

How to post Presentations, Talking Points or Course Outlines in the AFSA Community Library

1. Go to www.afsa.org. Log into your account and go to the AFSA Community.
2. One you're logged in click on the AFSA Community button:

The screenshot shows the top navigation bar of the AFSA website with the following links: Contact Us, Donate, Press Center, My Agency, HOME, MY ACCOUNT, MEMBER DIRECTORY, MEMORIAL TRIBUTE, MEMBERSHIP, EVENTS, AFSA COMMUNITY, ONLINE STORE, and LOGOUT. A red arrow points to the 'AFSA COMMUNITY' link. Below the navigation bar is the 'My Profile' page for a user named Natalie Cheung. The profile includes a photo, contact information, and membership details. A red arrow points to the 'AFSA COMMUNITY' link in the navigation bar.

Member Details

Natalie Cheung
Membership: Associate
Demographics:
Grade: ASSOC
Payroll/Annuity Deduction (Y/N): N
Tenured (Y/N): N
Year Tenured:

Agency: STATE
Skill Code:
Retirement Date:
Year Joined Foreign Service:

Natalie comes to AFSA with a background in arts management and donor cultivation as well as experience in association membership. Prior to joining AFSA Natalie worked in membership at the Association for Prevention Teaching and Research and as an art

My Recent Invoices

Invoice	Invoice Date	Total	Payment	Balance Due
1000252222	03/01/2016	\$0.0000	\$0.0000	\$0.0000

[View All Invoices](#)

3. Click on the drop down menu under Participate and click on Share a file.

The screenshot shows the AFSA Community website interface. The navigation bar includes Home, Communities, Network, Browse, Participate, My Account, and Logout. A search bar is located on the right. The 'Participate' dropdown menu is open, showing options: Post a Message, Share a File, Share a YouTube Video, Share a Web Link, and Join a Community. A red arrow points to the 'Share a File' option. The background features the text 'EXPAND YOUR NETWORK' and 'Join the Online AFSA Community' along with an illustration of people holding devices.

AFSA Community

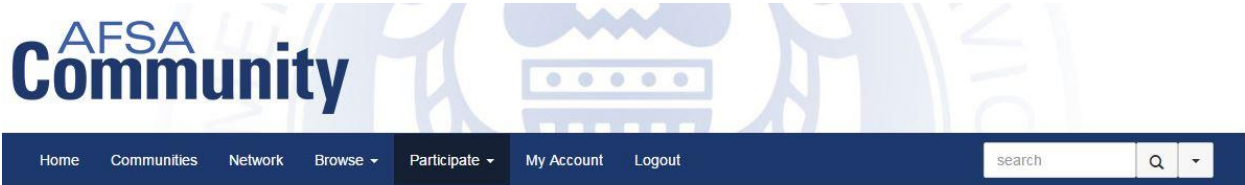
Home Communities Network Browse Participate My Account Logout

search

Post a Message
Share a File
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Join a Community

EXPAND YOUR NETWORK
Join the Online AFSA Community

4. Enter a title and description for your document and select the Library: Speakers Bureau: Presentations & Talking Points. Select the entry type (You Tube Video, Document etc) and click next to select your file.




Share a File

The image is a screenshot of a web form titled 'Share a File'. The form has a light gray background. It contains several input fields and a dropdown menu. Red arrows point to the following elements: the 'Title' text box, the 'Description' text area, the 'Library' dropdown menu (which is currently set to 'Speakers Bureau: Presentations & Talking Points'), the 'Entry Type' dropdown menu (with the text 'Select the type of library entry you will create' and a placeholder '[Select Type]'), the 'Owner' text box (with the text '(optional)' and a green 'Lookup' button to its right), and the 'Next' button at the bottom left. The 'Finish' button is partially visible next to it.

5. Click on Choose and Upload, select your file and click Finish.

Upload Your Files



(Next up: Describe Your Files)