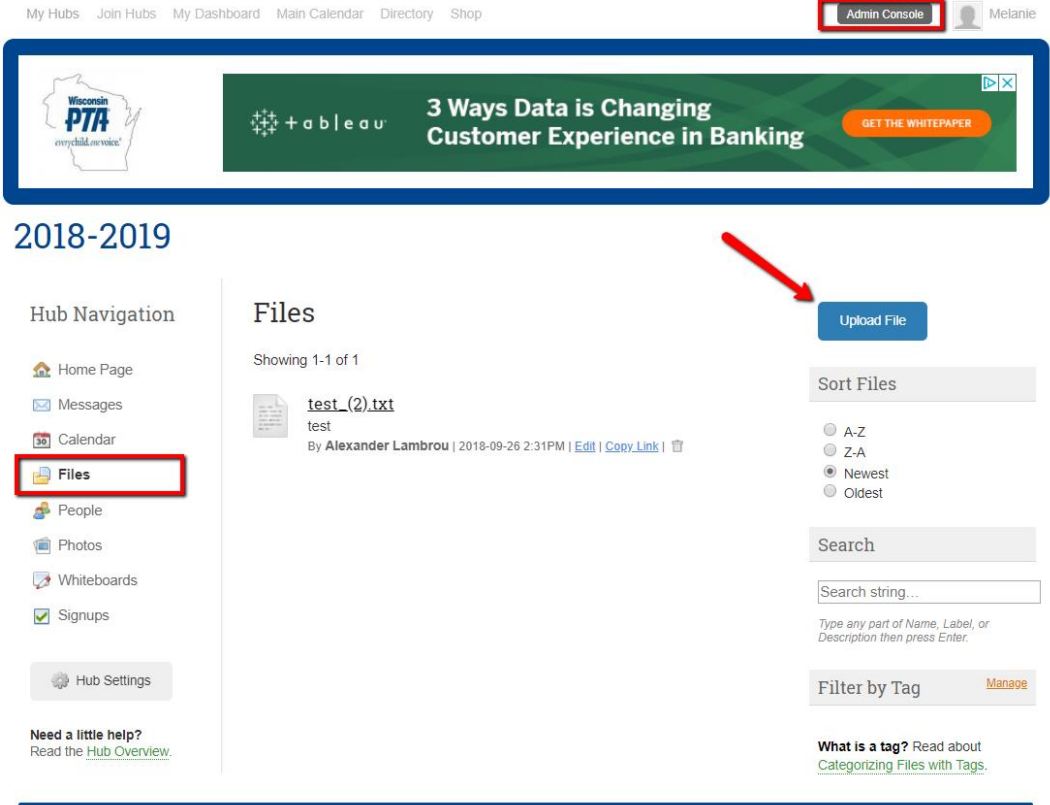


Adding a File to Your Message

To add a file to a message you need to make sure you have the file link from the file section of MemberHub. All files must be hosted within Memberhub First.

- 1) Login to the PTA MemberHub site (app.MemberHub.com).
- 2) Select the **Admin Console** button in the upper right
- 3) At the **Hubs** tab, select the Hub you want to message from:
 - a. Click on **Files** (on the left)
 - b. Select **Upload Files** (right)



The screenshot shows the PTA MemberHub Admin Console interface. At the top right, the 'Admin Console' button is highlighted with a red box. Below the navigation bar, there is a banner for '3 Ways Data is Changing Customer Experience in Banking'. The main content area is titled '2018-2019' and 'Files'. On the left, the 'Files' option in the 'Hub Navigation' sidebar is highlighted with a red box. In the main 'Files' section, there is a file named 'test_(2).txt' with a red arrow pointing to the 'Upload File' button. Below the file list, there are options for sorting files (A-Z, Z-A, Newest, Oldest), a search bar, and a 'Filter by Tag' section.

- 4) Copy the link for the file underneath the file on the files tab.
- 5) Insert this link into the message
 - a. Click **Messages > New Message > Insert > Insert/Edit Link**

Hub Navigation

- Home Page
- Messages
- Calendar
- Files
- People
- Photos
- Whiteboards
- Signups

Hub Settings

Need a little help?
Read the [Hub Overview](#).

New Discussion

To **Select Recipients**
Everyone

Subject

Email Message

Edit Insert View Format Table Tools

Font Far

- Insert/edit video
- Insert/edit image
- Insert/edit link **Ctrl+K**
- Special character
- Anchor
- Horizontal line
- Insert date/time

p

Announcements can optionally send a text message (SMS) in addition to email. Discussions can only send email.

Help

- 6) Once you click **Insert Link**, insert the link in the **URL** box. The **Text to display** and **Title** boxes are not necessary.

Wisconsin PTH
+ a b l e o u
FIVE BEST PRACTICES TO
ENABLE POPULATION
HEALTH MANAGEMENT
GET THE WHITEPAPER

2018-2019

Hub Navigation

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Insert link

Url

Text to display **Not Needed**

Title **Not Needed**

Target None

Ok Cancel

Email Message

Edit Insert View Format Table Tools

Font Family Font Sizes

- 7) This is what it will look like in the message. From here, you can finish your message as necessary by adding additional text, recipients etc.

