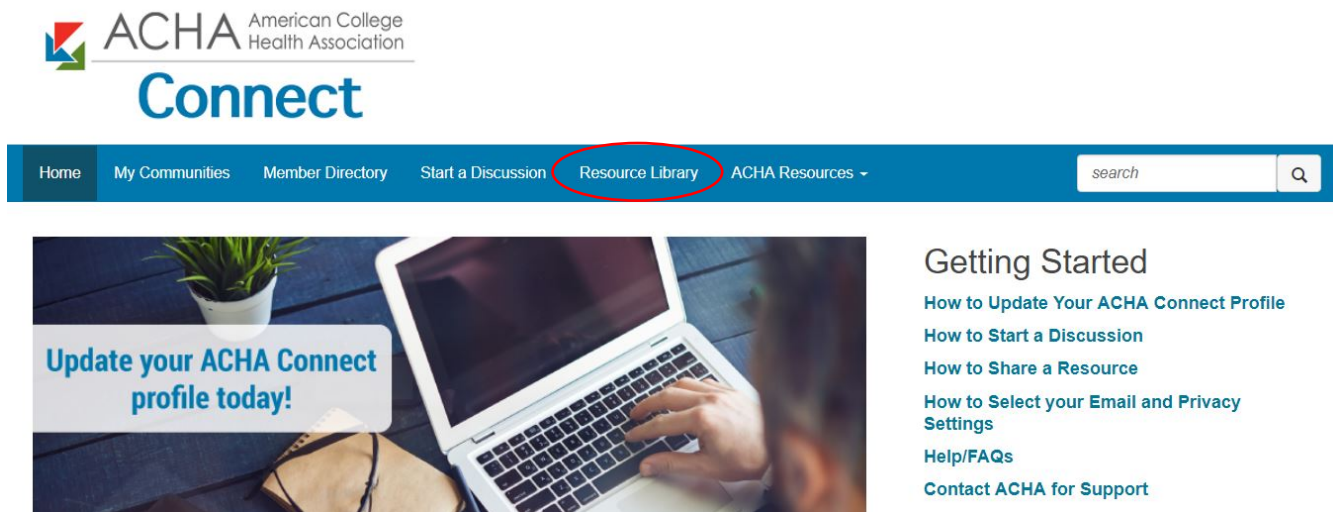
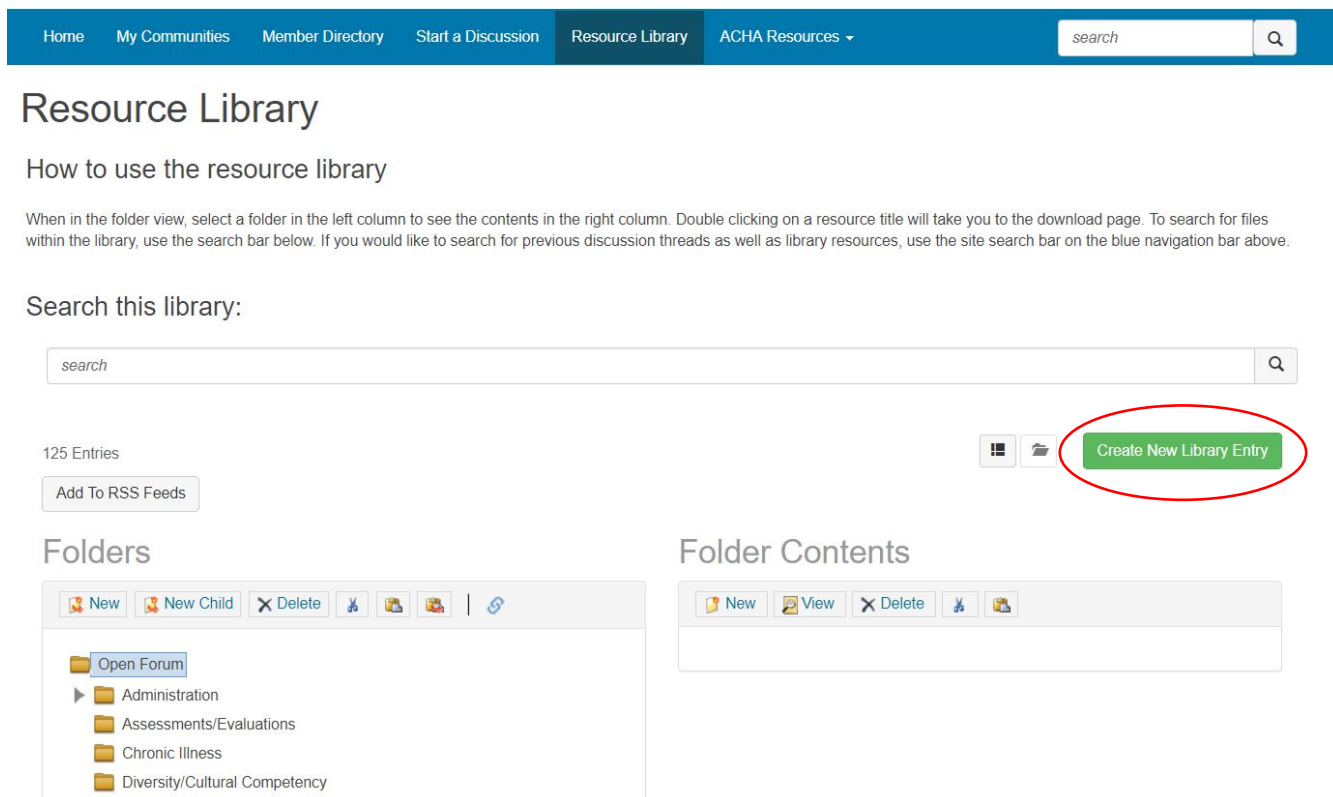


How to Share a Resource

1. Within ACHA Connect, members are able to share resources, including documents such as standing orders or policies, images, videos or articles. There are several ways to share a resource. One of the simplest ways is to click on “Resource Library” on the blue navigational toolbar.



2. On this screen you will see the resource library folders. Clicking on a folder will show you all the shared resources that have previously been uploaded. Click on the green “Create New Library Entry” button.



3. A content window will appear where you can enter a title and description. In the “Library” drop-down, select the community where you’d like to have your resource posted.

Add to a Library

The screenshot shows a form titled "Add to a Library". It contains the following elements:

- Title***: A text input field.
- Library***: A dropdown menu with "[Select Library]" as the placeholder.
- Description**: A rich text editor with a toolbar containing options like Bold, Italic, Underline, Strikethrough, Bulleted List, Numbered List, Indent, Outdent, Text Color, Background Color, Link, Unlink, Image, Video, and HTML. Below the toolbar is a large text area for the description.
- Entry Type**: A dropdown menu with "[Select Type]" as the placeholder. A note below it says "Entry Type: Select the type of library entry you will create *".
- Owner**: A text input field with a green "Lookup" button to its right.
- Navigation**: "Next" and "Cancel" buttons at the bottom left.

4. Select the type of entry you will create.

This screenshot shows the "Entry Type" dropdown menu from the previous form. The menu is open, displaying the following options:

- [Select Type]
- Copyright Licensed File(s)
- Hyperlink
- Standard File Upload
- Webinar
- YouTube Video

The "Next" and "Cancel" buttons are visible at the bottom left of the form area.

5. On the next screen, you will be asked to upload the file.

Upload Your Files

The screenshot shows the "Upload Your Files" screen. It contains the following elements:

- Choose and Upload**: A button with an upload icon.
- Navigation**: "Next", "Finish" (highlighted in green), "Previous", and "Cancel" buttons.
- Note**: "(Next up: Describe Your Files)" at the bottom.

6. Once you’ve selected and uploaded your file, click the green “Finish” button. You will then be taken to a webpage where you can see your completed resource upload.