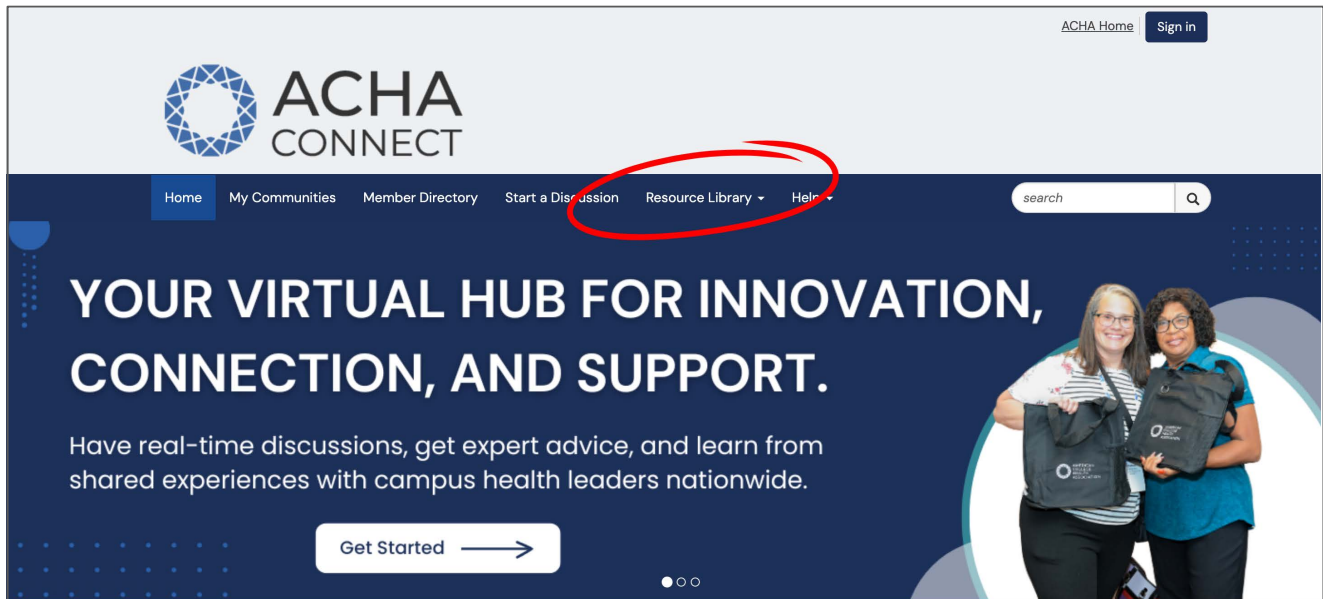
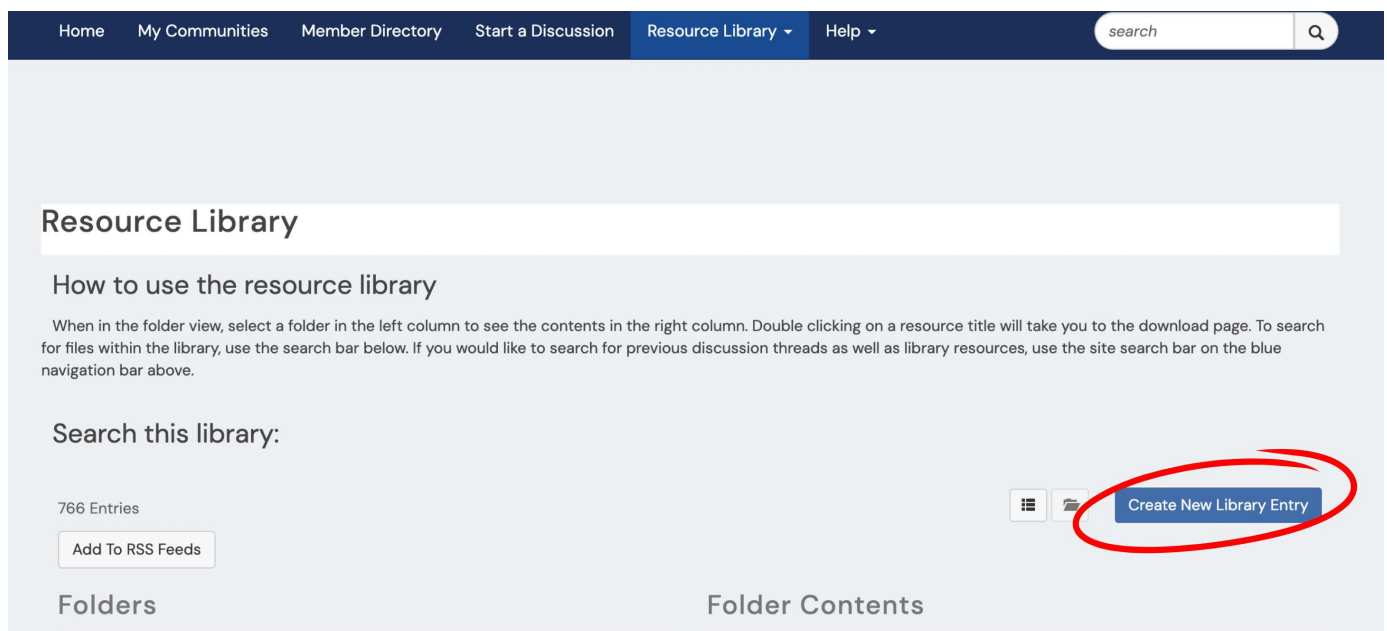


How to Share a Resource

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 has several fields and a rich text editor:

- 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 for font size (11pt), paragraph style, bold, italic, underline, strikethrough, link, unlink, list, and text color. Below the toolbar is a large text area with a "p" placeholder and a "HTML" toggle.
- Entry Type: Select the type of library entry you will create ***: A dropdown menu with "[Select Type]" as the placeholder.
- Custom Thumbnail Image**: A section with a "Select Image" link and a note: "A thumbnail will be auto-generated for your entry based on the entry type. This custom option is to select your own image to show alongside your entry. Landscape images measuring at least 1200px x 600px are ideal."
- Next** and **Cancel** buttons at the bottom left.

4. Select the type of entry you will create.

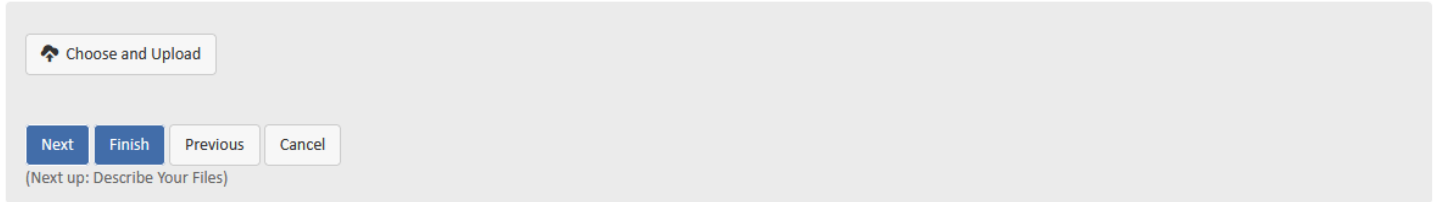
This screenshot shows the "Entry Type" dropdown menu from the previous form, which is open and displaying a list of options:

- [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 a light gray rectangular area representing a web interface. At the top left, there is a button with a small upward-pointing arrow icon and the text "Choose and Upload". Below this button, there are four buttons arranged horizontally: "Next" (dark blue), "Finish" (medium blue), "Previous" (light gray), and "Cancel" (light gray). Below the "Next" and "Finish" buttons, there is a small text label in parentheses: "(Next up: Describe Your Files)".

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