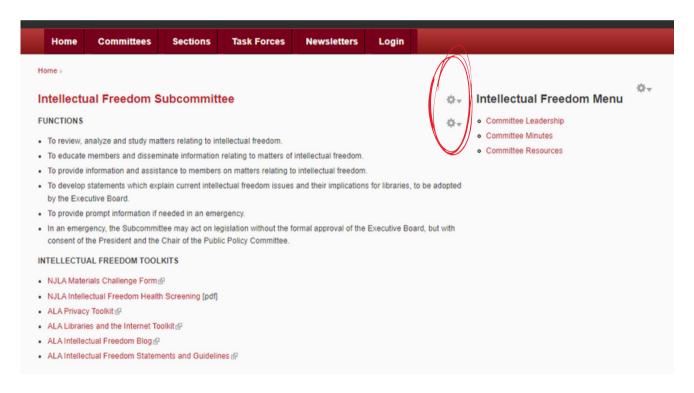
## Posting to NJLAMembers.org (Drupal 7)

For questions, email Alicia at agough@njla.org

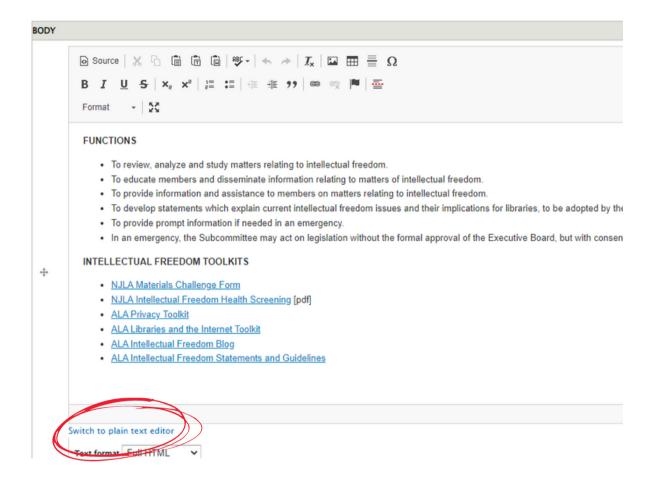
Log in to your njlamembers.org website account and navigate to the page you'd like to edit.

If you have permission to edit, you'll see gear icons when hovering over sections of your page.

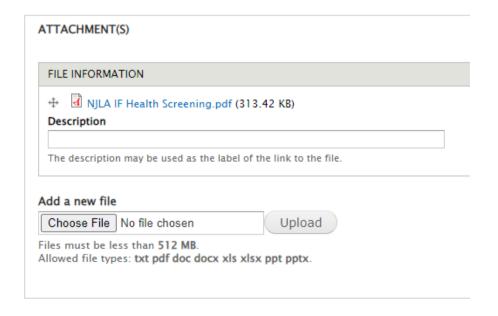


If you do not have an account or are unable to edit pages, send an email to Alicia at agough@njla.org and include your section or committee name.

Click on the gear icon for the section you would like to change. Click edit from the dropdown menu. You will be taken to the visual editor which works similarly to a word processing program like MS Word or Google Docs. To switch to an HTML editor, click Switch to plain text editor (circled below).

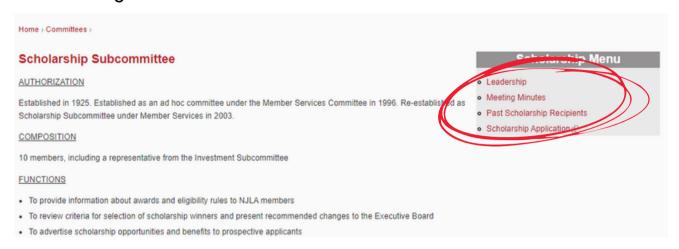


To add an attachment, scroll to the bottom of the screen, choose your file and click Upload. You can also remove attachments from this area.



## **Uploading Minutes**

Each section and committee has a page for storing minutes. You can find the link on the right-hand side menu.



To upload your group's minutes, head to the menu bar at the top of the screen. Hover over Content -> Add Content -> Minutes.

Enter the title of your document. This typically includes the name of your group and the date or month of your meeting. Examples:
Young Adult April 2022
Finance Committee Nov 3 2022

Select your Section or Committee from the list.

Enter the meeting date.

In the Body section, you may add extra details if necessary.

Under Attach File, select and upload your minutes document.

Click Save.

You will now see a new entry on your Meeting Minutes page.

Section Minutes		
	Meeting Date	Attachment
NJLA Young Adult Services Section Meeting_April 2022	Friday, April 22, 2022 - 9:45am	NJLA Young Adult Services Section Meeting_April 2022.pdf
NJLA Young Adult Services Section Meeting_March 18, 2022	Friday, March 18, 2022 - 10:00am	NJLA Young Adult Services Section Meeting_March 18, 2022.pdf
NJLA Young Adult Services Section Meeting_February 2022	Friday, February 18, 2022 - 10:00am	NJLA Young Adult Services Section Meeting_February 2022.pdf
N II & Vound Adult Services Section Meeting, February 2022	Friday Fehruary 18 2022 - 10:00am	MILLA Vouna Adult Services Section Monting, Enhancer 2002 add