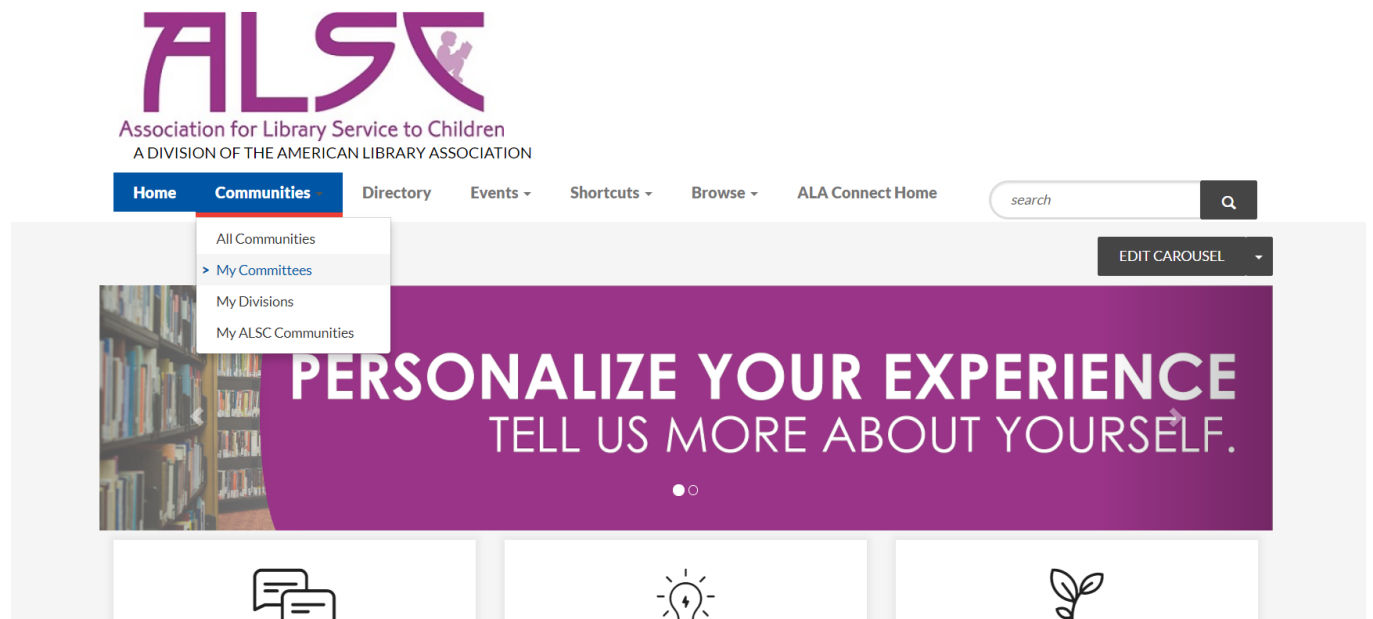


Posting Meeting Minutes and Files:

Step 1

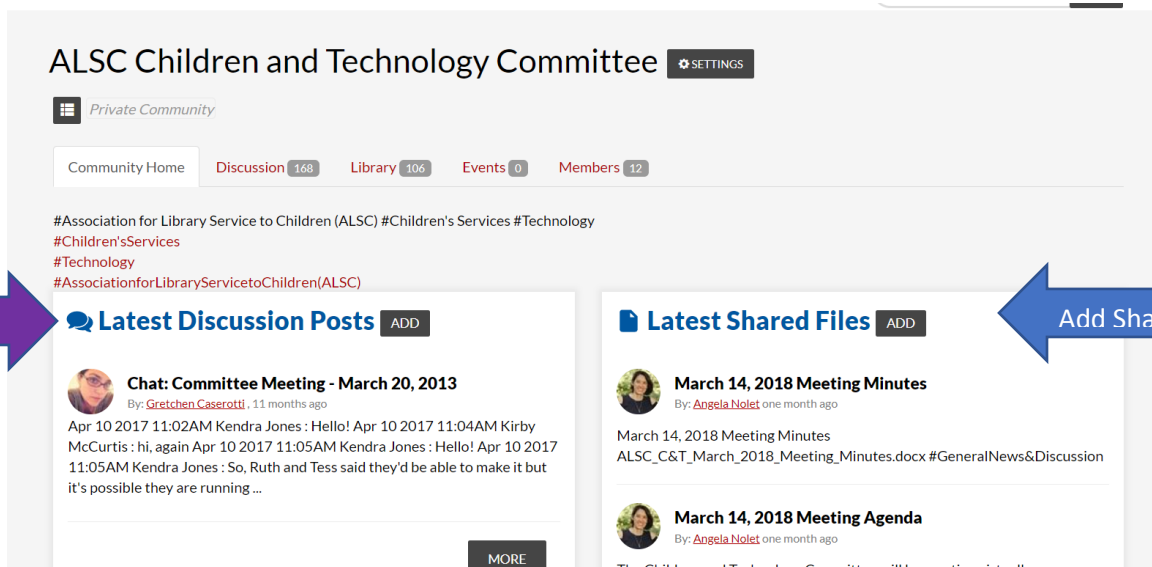
Log in to ALA Connect and find your committee page:

- On the home screen, navigate to and click on “My Committees” under “Communities.” This will bring up links to all the committee pages to which you belong.



Step 2

- Select the committee for which you would like to upload files. Then click “Add” in the Latest Shared Files section. **Note:** Only Community Admins (committee chairs) are authorized to **add files** to the library. However, all members of a community can initiate a **discussion**.



Step 3

- Add a Title for the file, specify the library (committee library) to which this file should be posted, and add a description. Entry Type should be “Standard File” (for excel files, word docs, PDFs, etc.) Then click “Next.”

The screenshot shows the 'Add to a Library' form. At the top, it says 'ASSOCIATION FOR LIBRARY SERVICES TO CHILDREN' and 'A DIVISION OF THE AMERICAN LIBRARY ASSOCIATION'. Below that are navigation links: Home, Communities, Directory, Events, Shortcuts, Browse, ALA Connect Home, and a search bar. The form itself has the following fields:

- Title:** A text input field.
- Library:** A dropdown menu with 'ALSC MEMBERSHIP COMMITTEE (ASSOCIATION FOR LIBRARY SERVICES TO CHILDREN)' selected.
- Folder:** A dropdown menu with '[SELECT FOLDER]' selected.
- Description:** A rich text editor with a toolbar containing options like Bold, Italic, Underline, Bulleted List, Numbered List, Link, Unlink, Text Color, Background Color, Undo, Redo, and HTML. The text area is currently empty.
- Entry Type:** A dropdown menu with 'STANDARD FILE UPLOAD' selected.

At the bottom of the form are two buttons: 'NEXT' and 'CANCEL'. Below the buttons, it says '(Next up: Upload Your Files)'.

Step 4

- Click the “Choose and Upload” button to navigate to and select the file on your computer for upload.
- Click “Finish” to upload the file.

The screenshot shows the 'Upload Your Files' form. At the top, it says 'Divisions' and 'Round Tables'. Below that are navigation links: Contact Us, ALA.org, ALSC Website, Code of Conduct, Hi, Elizabeth Serrano, and a search bar. The ALSC logo is prominently displayed, along with the text 'Association for Library Service to Children' and 'A DIVISION OF THE AMERICAN LIBRARY ASSOCIATION'. Below that are navigation links: Home, Communities, Directory, Events, Shortcuts, Browse, ALA Connect Home, and a search bar. The form itself has the following elements:

- CHOOSE AND UPLOAD:** A button with an upward-pointing arrow icon. A blue arrow points to this button from the left.
- Navigation Buttons:** A row of four buttons: 'NEXT', 'FINISH', 'PREVIOUS', and 'CANCEL'. A green arrow points to the 'FINISH' button from below.

At the bottom of the form, it says '(Next up: Describe Your Files)'. Below the form is a blue footer bar with the ALA logo, 'American Library Association', 'Membership' (with links for Join, Renew, Donate, and Request a New Community), and 'Get Connected' (with social media icons for Twitter, Facebook, and LinkedIn).

Note: Files uploaded will not send a notification to the group. It will just upload the file. If you would like to alert your community members of a newly uploaded file, you must add that alert as a discussion post or send an email.