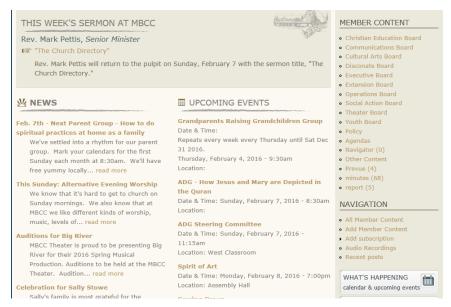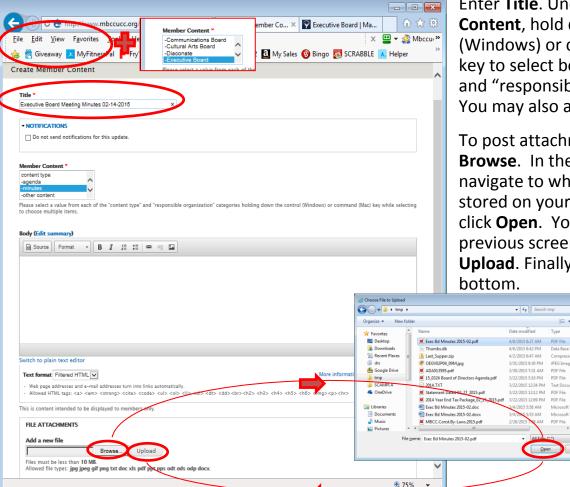# Instructions for Posting Member Content (Agendas, Minutes, etc.)
Rick Hefner, 310.374.0533, rhefner@processimprovement.com

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.

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.