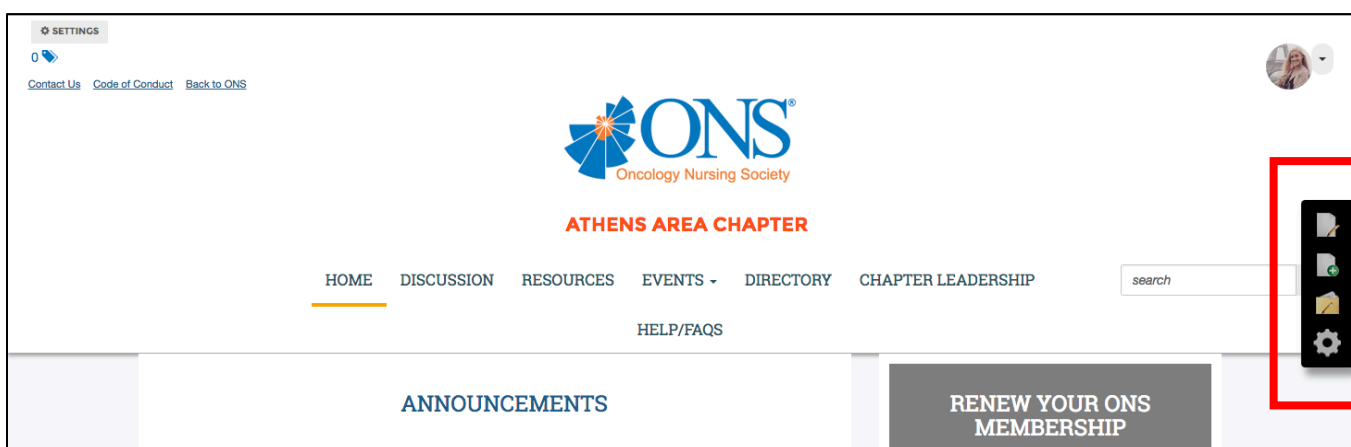
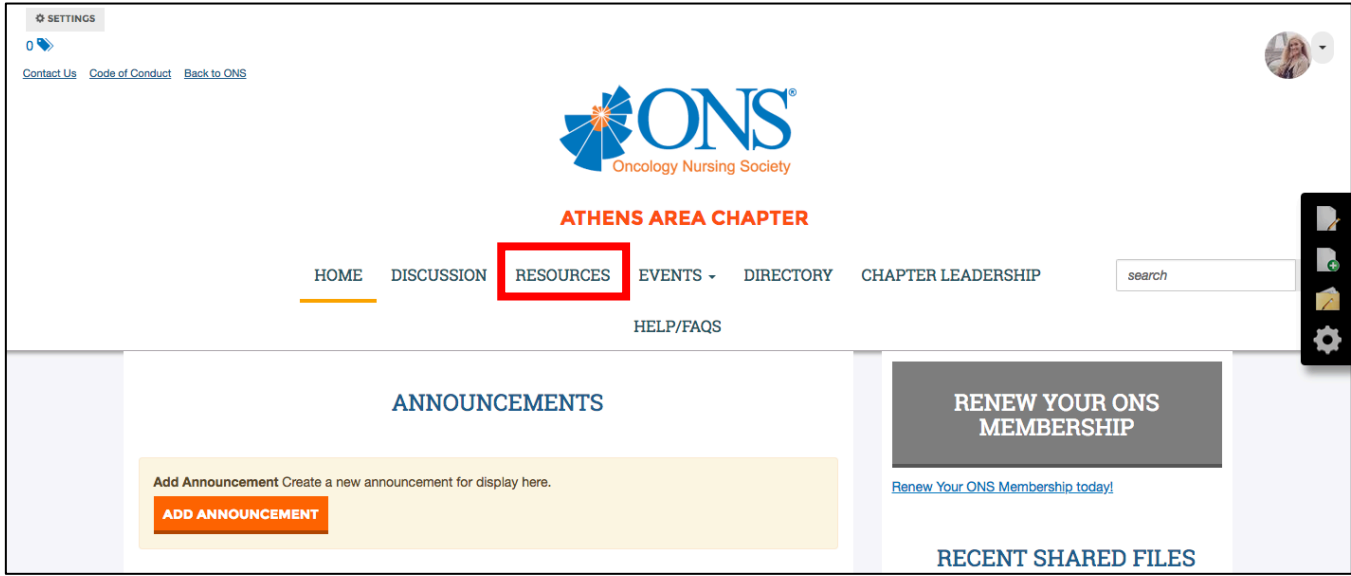


## CHAPTER COMMUNITY TUTORIAL: UPLOADING A FILE

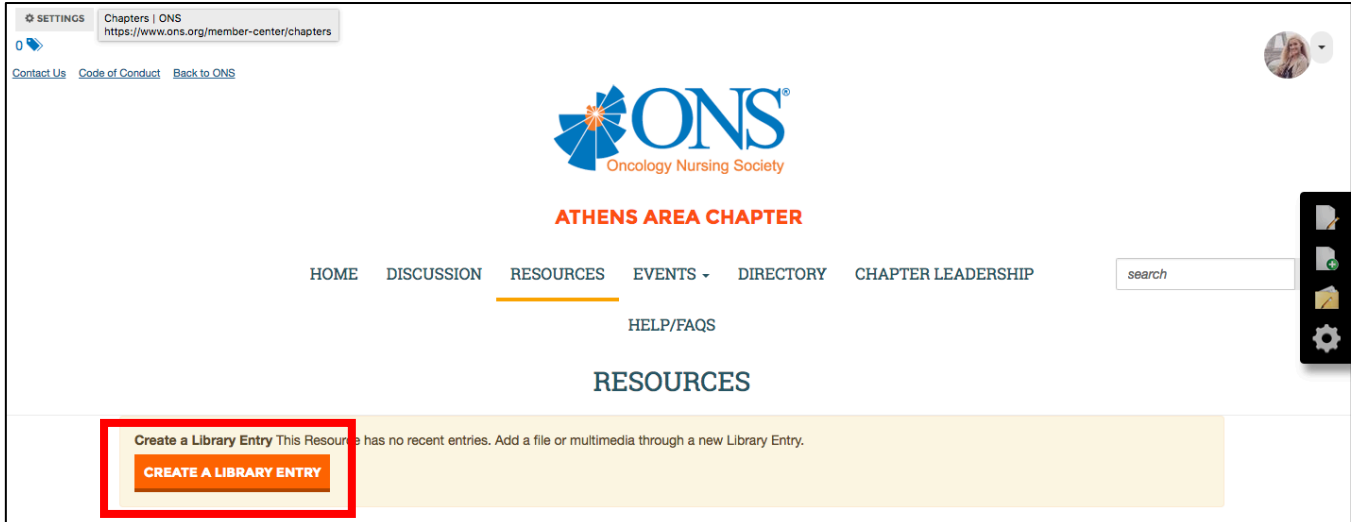
1. Ensure you have administrative access on your chapter community by confirming you can see the admin bar (outlined below in red).



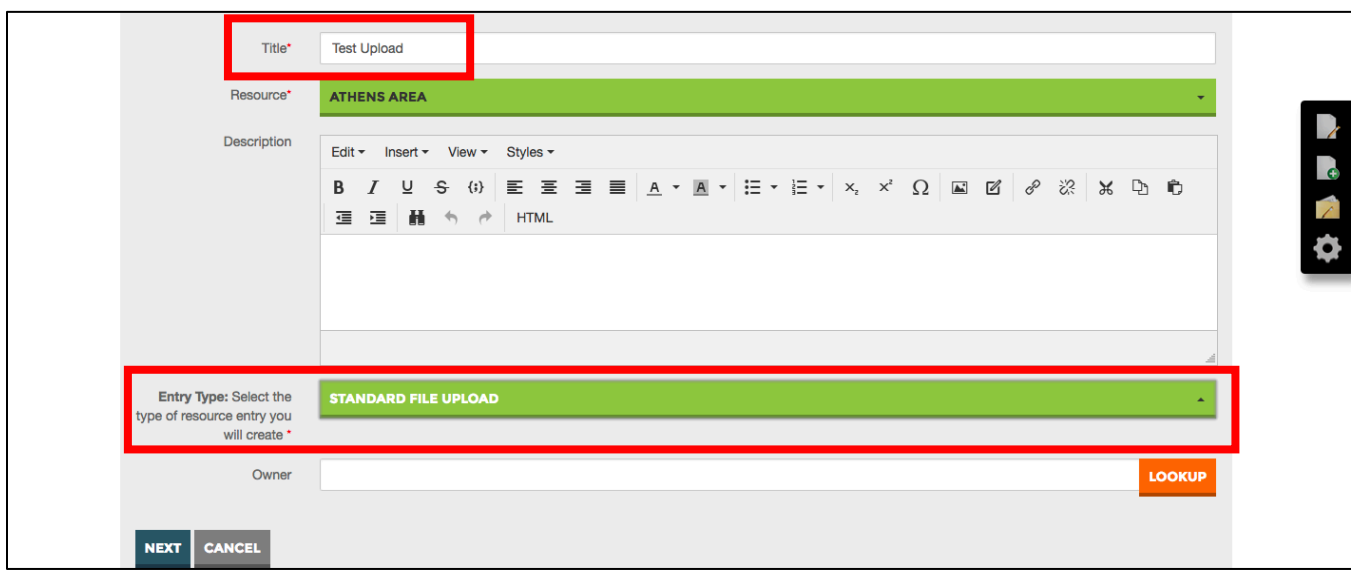
2. Click on the "Resources" tab on the menu.



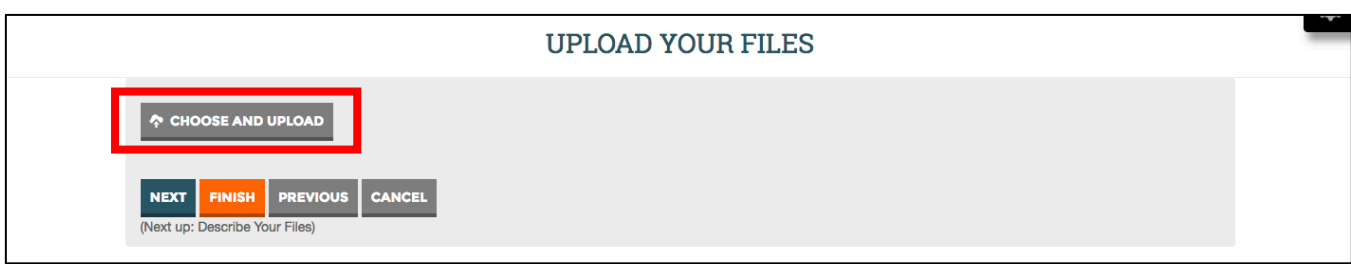
3. Click on the "Create a Library Entry" box.



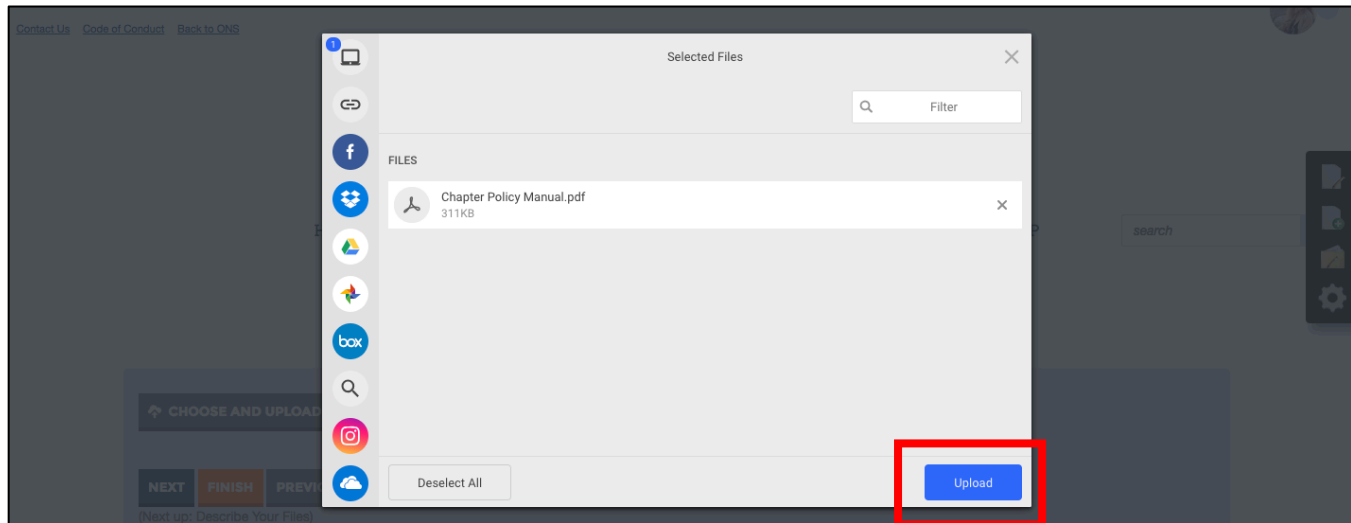
4. Enter a title for your content, and select the type of content you'll be uploading (for most documents, select "Standard File Upload"). Click "Next" at the bottom of the page.



4. Click "Choose and Upload." This will bring up a box that allows you to select files from your computer.



5. Once you've located the files on your computer, click "Upload."



5. Click "Finish" and your file will be uploaded to your chapter library.

