

Using your Connect Library: Archiving & Setup

Creating Folder Structure

- This can change as your group's needs evolve
- Suggestions in the screenshot, but note that all may not apply to your group; use others as needed
- Start simple and add sub-folders or new folders as needed – avoid burying a single file in multiple sub-folders

Suggested Naming Schema

- **YEAR-MO-DAY Descriptive Name** (event, location/virtual/phone)
- A different schema is fine – but consistency is incredibly helpful with archiving
- Note that dates and locations are available by clicking through to the Library Entry, but it's much easier to locate files if you put this information directly in the name

Based on work by Natasha Arguello, past BRASS Chair

The image displays two screenshots of the 'Your Connect Group' library interface. The top screenshot shows the 'LIBRARY' tab selected, with a yellow box labeled '#1: Library tab' pointing to the tab. Below the tab, the 'Folders' section shows a tree structure for 'Your Connect Group' with sub-folders like 'Onboarding & Resources', 'Meeting Minutes & Agendas', 'Archived Materials', 'Committee Reports', 'Reference Documents', and 'Discussion attachments'. The 'Folder Contents' section shows two files: 'Committee Workplan' and 'Committee Charge'. The bottom screenshot shows the same interface with a yellow box labeled '#3: Create folders and sub-folders as needed' pointing to the 'Folders' section. Another yellow box labeled '#4: Add files' points to the 'Folder Contents' section. A third yellow box labeled '#2: Folder view' points to the 'Folder Contents' section. The interface includes a top navigation bar with links for Home, Communities, My Connect, Find, and Participate, and a search bar. The bottom navigation bar includes links for COMMUNITY HOME, DISCUSSION (234), LIBRARY (62), EVENTS (0), MEMBERS (145), and WORKSPACE. A 'COMMUNITY NAVIGATOR' button is also present.