CLUBHOUSE
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Sharing Resources in Clubhouse

Attaching Resources to Your Discussion Post

NAA staff should not post resources to discussions – unless sharing time-sensitive information. If you have a resource to share, please upload it to the community's Library or submit a Zendesk ticket to DET.

➔ Clearly title your attachments and double-check for typos before attaching the file to your post. For example:

- Group Photo from Apartmentalize 2022
- Summer Reading List 2022
- Why I Love My Clubhouse Community

➔ Your **Discussion Subject** should be descriptive and relevant to the resource you are sharing. The Discussion Subject will automatically populate as the **Entry Title**.

➔ In your **Post**, describe the resource to your audience. Provide information that is valuable to the group and explain why you are sharing it.

Library Tip: Attaching files to your discussion post directly saves them in the Clubhouse Community's Library "Main" folder!

Uploading Resources Directly to Your Community's Library

➔ Review the **Library Folders** in your community's Library and select the one that relates to the resource you are sharing.

➔ Click the blue "**Create Entry**" button to share resources in your community's Library.

		Create Entry
📁 Current folder: Articles ✕		View: ☰ ▦ 👤⚙
Filter By: File Type ∨	Sort By: Title A-Z	∨

➔ The **Title** of your Library Entry should be descriptive and connect to the resource(s) you are sharing.

➔ To guarantee that your fellow community members have all the information they need about the resource you are sharing, add a **Description** in your Library Entry.

➔ Ensure that the **Library Entry Type** you select connects to the type of file(s) you are uploading:

Copyright Licensed File(s)

Files that are copywritten must be uploaded with your copyright license. Multiple file types can be uploaded to this Entry Type.

Hyperlink

An internal link (e.g., a page in Clubhouse) or an external link (e.g., a link to an article or website). If you choose to use Link Text, this will customize how your link is displayed rather than listing the full URL.

Standard File(s)

Multiple file types can be uploaded to this Entry Type. This includes file attachments, images, and videos.

Webinar

This Entry Type provides the opportunity to embed a webinar recording that is linked from a third-party provider (e.g., Zoom cloud recording).

YouTube Video

Use this Entry Type to embed a YouTube video in your Library Entry.

➔ If you are uploading a **thumbnail** for your Library Entry, the recommended image size is 1200px x 600px. Thumbnails are optional.

➔ **All files** uploaded directly to the Clubhouse community's Library should have a clear title rather than their attachment name. You can give your files a title on the **"Describe Your Files"** page that appears when you click "next" after uploading your files.

➔ If you are prompted to add a **Title** or **Description** when uploading your files, please do so.

Library Tip: While exploring your community's Library, use the "Recommend" button on the Entries you find most helpful or interesting!

DET Clubhouse Contacts

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