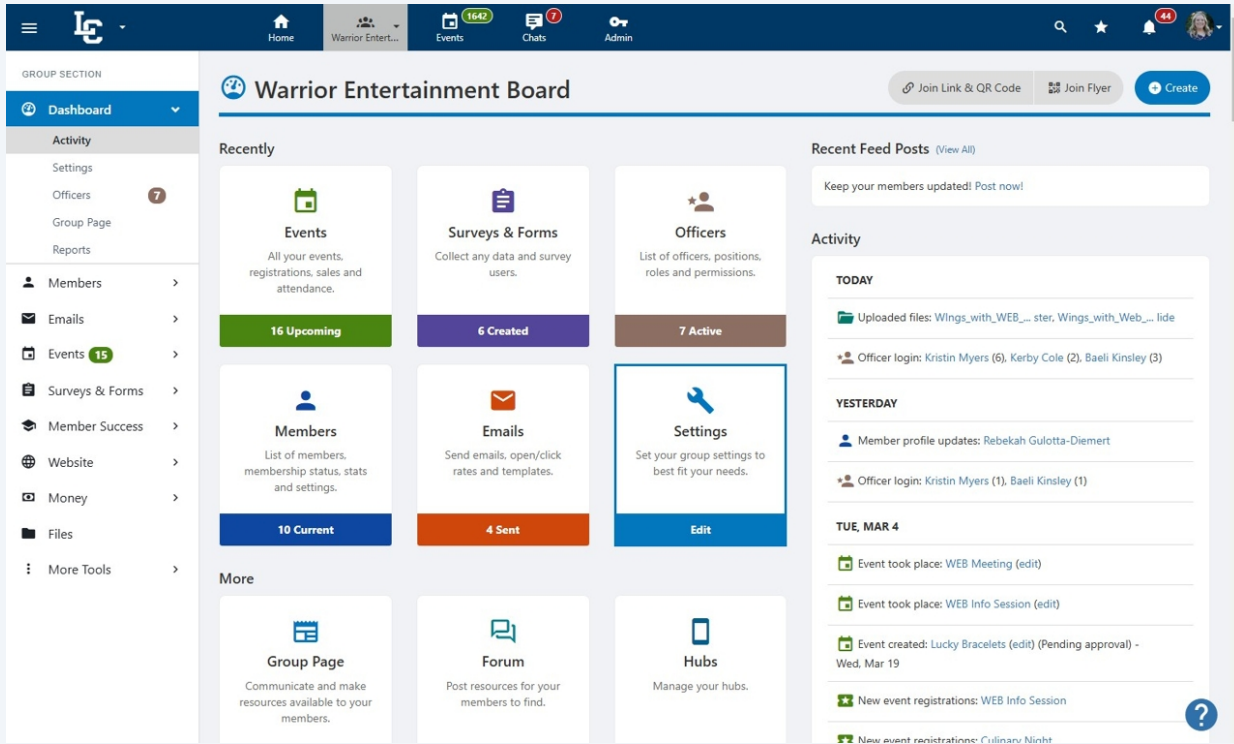


# How To Upload An Updated Club Constitution

1

Go to your group dashboard. (Find the dashboard by going to "Groups" at the top of the page and selecting your group. It may take you to the landing page, if that's the case you'll need to click "Manage" to get to your dashboard.)



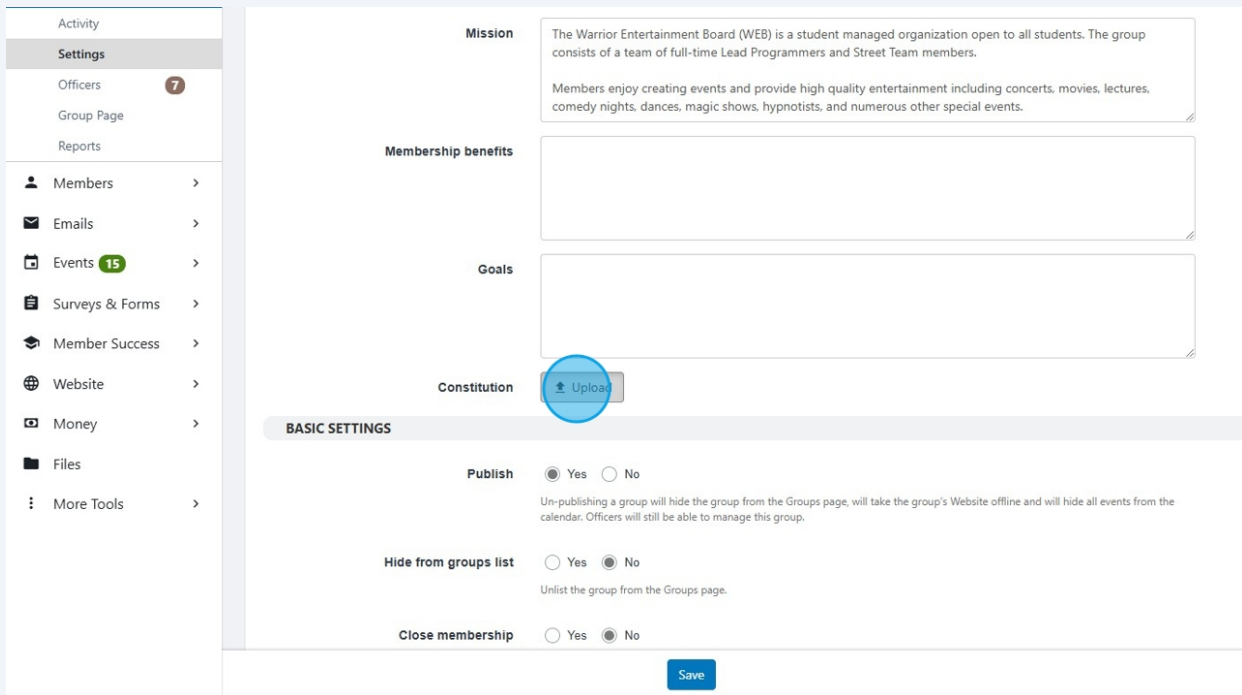
## 2 Click "Settings"

The screenshot shows a dashboard with a left sidebar and a main content area. The main content area is divided into 'Recently' and 'More' sections. The 'Recently' section contains six tiles: 'Events' (16 Upcoming), 'Surveys & Forms' (6 Created), 'Officers' (7 Active), 'Members' (10 Current), 'Emails' (4 Sent), and 'Settings' (Edit). The 'Settings' tile is highlighted with a blue border and a blue circle. The 'More' section contains three tiles: 'Group Page', 'Forum', and 'Hubs'. On the right side, there are sections for 'Recent Feed Posts' and 'Activity'.

## 3 Scroll down until you find "Constitution." You will need to delete your previous constitution in order to upload the updated version.

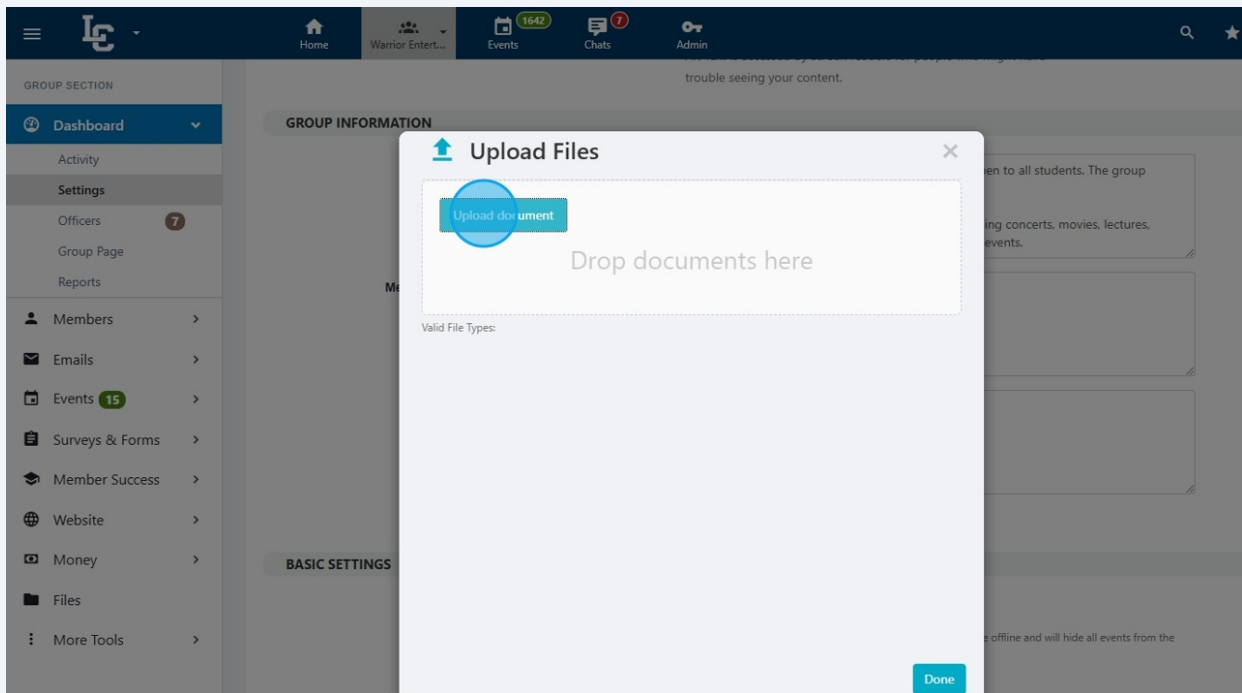
The screenshot shows the 'Constitution' settings page. The page has a left sidebar and a main content area. The main content area is divided into sections: 'Mission', 'Membership benefits', 'Goals', and 'Constitution'. The 'Constitution' section has an 'Upload' button and a file named 'WEB Handbook 2024-2025.pdf' with a '(Delete)' button next to it. Below this is a 'BASIC SETTINGS' section with 'Publish' and 'Hide from groups list' options. The 'Delete' button is highlighted with a blue circle.

## 4 Click "Upload"



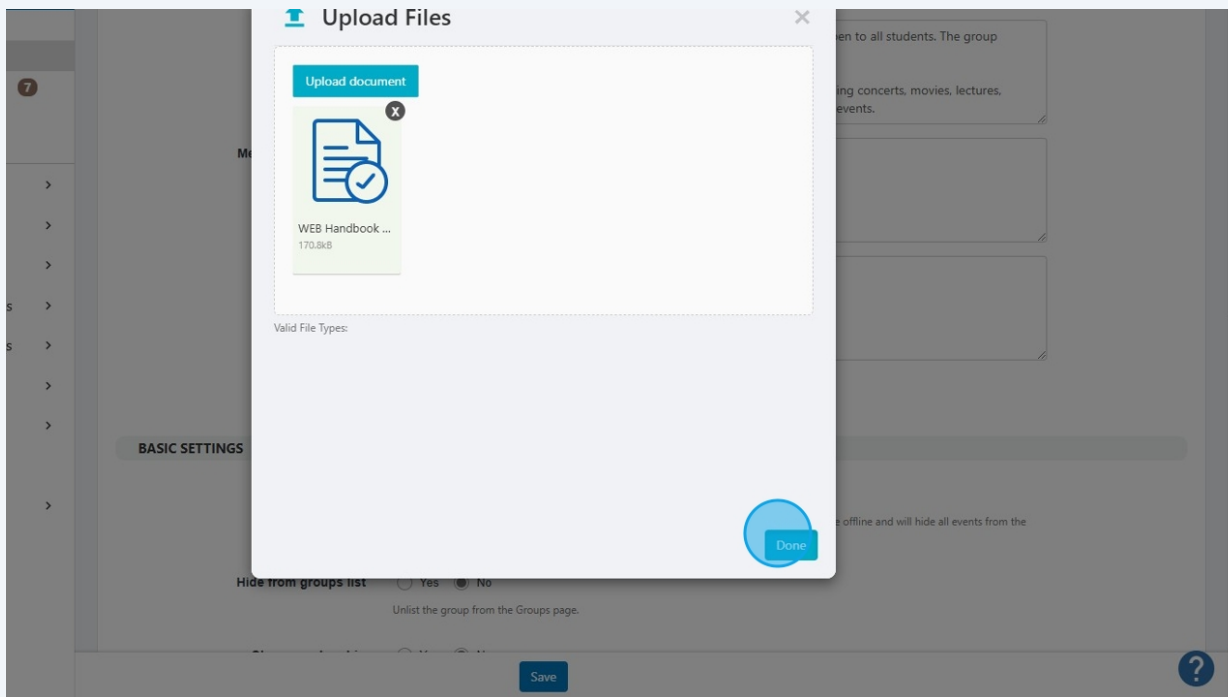
The screenshot shows the 'Settings' page for a group. The left sidebar contains navigation options: Activity, Settings (with a sub-menu), Officers (7), Group Page, Reports, Members, Emails, Events (15), Surveys & Forms, Member Success, Website, Money, Files, and More Tools. The main content area is titled 'BASIC SETTINGS' and includes sections for Mission, Membership benefits, Goals, and Constitution. The 'Constitution' section has an 'Upload' button highlighted with a blue circle. Below this, there are radio button options for 'Publish', 'Hide from groups list', and 'Close membership', each with a 'Save' button at the bottom.

## 5 Click "Upload document" or drag your document into box labeled "Drop documents here."



The screenshot shows the 'Upload Files' dialog box overlaid on the group settings page. The dialog box has a title bar with an upload icon and the text 'Upload Files'. Inside, there is a dashed box labeled 'Drop documents here' with an 'Upload document' button above it. Below the dashed box, it says 'Valid File Types:'. At the bottom right of the dialog box is a 'Done' button. The background shows the same 'BASIC SETTINGS' page as in the previous screenshot.

6 After your updated constitution has been uploaded click "Done."



7 Click "Save"

