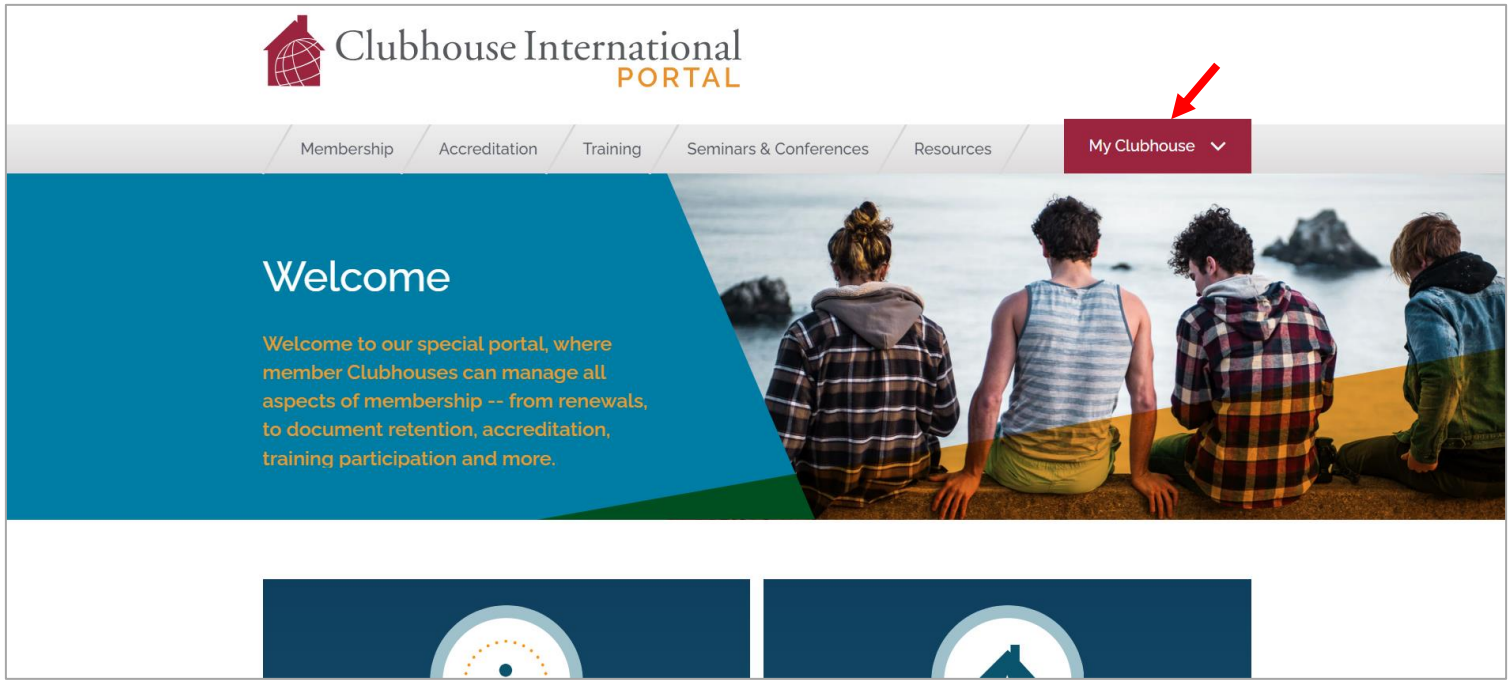
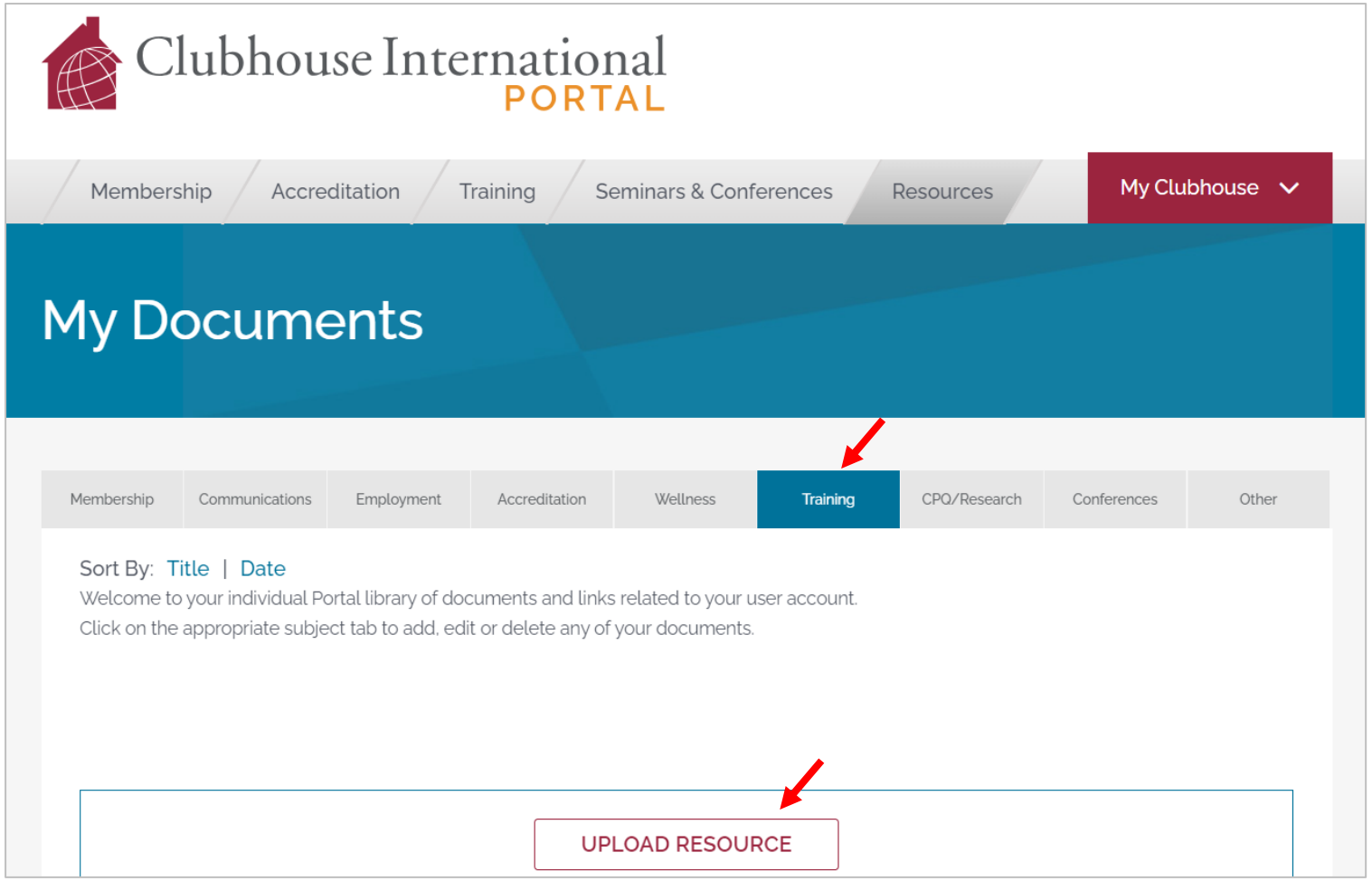
Steps for Uploading Clubhouse Training Documents



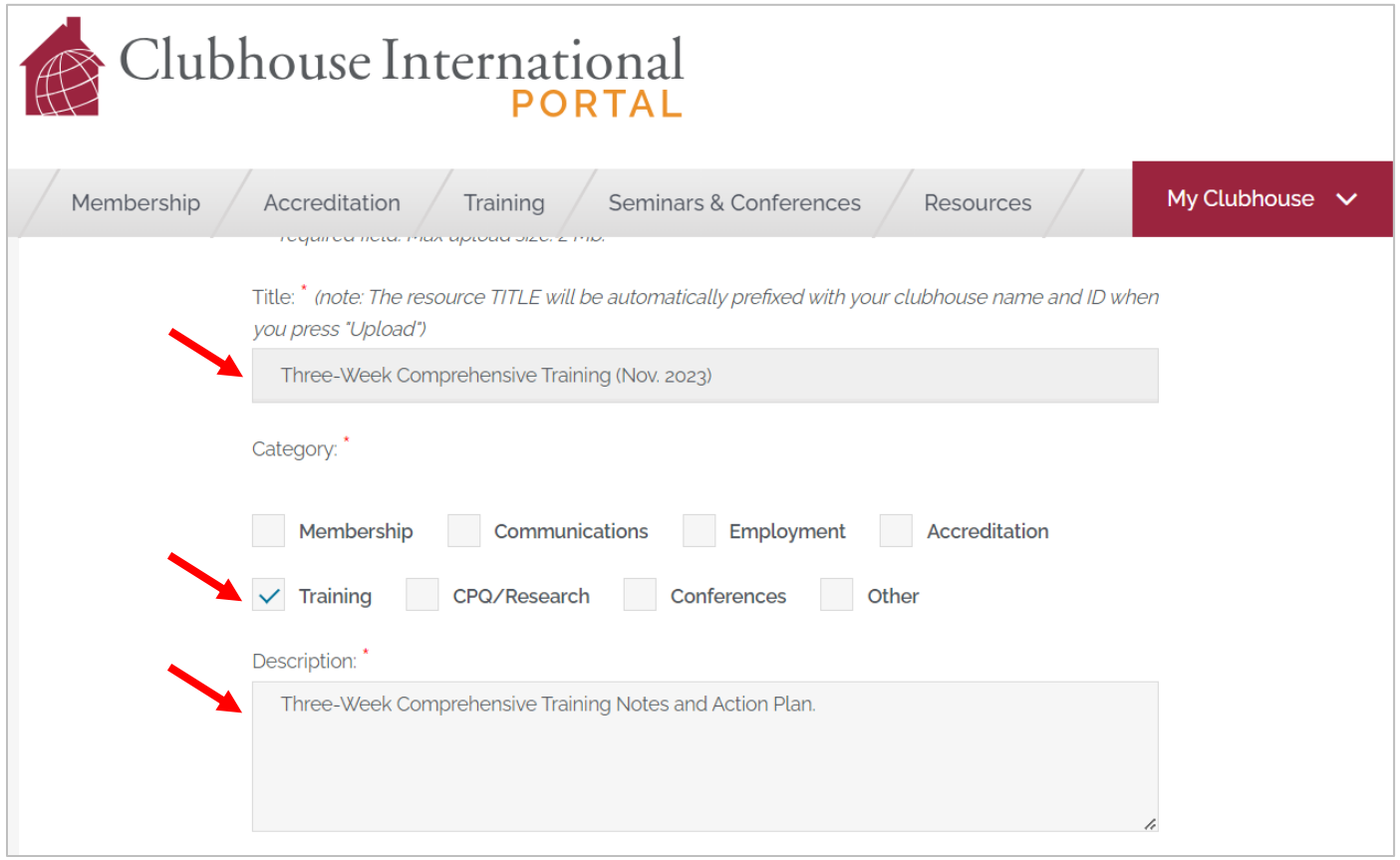
Step One:
Login in to your Clubhouse's Portal Account and click on the red "My Clubhouse" box.

Steps for Uploading Clubhouse Training Documents



Step Two:
Once you land on the My Documents page, select **Training**, then select **Upload Resource**.

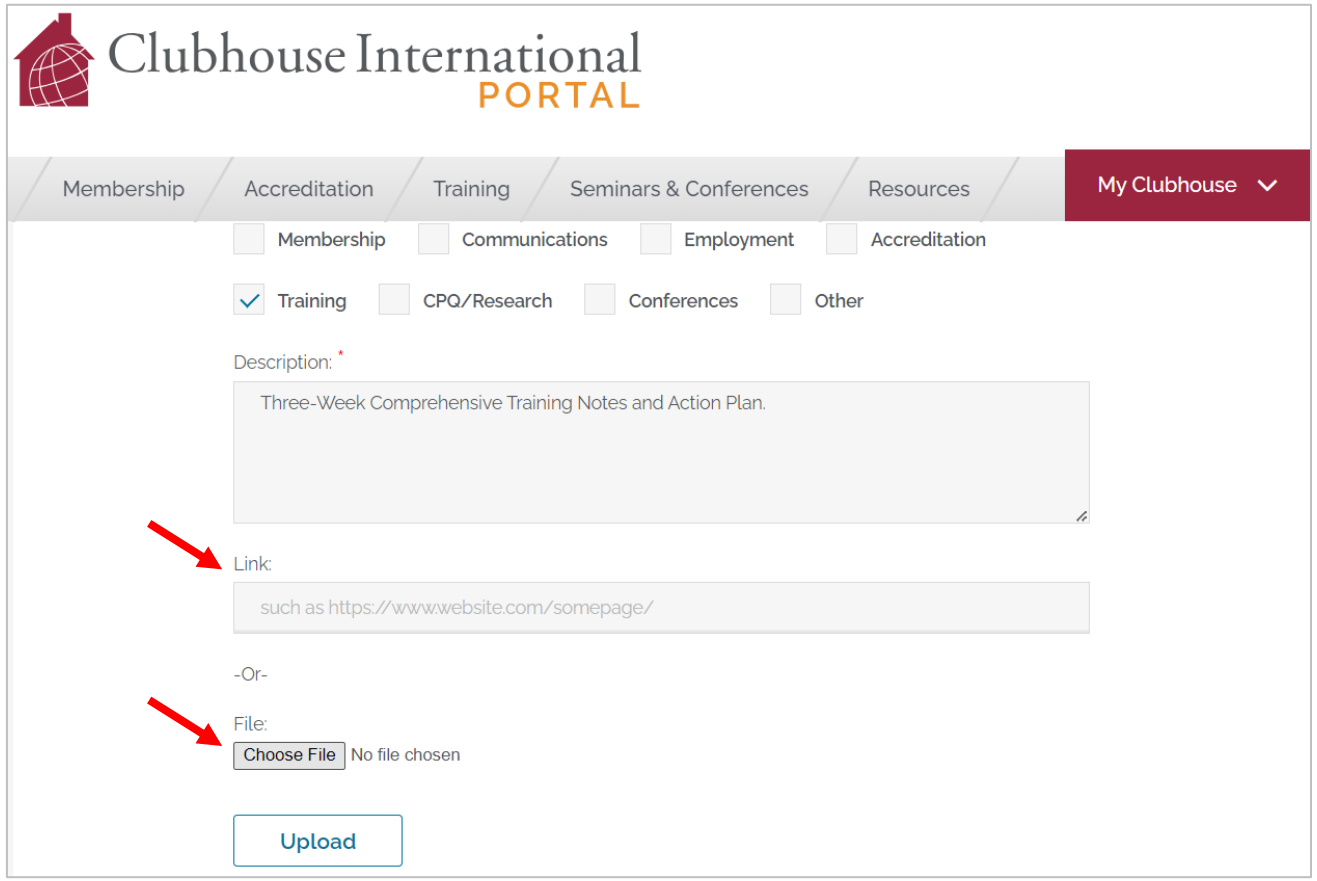
Steps for Uploading Clubhouse Training Documents



Step Three:
Label your document so you can find it again:

1. Give it a **title**, e.g., Three-Week Comprehensive Training (Nov. 2023)
2. Select the document **Category**, e.g, Training
3. Enter a brief **Description** of what the document contains, e.g., Three-Week Comprehensive Training Notes and Action Plan
4. See next page for upload instructions

Steps for Uploading Clubhouse Training Documents



Step Four:
Upload your document. You can Either:

1. **Enter a link** (if you have it on a shareable Google drive or internal website that has a url address) and click Upload; OR
2. **Upload a PDF** from the My Documents folder on your computer. Click Choose File, select your document and click Upload