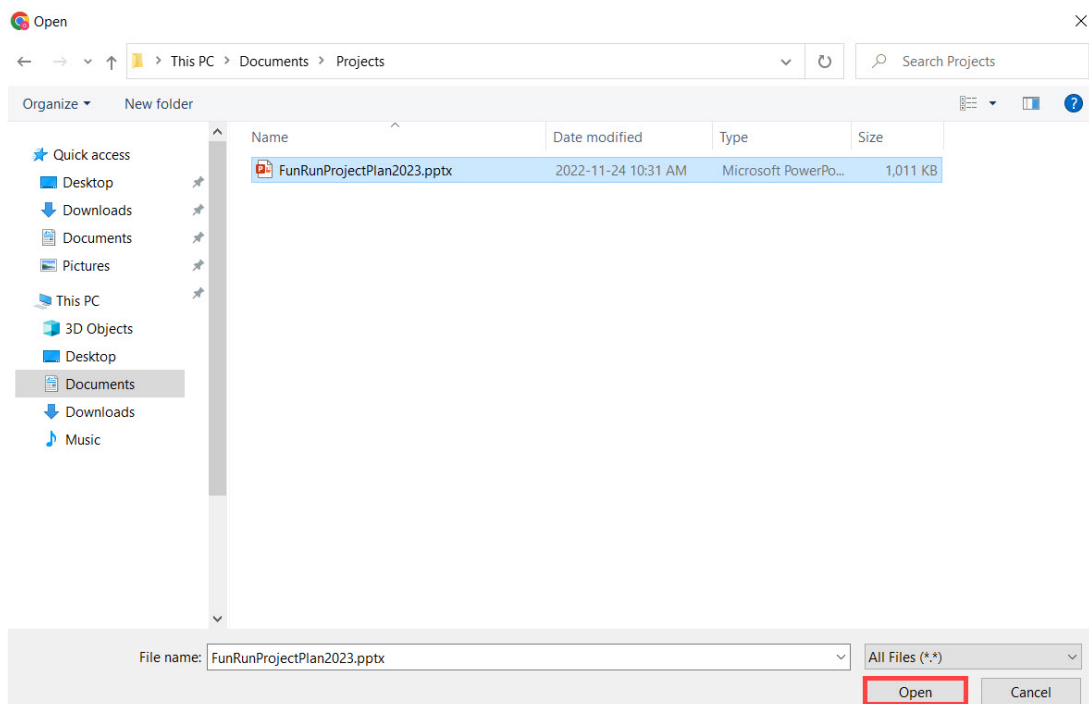
Committee Members

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.**

Choose File

Cancel **Save**

1. In your devices' file explorer, navigate to the document, then click the document, and click **Open** in the popup to upload the document. You can also double-click the document to select it for upload.



1. Click the **Save** button to save the document to the Committee.

Please select folder

---Projects

Name (at most 250 characters)

2023 Fun Run Project Plan

Description (at most 1000 characters)

Slides & plan for the 2023 Fun Run.

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.**

Choose File FunRunProj...lan2023.pptx

Cancel

Save

The document has been uploaded to the folder selected. You will have these options to manage the document:

- **Pencil Icon** - Edit the document's details (Parent folder, Name, Description, Access Level, and File).
- **X Icon** - Delete the document from the folder.
- **Down Arrow** - Move the document down one row.
- **Up Arrow** - Move the document up one row.
- **Clipboard Icon** - Copy the URL or website address, to download the document.

Donation Projects and Campaigns













Home > Donation Projects and Campaigns

<< Current: 2022 - 23 >>

Our annual committee to creating & running donation projects.

[Carry this committee over to next year](#)

[Members](#) [Subcommittees](#) [Documents](#) [Email](#)

Name	Owner	Uploaded File	Last Updated	Authorization	Actions
Main					 
Projects					    
2023 Fun Run Project Plan	Charles Hampton	FunRunProjectPlan2023.pptx	03-09-2023	Committee Members	    

Related Content

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