

Instructions for Posting Member Content (Agendas, Minutes, etc.)

Rick Hefner, 310.374.0533, rhefner@processimprovement.com

THIS WEEK'S SERMON AT MBCC

Rev. Mark Pettis, *Senior Minister*
"The Church Directory"

Rev. Mark Pettis will return to the pulpit on Sunday, February 7 with the sermon title, "The Church Directory."

MEMBER CONTENT

- Christian Education Board
- Communications Board
- Cultural Arts Board
- Diaconate Board
- Executive Board
- Extension Board
- Operations Board
- Social Action Board
- Theater Board
- Youth Board
- Policy
- Agendas
- Navigator (0)
- Other Content
- Prevue (4)
- minutes (68)
- report (5)

NAVIGATION

- All Member Content
- Add Member Content
- Add subscription
- Audio Recordings
- Recent posts

WHAT'S HAPPENING
calendar & upcoming events

UPCOMING EVENTS

Grandparents Raising Grandchildren Group
Date & Time: Repeats every week every Thursday until Sat Dec 31 2016.
Thursday, February 4, 2016 - 9:30am
Location:

ADG - How Jesus and Mary are Depicted in the Quran
Date & Time: Sunday, February 7, 2016 - 8:30am
Location:

ADG Steering Committee
Date & Time: Sunday, February 7, 2016 - 11:15am
Location: West Classroom

Spirit of Art
Date & Time: Monday, February 8, 2016 - 7:00pm
Location: Assembly Hall

Let Rick Hefner know you will be posting minutes, and need to be granted "Editor" status. He'll confirm when you are set.

Log into the website, and navigate to the Home page. Select **Add Member Content** on the right side.

Member Content

Member Co... | Executive Board | Ma...

File Edit View Favorites

Giveaway MyFitness Fry

Create Member Content

Title *
Executive Board Meeting Minutes 02-14-2015

NOTIFICATIONS
 Do not send notifications for this update.

Member Content *
content type
-agenda
-minutes
-other content

Please select a value from each of the "content type" and "responsible organization" categories holding down the control (Windows) or command (Mac) key while selecting to choose multiple items.

Body (Edit summary)

Source Format B I J L

Switch to plain text editor

Text format: Filtered HTML

Web page addresses and e-mail addresses turn into links automatically.
Allowed HTML tags: <a> <code> <pre> <sub> <sup> <hr> <h2> <h3> <h4> <h5> <h6> <p>

This is content intended to be displayed to members only.

FILE ATTACHMENTS

Add a new file

Browse Upload

Files must be less than 10 MB.
Allowed file types: .jpg .jpeg .gif .png .txt .doc .xls .pdf .ppt .pps .odt .ods .odp .docx.

Choose File to Upload

Organize New folder

Name	Date modified	Type
Exec Bd Minutes 2015-02.pdf	4/8/2015 6:27 AM	PDF File
Thumbs.db	4/6/2015 6:42 PM	Data Base F
Last_Supper.zip	4/2/2015 6:47 AM	Compress
06E62994_09M.jpg	3/31/2015 9:30 PM	JPEG Image
ADAS13595.pdf	3/20/2015 7:21 AM	PDF File
15_034 Board of Directors Agenda.pdf	3/22/2015 5:10 PM	PDF File
2014.TXT	3/22/2015 12:34 PM	Text Docu
Statement Dates 02-27-2015.pdf	3/22/2015 12:09 PM	PDF File
2014 Year End Tax Package_02-15-2015.pdf	3/22/2015 12:09 PM	PDF File
Exec Bd Minutes 2015-02.doc	3/4/2015 5:58 AM	Microsoft V
Exec Bd Minutes 2015-02.docx	3/4/2015 5:55 AM	Microsoft V
MBCC.Const.By-Laws.2015.pdf	2/26/2015 7:58 AM	PDF File

File name: Exec Bd Minutes 2015-02.pdf

Open Cancel

Enter **Title**. Under **Member Content**, hold down the control (Windows) or command (Mac) key to select both "content type" and "responsible organization". You may also add **Body** text.

To post attachments, select **Browse**. In the pop-up window, navigate to where the file is stored on your PC, select it, and click **Open**. You will return to the previous screen, where you select **Upload**. Finally, select **Save** at the bottom.