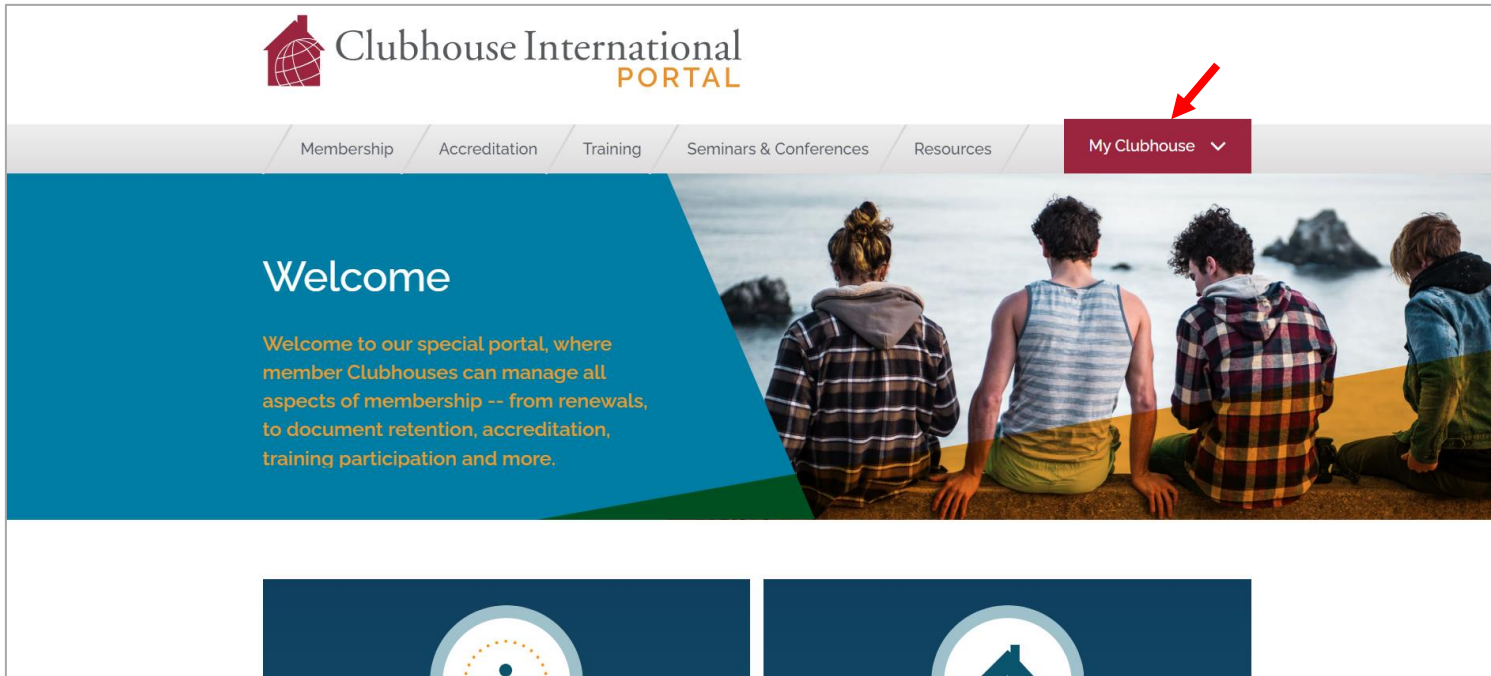


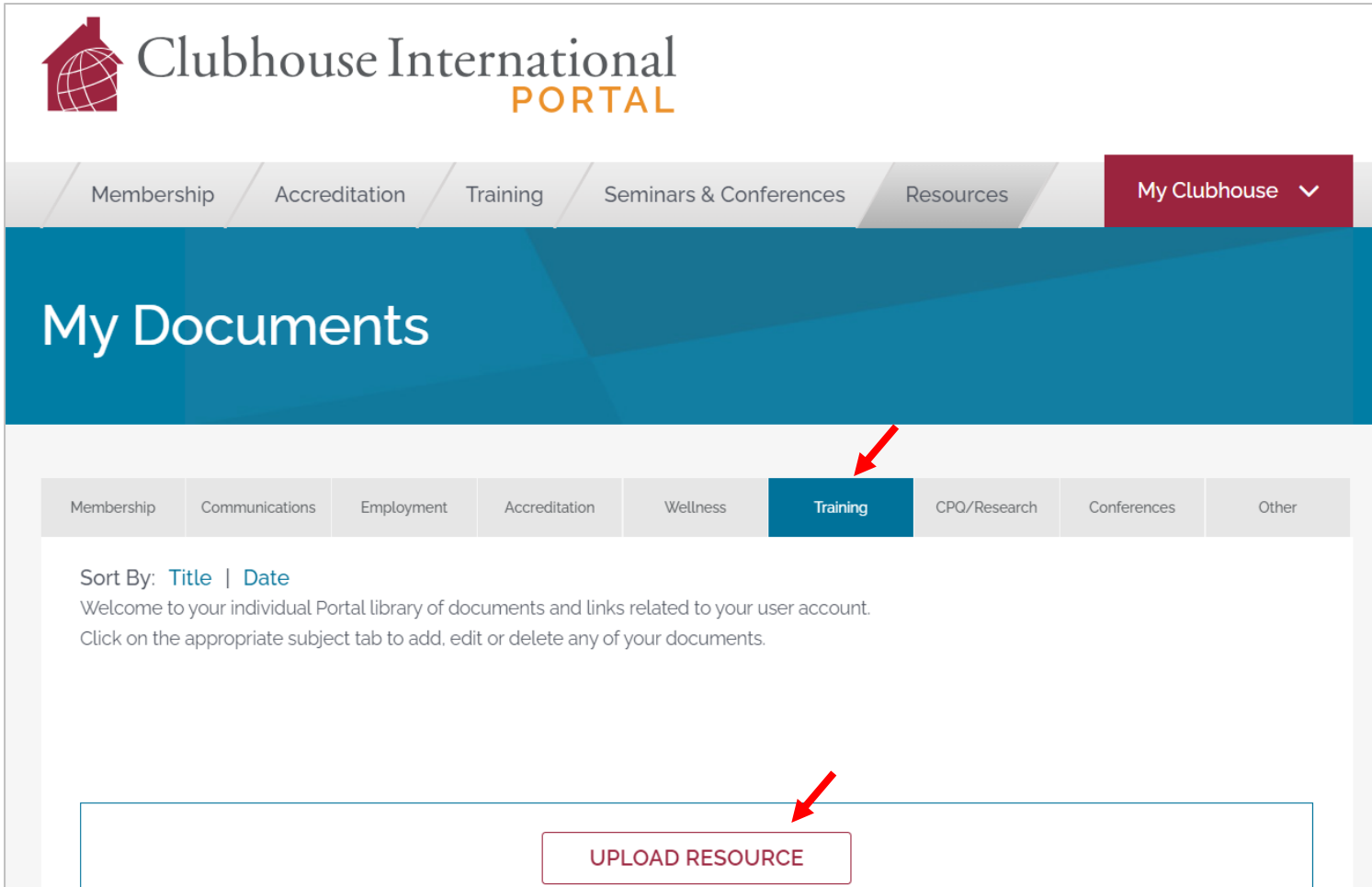
Steps for Uploading Clubhouse Training Documents



Step One:

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

Steps for Uploading Clubhouse Training Documents



The screenshot shows the Clubhouse International Portal interface. At the top, the logo and name 'Clubhouse International PORTAL' are displayed. Below this is a navigation bar with tabs for Membership, Accreditation, Training, Seminars & Conferences, Resources, and My Clubhouse. The 'My Documents' section is highlighted in blue. Below this, there is a sub-navigation bar with tabs for Membership, Communications, Employment, Accreditation, Wellness, Training, CPQ/Research, Conferences, and Other. The 'Training' tab is highlighted in blue and has a red arrow pointing to it. Below the sub-navigation bar, there is a section titled 'Sort By: Title | Date' and a welcome message: 'Welcome to your individual Portal library of documents and links related to your user account. Click on the appropriate subject tab to add, edit or delete any of your documents.' At the bottom of the page, there is a large white button labeled 'UPLOAD RESOURCE' with a red arrow pointing to it.

Step Two:

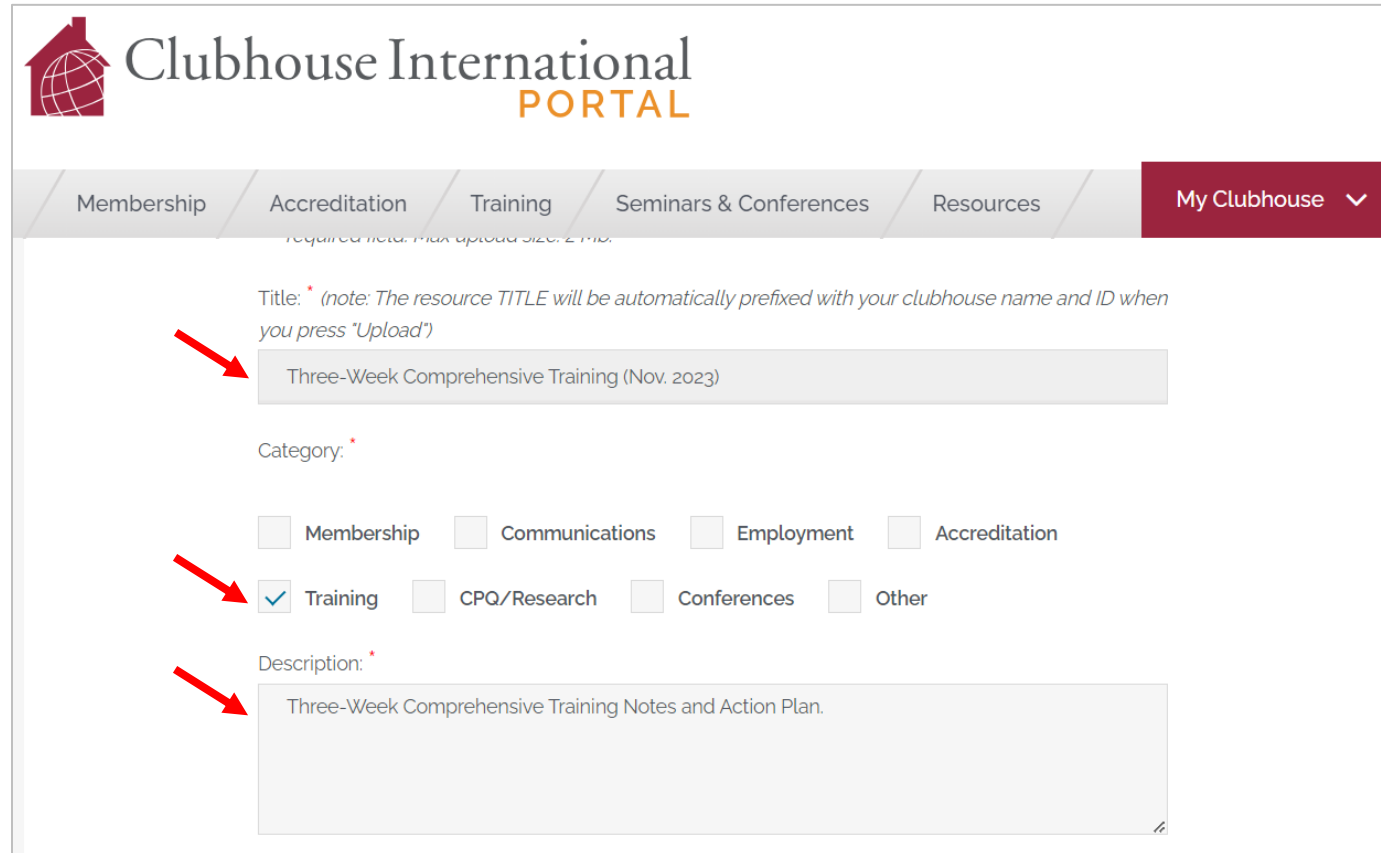
Once you land on the My Documents page, select **Training**, then select **Upload Resource**.

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



The screenshot shows the Clubhouse International Portal interface. At the top, there is a navigation bar with tabs for Membership, Accreditation, Training, Seminars & Conferences, Resources, and My Clubhouse (which is highlighted in red). Below the navigation bar, the form for uploading a document is displayed. The form includes a Title field with a red arrow pointing to it, containing the text "Three-Week Comprehensive Training (Nov. 2023)". Below the Title field is a Category section with a red arrow pointing to the "Training" checkbox, which is checked. Other categories include Membership, Communications, Employment, Accreditation, CPQ/Research, Conferences, and Other. Below the Category section is a Description field with a red arrow pointing to it, containing the text "Three-Week Comprehensive Training Notes and Action Plan.".

Clubhouse International
PORTAL

Membership Accreditation Training Seminars & Conferences Resources My Clubhouse ▾

Required field. Max upload size: 2 MB.

Title: * (note: The resource TITLE will be automatically prefixed with your clubhouse name and ID when you press "Upload")

Three-Week Comprehensive Training (Nov. 2023)

Category: *

☐ Membership ☐ Communications ☐ Employment ☐ Accreditation

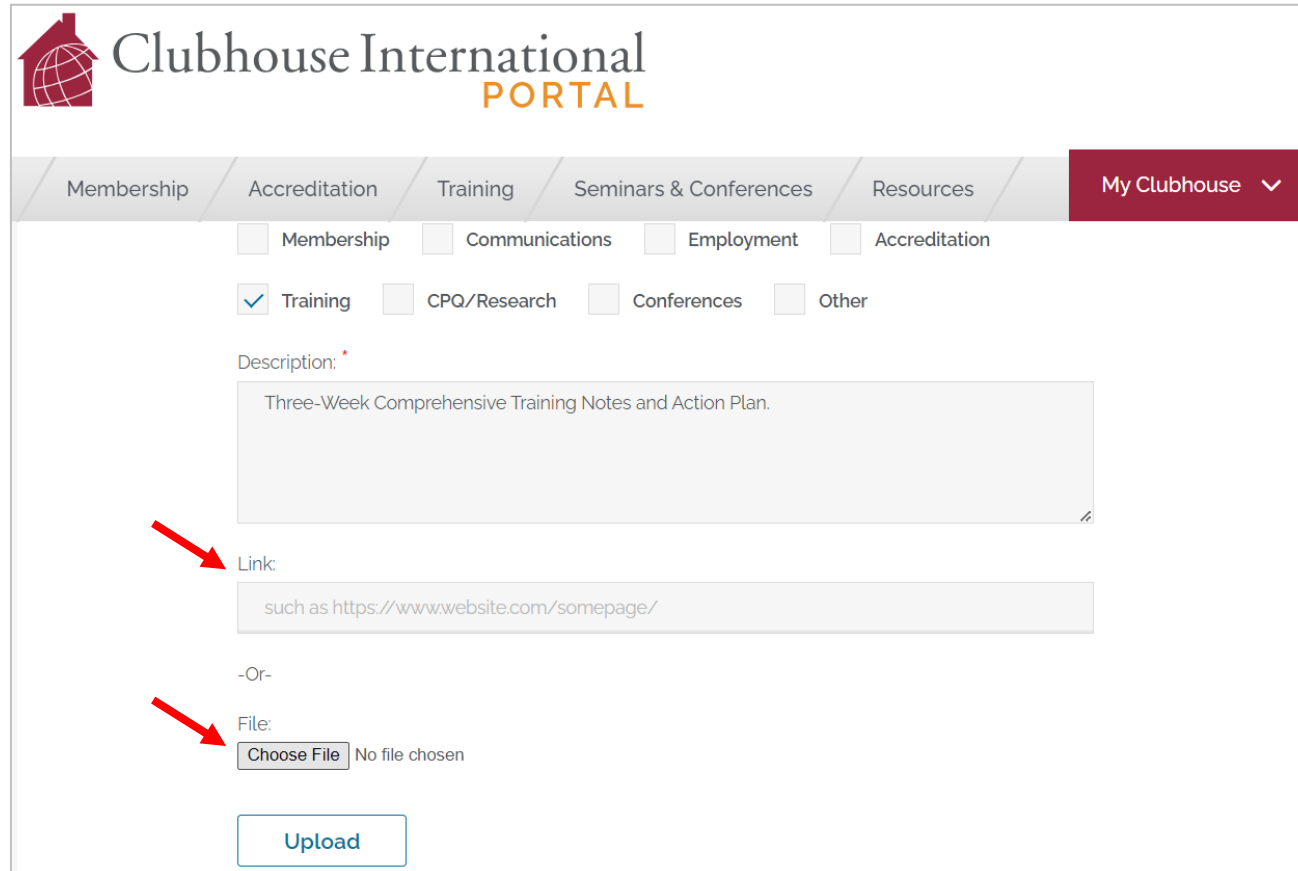
☒ Training ☐ CPQ/Research ☐ Conferences ☐ Other

Description: *

Three-Week Comprehensive Training Notes and Action Plan.



Steps for Uploading Clubhouse Training Documents



The screenshot shows the Clubhouse International PORTAL interface. At the top, there's a navigation bar with tabs: Membership, Accreditation, Training, Seminars & Conferences, Resources, and My Clubhouse (which is highlighted in red). Below the navigation bar, there are checkboxes for various categories: Membership, Communications, Employment, Accreditation, Training (which is checked), CPQ/Research, Conferences, and Other. A text area labeled 'Description:' contains the text 'Three-Week Comprehensive Training Notes and Action Plan.' Below this, there are two options for uploading a document: a 'Link:' field with a placeholder 'such as https://www.website.com/somepage/' and a '-Or-' separator, followed by a 'File:' section with a 'Choose File' button and the text 'No file chosen'. A red arrow points to the 'Link:' field, and another red arrow points to the 'Choose File' button. At the bottom, there is an 'Upload' button.

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

