ClubSoft

Module: Attachments

Function: Attachments can be linked to custom web pages, marketing emails, club news and events. Attachments can also be linked directly to the navigation structure. The most common file type for an attachment is a PDF; however other file types are acceptable such as word, excel, etc.

Key Points to Remember:

- Step 1-Upload the attachment into the system
- Step 2-Link to the attachment to display it using the hyperlink tool

Contents:

Upload an Attachment:

1. Log in as an administrator
2. From the top navigation, go to **Web>Manage>Attachments**
3. Click the **New** icon to upload a **new attachment**
4. Click the **Browse** button to search/upload your file
5. Click the **looking glass** to select a **category** for organization purposes; you can select an existing category or create a new one
6. In the **Description field**, it is optional to add a description of your attachment (internal use only)

7. Select the **Web Visibility**
8. **Save and close**
9. Refresh your attachments and find the attachment you uploaded
10. Click the file name to open it
11. Now you can view/copy the URL address of the attachment (you will need this to link the attachment)

Link an Attachment:

1. Log in as an administrator
2. Depending on where you would like to add the attachment, navigate to that module: Custom web page, events, news, marketing, etc…
3. Access the editor
4. Type the text for your attachment; highlight the text
5. Click the hyperlink icon
6. Clear the URL field where it says http://
7. Paste the URL address for the attachment you wish to add
8. Save and close

Add an Attachment as a Navigation Item:

1. Log in as an administrator
2. Go to **Web>Manage>Navigation menu**
3. Select the Navigation menu you wish to add an item to
4. Under the menu items tab, click the New button to add a new Navigation Item
5. Name the Navigation item
6. Select to Navigate to an attachment
7. Select the attachment from the dropdown list
8. Click the Web Visibility tab to enable user access
9. Save and Close