

How to Add a File to the Resource Bank

1. Click [here](#) to open the window for adding files to a MyAGSOnline Resource Bank.
2. The first page you'll see functions almost like a file folder for the resources you add. Include descriptive information about the topic the file(s) will cover.
 - In the field under "Select Resource Bank," select the community where you'd like to have your resource posted. Keep in mind that the resources you upload to a Resource Bank will be available to anyone in the community where it lives. If you want to share something with an individual member, it's best to email them separately and outside MyAGSOnline.
 - If you'd like to list yourself or another member as an owner of the resource, type an *email address* next to "Owner" and click "Lookup."
 - When you're finished adding descriptive information, click "Next."

Add A Resource

Title: AGS LGBT Eldercare Position Statement Resources

Description: Included here is the full text of the statement, as well as the press release and a few news clips.

Library: Testing Community

Entry Type: Standard File Upload

Owner: dtrucil@americangeriatrics.org Lookup

Daniel Trucil

Next Cancel

3. To add individual files, click the blue "Choose" button and select the file from your desktop or mobile device. Once you've selected all your files, click "Upload File(s)" to complete your upload. When the files appear under "Existing File(s)," your upload is complete.

Add Another File

Choose

Choose

Choose

Upload File(s)

Existing File(s)

AGS LGBT Position Statement.jpg	Aug 11, 2015 2:38 PM	183K
AGS Position Statement on Care of Older LGBT Adults.pdf	Aug 11, 2015 2:38 PM	75K
Equality, Education, Research, & Respect Guide New AGS Recommendations for Care of Older LGBT Adults.docx	Aug 11, 2015 2:38 PM	76K

4. In the next window, you can change the title of individual files or add additional information about specific resources.



5. "Tag Your Entry," lets you link the resource to specific topics or key words. Select from the list of pre-populated tags or add your own under "Other" if the topic for your upload is not already listed. Click "Finish" and you're done adding your file(s) to the Resource Bank.

To find a resource you or someone else has uploaded, click on the name of the community it was posted to [here](#). In the menu beneath the green community name, click on "Resource Bank." If you can't remember where you posted a resource, you can find it using the ["Search"](#) feature at the far right of the menu bar. If you need to delete a resource, [contact](#) the site administrators.