

## Secretarial web-posting INSTRUCTIONS for chapter Secretaries

If you are constantly wrestling (like me) with the monthly posting of Minutes, try using this. Hint: follow directions first! That IS why you are reading this. So--humor me-and yourself!

### Part #1 – “Logging on to Mark’s public website site”—

At the public website, the computer first needs to recognize your computer in order to perform the functions you have been given permission to perform.

Click on the 'MEMBERS' tab. At >Login enter your user name and password in the necessary boxes. Hit "return"/enter.

### Part #2 - -Before posting the Secretarial minutes, the Minutes event must first be viewable in an area called Open the icon called 'Events Calendar'. If it is already there, move to Part #3. If it is NOT listed, it must first be posted – so...position the cursor at **News & Events**.

Click on '**News &\* Events**'. Click '**Event Calendar**'. After a couple seconds – you will see a monthly calendar for a particular month. Observe the screen..... Select the month/year calendar page that you require for a date posting. If the event you want is NOT listed, you will need to list/post it.

Above and to the right of the 'calendar' is a very small box titled '**Add New Event**'. Put the cursor there and click. A new window will open. Click on 'General'- unless you are already there. At "**Title**", enter a name of your choosing – Be certain to fill in the 4 RED boxes, and click on '**Save**' at the bottom left. Note: do not (at this point) check the box 'notify all members about this event'. You do NOT want to send it out before it is 'done cooking'. Your titled event will now be posted/viewable on the calendar on the day/date specified – if you did everything correctly... GET UP, POP A COLD ONE.

### Part #3 Final step - Put your cursor on the calendar date overlaying the newly posted event. Click on your posted event. Again yet another new window will appear with the name you gave it. Click on '**Add new File/Resources**'. Again, a new screen will appear. Fill in the "name" box. Fill in the access level'box. Click inside the '**choose file**' Careful now. Here you must find that PDF in your computer (with what you want to share). Double click on it. In seconds you should see the name of your file appear next to "File" of "File Resources".

Move way down and check inside the box called "**Minutes page**" –assuming that is what you want to post. You have now assigned the Minutes (or whatever) in the monthly 'minutes' folder – easily accessible to all regular members (if regular members was your earlier choice. Fill boxes for the remaining 2 red prompts. Click '**Save**'.

A new screen will appear (green) with a positive confirmation. You are done-maybe!

### Checking your work – optional but I do it

From where you are (main page) click on the 'Members' box in the upper right. Locate and click on the 'Minutes' icon. A new window will open. Locate the file – listed by date. Click on the icon to the far right of the date. Again a new window. Fill in the RED highlighted areas if necessary. At the bottom put a check in the 'Minutes' page. Now go back to icon to the far right of the date post and click on it to view your posting for all authorized personnel.