

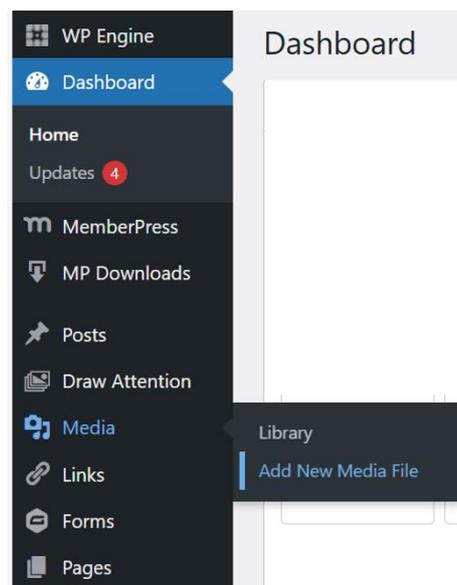
How to upload minutes to the BTS website

Guidance for sub-committee Chairs and Secretaries

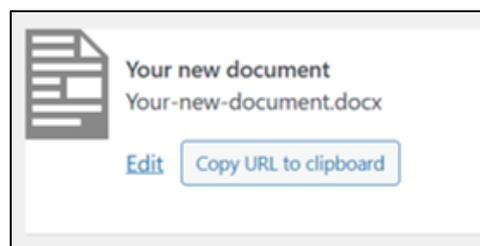
The following provides a step-by-step guide for relevant members to upload minutes from sub-committee meetings to the BTS website. Please note that editor permissions are required to make these updates.

STAGE 1 – Uploading minutes to media library

- Log in to the BTS website using your existing username and password
- In the top right corner, hover over the BTS name and then select 'Dashboard' from the dropdown menu
- On the left-hand menu bar, hover over 'Media' and then select 'Add new media file'



- Click the 'Select files' button and upload the relevant minutes document from your device
- Once you receive the message that the document has been uploaded, click the 'Copy URL to clipboard' button

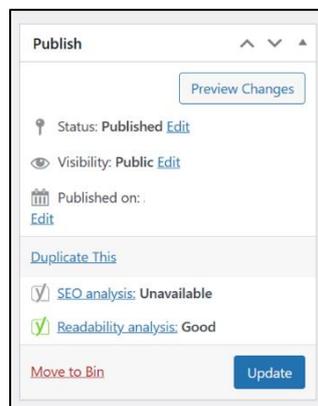


STAGE 2 – Adding minutes to the sub-committee page

- Return to the website by clicking on the **BTS name** in the top left corner, and then visit the sub-committee area here:

<https://www.thebts.org/subcommittee-area/>

- Click on 'Edit page' on the menu bar at the top of the screen
- Scroll down the page until you reach the content box **numbered 2** and labelled 'Accordion'
- Scroll to the relevant box for your sub-committee and type the title you want to be displayed for the document – e.g., '2024 minutes 15 November' – that is in keeping with the existing entries
- Highlight the new text you've written and then click the 'Insert link' button that can be found by this symbol: 
- In the white pop up box, right click and chose 'paste' - which will then add the link to the new document you uploaded earlier. Click the **blue arrow** to confirm
- Scroll back to the top of the page and click the blue 'Update' button in the righthand publishing box



- Once complete, a message in a white box will appear at the top to confirm the page has been updated. Click **the link** to view the new version of the page and check everything is correct
- If something is not quite right, use the 'Edit page' option again to make corrections and then update again once complete

Should you have any issues uploading information, or need to request editing permission for another individual, please contact webmasterbts@thebts.org and bts@execbs.com for support.