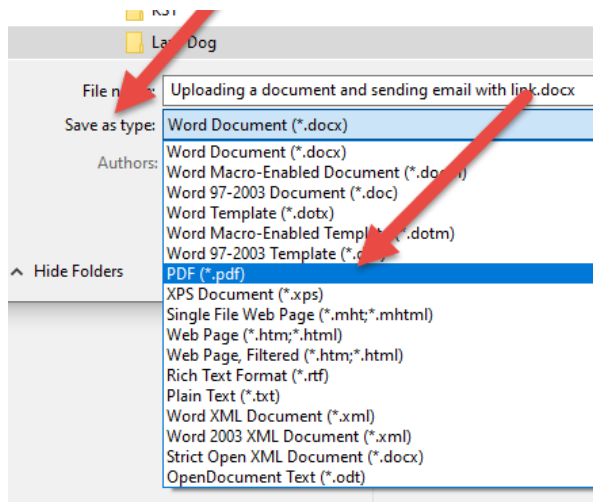
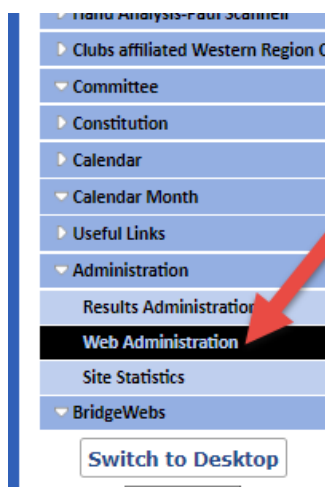


Uploading a document to Bridgewebs

1. Firstly ensure your document is in pdf format, to do this just click on the save as option and click pdf




2. Login to Bridgewebs into the Web Administration



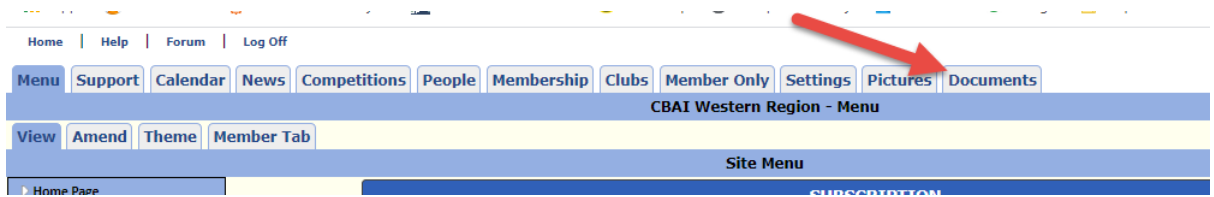
Click on "Web Administration" to update your web site. This will open up in a new "Tab" where you can login and administer. You will then have two Tabs open, this one for your web site and another for the web administration. You can then click on the two quickly to see the effects of your changes.

Web Administration Login

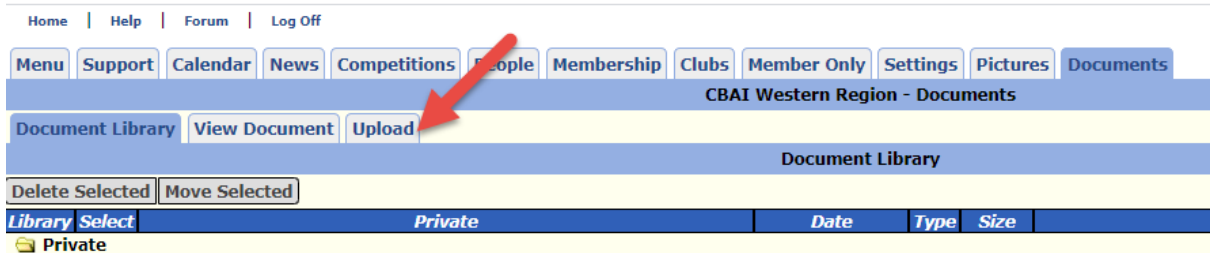
When you are in the web administration, you can click on the  above the menu to quickly toggle between the two tabs.

You will need to put in your club details

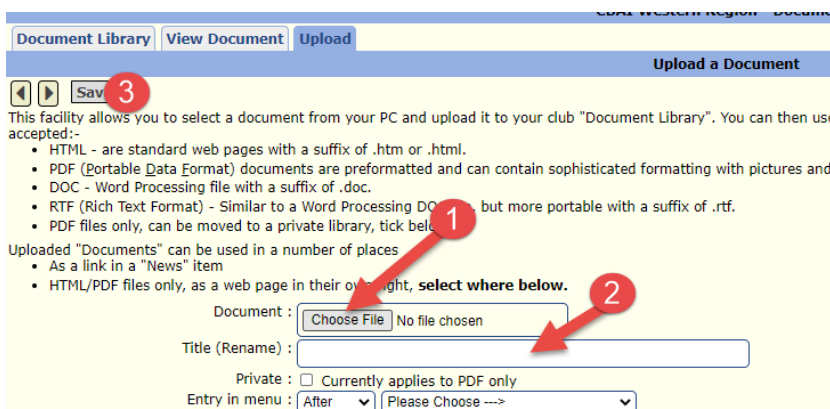
- From once you are in the administration tab, a new menu should appear as below
Click on the Documents Tab



- A new sub menu will be displayed especially for documents
Click on the upload tab



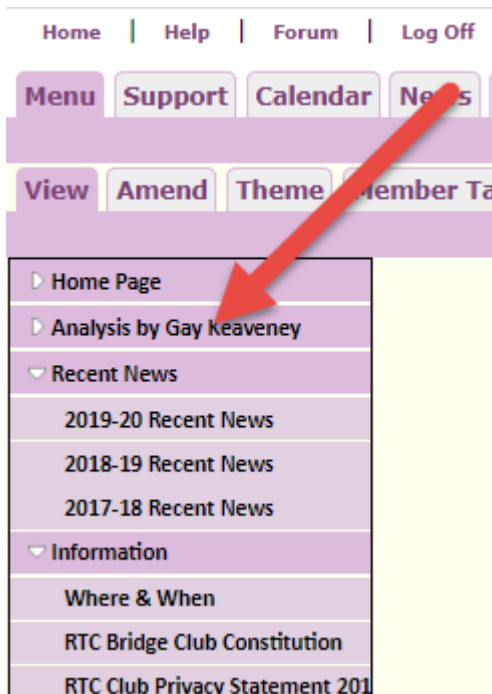
- You will be prompted to upload your document.



Choose the file from your computer, you can rename the file, 20201022 ????, click on the save tab.

Adding your document to the main section for archive purposes

1. Within the administration mode, click on the section where you want to show the link to the document.



2. Click on the Amend tab

