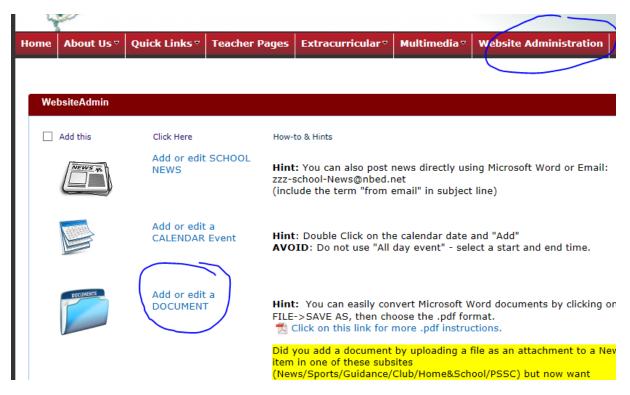
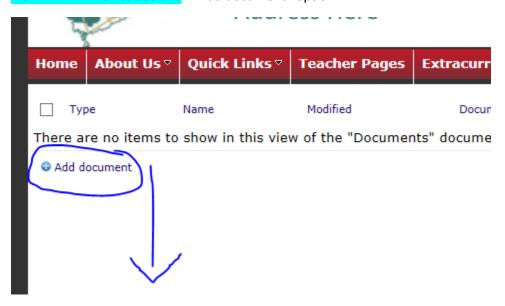
How to Add or Edit a Document

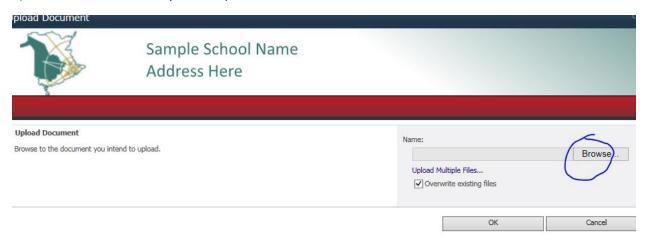
1) Click on Website Administration and then click on "Add or edit a DOCUMENT":



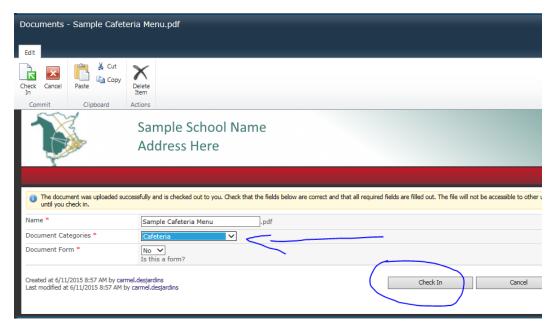
2) Click on "+Add document". If you already have a lot of documents listed you may have to **SCROLL DOWN THE PAGE** to see this "+Add document" option.



3) Browse to find a file on your computer. .PDF files are recommended.



4) Choose the Document Category carefully. This file will appear on the appropriate page(s) based on the category you select. For example, if you select the category "Cafeteria" it will automatically appear on the Cafeteria page. Document Form → Yes or No will place it in the "Forms" section when Yes is selected, otherwise let it default as No. Be sure to "CHECK IN" when finished uploading and selecting category.



5) This page will also allow you to delete a document by placing a checkmark on the left hand side and then clicking on delete.

