Uploading Documents on MemberHub

Under dashboard you will see button that says “Files”.

Click on “Files”, and you will see a button on right side that says “Upload files”.

When you click on “Upload Files” all of your document hubs will pop up.

Select who you want to see the files for each hub (Everyone, Executive Committee, Everyone, etc.).

Select “everyone” when you upload the bylaws.

You will then see “Upload Files” and you are good to go.

Only those in the hub that you have selected will see the documents you are posting. (bylaws, agendas, meeting minutes, treasurer reports, etc.)