

# Instructions to Add a Document to the Board Meeting Folder

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1. Log on to the school website (see Jim Fries if you don't have access)
2. Click "My Account" in the top, right-hand corner of the page.
3. Click on "Site Manager" from the dropdown menu and a new page will appear.
4. Click on the "2017-2018 Board Meetings" page.
5. Click on the top, grey rectangular box that says "2017-2018 Board Meetings" (Flex Editor App)
6. This page works much like a Word Document. To upload a file, put your cursor where you want the file to be located on the page, and then click on the paperclip icon. Browse your files and choose your document to upload. Click "Continue"
7. Type the words you want displayed to identify your file. Click "Insert File"
8. Click the green "Save" button!
9. You can view your changes if you click on "View Website" located toward the left in the heading of the page.