

ClubRunner

Help Articles > District Help > District - Administration Guide > Committees > How do I post Documents for a Committee?

How do I post Documents for a Committee?

Zach W. - 2021-04-19 - Committees

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




Normally to do this the District or Club would have to order the **Enhanced Committees Module**, however this is included at no extra charge on the District.

1. Please go to your District webpage and click on the **Login** link at the top right of the page. Then enter your login details and login.
2. You are now logged in. To access the District Administration page, 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 **District 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.

Committees

<< Current: 2020 - 21 >>

Add New Committee

Name	Chair	Type	Actions
District Governor (Director: Carlo Digg)			
Board		Private	   
Demo Committee			   
District Secretary (Director: Annetta Blackboro)			
Website Committee	Abe Aaronson		   

Total: 3 committee(s)

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

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	Chair	Chair		aaa@example.com	
Campbell, Kimberly	Purple Metro		Member		Kimberly.Campbell@example.com	
Castiele, Karen	Purple Metro		Member		kcastiele@example.com	

Total: 3 member(s)

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.

Please select folder

Main

Name (at most 250 characters)

Website Requirements

Description (at most 1000 characters)

A description of each requirement for a completed website

Cancel Save

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)

Website Requirements

Description (at most 1000 characters)

A description of each requirement for a completed website

Cancel Save

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)

Website Requirements







Description (at most 1000 characters)

A description of each requirement for a completed website

Cancel Save

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

Members Subcommittee **Documents** Email

Name	Owner	Uploaded File	Last Updated	Authorization	Actions
Main					 
Website Requirements					   

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

Please select folder
 ---Website Requirements

Name (at most 250 characters)
 Website Banner

Description (at most 1000 characters)
 An outline of website banner options

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 | No file chosen

Cancel Save

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
 ---Website Requirements

Name (at most 250 characters)
 Website Banner

Description (at most 1000 characters)
 An outline of website banner options

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 | No file chosen

Cancel Save

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

Please select folder
---Website Requirements

Name (at most 250 characters)
Website Banner

Description (at most 1000 characters)
An outline of website banner options

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.**

No file chosen

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

Please select folder
---Website Requirements

Name (at most 250 characters)
Website Banner

Description (at most 1000 characters)
An outline of website banner options

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.**

No file chosen

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 4 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
---Website Requirements

Name (at most 250 characters)
Website Banner

Description (at most 1000 characters)
An outline of website banner options

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.**

No file chosen

16. 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
---Website Requirements

Name (at most 250 characters)
Website Banner

Description (at most 1000 characters)
An outline of website banner options

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.**

No file chosen

Related Content

- [VIDEO: Organize and manage your Committees](#)
- [How do I send emails to Committee members?](#)
- [How do I add a member to a District Committee?](#)
- [How do I create a District Committee?](#)
- [How do I add, remove, or edit a district officer/director?](#)