

FJC BOARD OF DIRECTORS HOW TO UPLOAD MEETING MINUTES

1. Convert to PDF. Usually this can be done from inside your Word program, by one of the following methods:

- a. Clicking "File->Save As" then choosing "PDF" from the list of extensions,
- b. Clicking "File->Export" then choosing "PDF"
- c. Printing to a PDF printer driver or "Microsoft Print to PDF".

2. Rename the PDF file so that it conforms to our existing format, which is "FJC_AdHocPlanningMeeting_YYMMDD.pdf" or "FJC_BoardMeeting_YYMMDD.pdf", depending on type. Here the "YYMMDD" would be filled in by the year, month, and date (2 characters each). If you create your Word doc names in this format in the future, then this step will be unnecessary.

3. Log into the website using the username & password sent to you when your account was created.

a. Look for the last email sent from fredjazz.org in your archives entitled "Account details for **mclark12348**". If you have not logged in before, this email will contain a one-time link you can use to log in and change your password. If you have logged in before, then presumably you already know your password.

b. Go to <http://www.fredjazz.org> and scroll down to the login section on the left, under "User menu". Log in using the above-mentioned link and/or your password. Once logged in, because you are an administrator, you will see an additional menu strip appear at the top of your page. You can ignore this menu and just use the usual one.

4. Visit the FJC Board Public Page. Just above the rotating images on the page, you will see the usual menu, and it contains a pull-down option called "About Us", with some sub-options. You want the first one ("FJC Board of Directors").

5. Edit the FJC Board Public Page. On this Board of Directors public page, you will see all the existing meeting minutes posted. To add yours, look for the "Edit" tab under the main "FJC Board of Directors" header, in the body of the page. Click on this "Edit" tab.

6. Add the new file(s). Scroll down this Edit page until you see all the existing meeting minutes files which have already been added. After the last one, you will see a link to "Add a new file". Under that will be a browse button and an upload button. Use the Browse button to choose the PDF you created in Step 2 above. Then hit the "Upload" button to upload it. When it is done uploading, there are only three final steps:

- a. Fill in the Description under this file. For ease of reading, our format there is "FJC AdHoc Planning Meeting MM/DD/YY" or "FJC Board Meeting MM/DD/YY", depending on meeting type.
- b. Click the "Display" checkbox to the right of the description you just entered.
- c. Then scroll down to the very end of the "Edit" page and click the "Save" button in the bottom left.

7. That's it --- You're done, and can now log off, by clicking the "Log Out" link at the upper right of the top site menu.

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