

## How To Guide - Uploading Documents

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You can upload documents to be displayed on the site. Documents are categorized and are sorted by the "**document date**" descending. For meeting minutes and notices the document date ensures correct sequencing of these documents. The most recent documents will be displayed at the top of the list and the documents will be categorized. Document categories can be created or edited through the "**Document Categories**" administration.

Documents should be of type "**PDF**" unless you want parents to edit the document.

1. Go to the "**CONFIG**" tab => select "**Document Admin**".
2. Click the "**Upload New**" button.
3. Click the "**Browse**" button and locate the file on your computer. Then click on the file and click the "**Open**" button to select the file.
4. Select the "**Document Category**", enter an optional "**Document Title**" and optional "**Description**".

The document will now be listed on the web site and be available for use in the email system as an attachment or it can be attached to a schedule as a "**Schedule Document**".