

Revised 8/5/2019

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.)

The screenshot shows a web browser window with the URL <https://sunshinestate.memberhub.com/dashboard>. The page features a navigation bar with links for Dashboard, My Hubs, Join Hubs, Main Calendar, Directory, Library, and Shop. A user profile for JESSICA is visible in the top right corner. A prominent banner at the top reads "This fundraiser is so much better than a bake sale." Below the banner, the page title "SUNSHINE STATE PTSA" is displayed. On the left side, there is a sidebar menu with options: Activity, Messages, Events, Signups, Files, and Photos/Albums. The main content area, titled "RECENT ACTIVITY", lists several actions: "You announced: financial review to the Executive Committee hub, 6:26 pm", "You announced: Join Sunshine State to the Everyone hub, 10:09 am", "You added the event: Sunshine State table to the Executive Committee hub, 9:37 am", "You added the event: Sunshine State General Meeting to the Executive Committee hub, 9:36 am", and "You added the event: Sunshine State table to the Executive Committee hub, 9:35". A "Walk Me Through" tooltip is visible over the "Files" menu item. A "Help" button is located in the bottom right corner of the dashboard area. The Windows taskbar at the bottom shows the time as 6:44 PM on 8/5/2019.

The screenshot shows a web browser window with the URL <https://sunshinestate.memberhub.com/files>. The page header includes navigation links: Dashboard, My Hubs, Join Hubs, Main Calendar, Directory, Library, Shop. There are also buttons for Store Admin, Admin Console, and a user profile for JESSICA. A prominent yellow banner at the top reads "memberhub \$1 MILLION. ZERO FEES." with a sub-headline "Learn how to get NO-fee payment processing on \$1M in membership sales." Below the banner, the main heading is "SUNSHINE STATE PTSA". On the left is a sidebar menu with options: Activity, Messages, Events, Signups, Files, and Photo Albums. The main content area is titled "Files" and shows "Showing 1-4 of 4" items:

- [Sunshine_State_membership_list.xlsx](#) By JESSICA SUMMERS | 2019-06-29 9:32AM | Edit | Copy Link
- [Thank_you_for_joining_Sunshine_State_PTSA.docx](#) By JESSICA SUMMERS | 2019-06-29 9:31AM | Edit | Copy Link
- [SSPTSABylaws2016.pdf](#) By JESSICA SUMMERS | 2019-06-29 9:31AM | Edit | Copy Link

There is an "Upload File" button at the top right of the file list. A search bar is present with the placeholder "Enter value then press <Enter>". Below the search bar is a "Sort Files" dropdown menu set to "Newest". A "Help" button is located at the bottom right of the file list area. The Windows taskbar at the bottom shows the time as 6:45 PM on 8/5/2019.

This screenshot shows the same MemberHub website as above, but with a "Select Hub" dialog box open in the center. The dialog box has a title bar "Select Hub" and a close button. The main text inside the dialog says "Click on the hub where you want to create your new File." Below this is a yellow box titled "What is a Hub?" with a "Dismiss" link. The text in the yellow box reads: "A hub is a group within your organization. All communications (Messages, Files, Photos, Signups, etc.) take place inside a hub. You may belong to several hubs, such as a committee, board, or class hub. The Everyone hub is designed to automatically contain all the people in your MemberHub site." Below the yellow box is a list of hub options:

- [2018-2019 members](#)
- [2019-2020 members](#)
- [Everyone](#)
- [Executive Committee](#)

The background of the website is dimmed. The sidebar menu and file list are visible but partially obscured. The Windows taskbar at the bottom shows the time as 6:45 PM on 8/5/2019.

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The screenshot shows a web browser window with the following elements:

- Browser Tabs:** FL PTA VP for Regions & Council, Attention 2010-2011 New and R..., Everyone.
- Address Bar:** https://sunshinestate.memberhub.com/hubs/35151/repository_files/new
- Navigation:** Dashboard, My Hubs, Join Hubs, Main Calendar, Directory, Library, Shop. User: JESSICA.
- Advertisement:** Sunshine State PTA memberhub \$1 MILLION. ZERO FEES. Learn how to get NO-fee payment processing on \$1M in membership sales.
- Page Title:** Everyone
- Hub Navigation:** Home Page, Messages, Calendar, Files, People, Photos/Albums.
- File Upload Form:**
 - Choose File | No file chosen
 - Description (Optional)
 - Tag this file with
 - Edit Tags
- Taskbar:** OFFICERS 2019-20...pdf, Search bar, System tray (6:45 PM 8/5/2019).