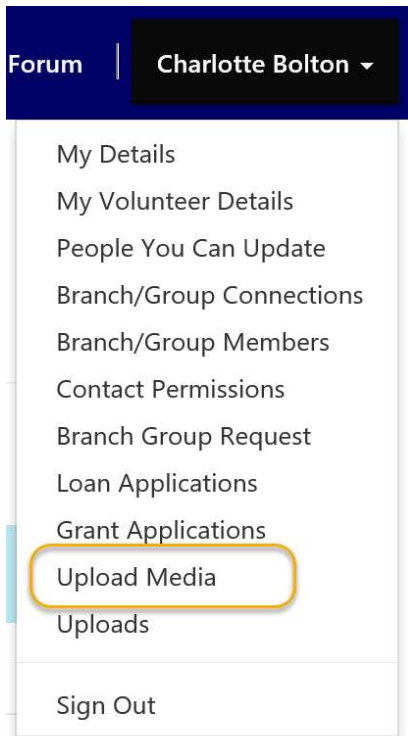


Uploading Media

Within the Volunteer Portal, nominated members of the B/G Committee can upload media they would like to be held against the Branch or Group's record. This could be documents such as meeting minutes, agendas or newsletters

To access the Upload Media functionality, use the drop-down menu and select the Upload Media section



When you click the link and go to the upload media page, the account name will show with the Branch or Group you are linked to. This is the account the media will be uploaded to

Submit media (minutes, agendas, newsletters) to National Office

Summary

ACCOUNT INFORMATION

Account Name *
Corby and Kettering Branch

Parent Account

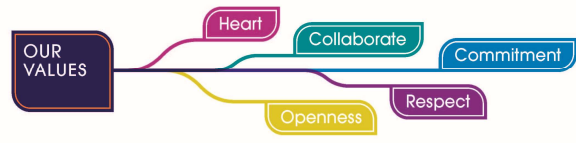
—

Attach a File

Browse...

Submit

To attach a document, click browse which can be found under Attach a File



Attach a File

Select the document you would like to upload. In this example, I have chosen a document from my personal drive, selected the document and clicked Open

Attach a File

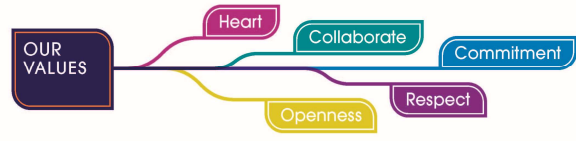
The document will now show in the field. To complete the upload, click Submit

Once documents have been uploaded, they can be found in the Uploads area of the system

Forum | Charlotte Bolton ▾

- My Details
- My Volunteer Details
- People You Can Update
- Branch/Group Connections
- Branch/Group Members
- Contact Permissions
- Branch Group Request
- Loan Applications
- Grant Applications
- Upload Media
- Uploads**
- Sign Out

To access these documents, select uploads from the drop-down list.



Uploaded Media

Account Name ↑

Ringstead Branch



Click the drop-down next to the branch name, and click view details

Summary

ACCOUNT INFORMATION

Account Name *

Ringstead Branch

7 days ago

Anne-Marie Bolton

Consent Categories Explained.pdf (418.00 KB)

7 days ago

Anne-Marie Bolton

Dashboard Tasks.pdf (753.60 KB)

7 days ago

Charlotte Bolton

My Contacts - New.pdf (411.72 KB)

7 days ago

Charlotte Bolton

Volunteer Offboarding.pdf (417.64 KB)

Previously uploaded documents will be listed here for viewing or downloading.

Please note – this area is not a 'personal' upload section. Anything uploaded here will be visible to the other people in the Branch who have portal access