MBBC FILE STORAGE:

The Bank
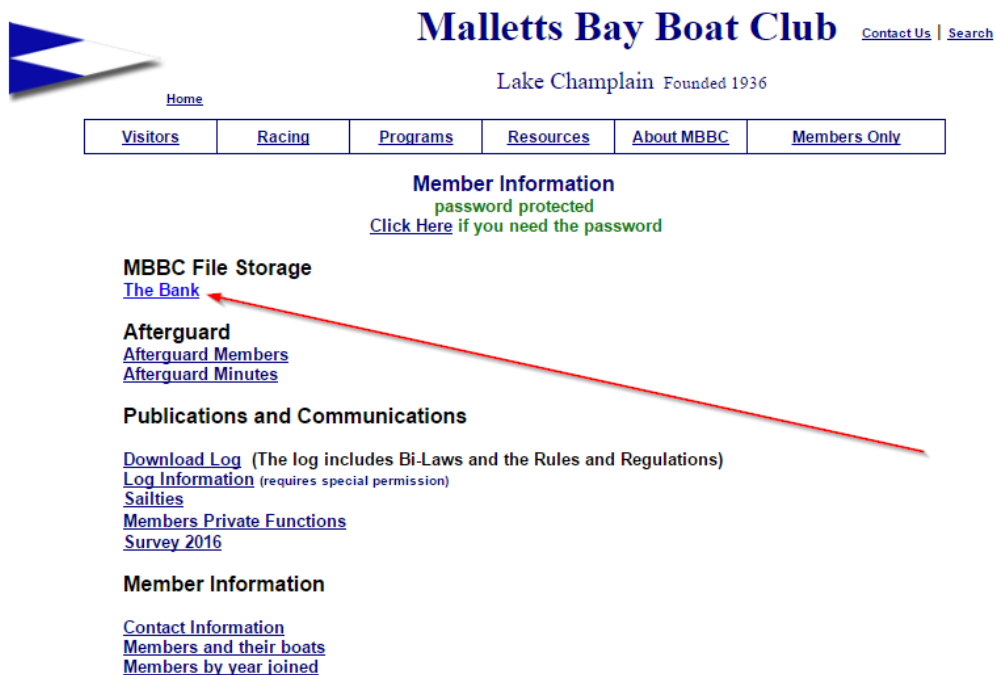
Files are stored by year and committee.

- view all files all committees
- view files by year all committees
- upload new files and create a record
- upload existing files which overwrites the existing file
- modify existing record

Start Here:

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Click this link

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Enter Password

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Choose All or a specific year, click submit

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Add new files and create a record

Click Add New

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Choose a file from your computer. (You need to know where it is and it's name)
Then click submit

Using Windows:
A window will open looking similar to this... it's looking at your computer. Navigate to the file and click it then click open at the bottom of that window.
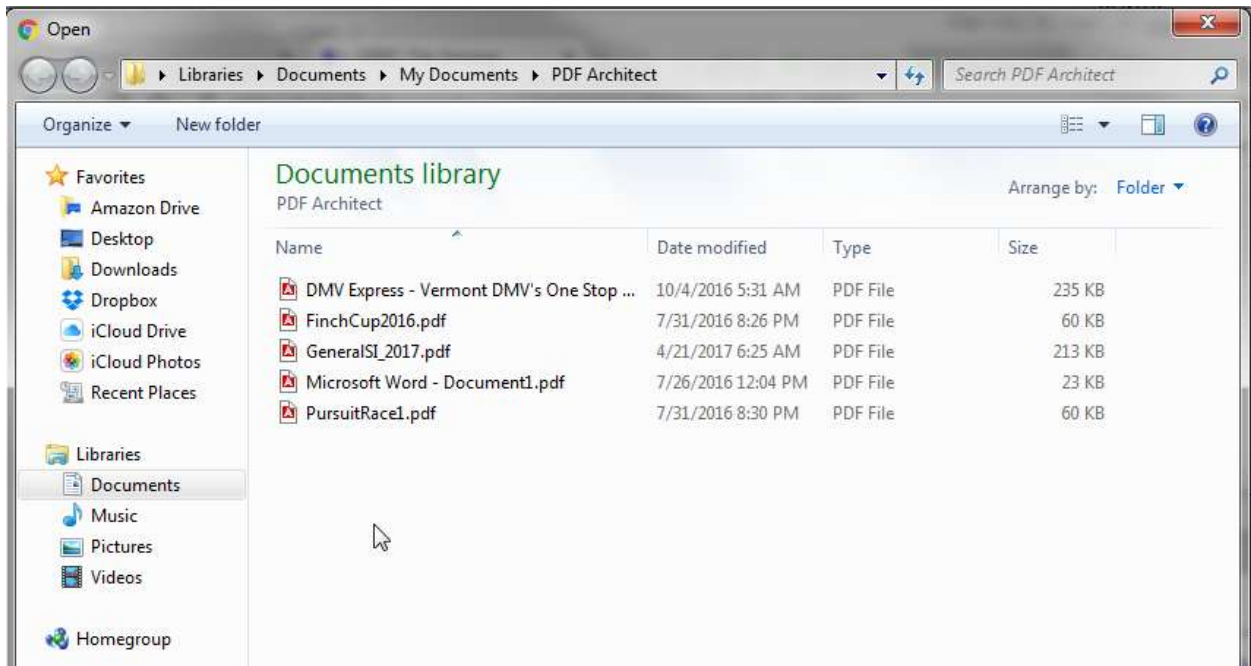
The file name will now be displayed. If it's along file name it may be truncate on the screen.

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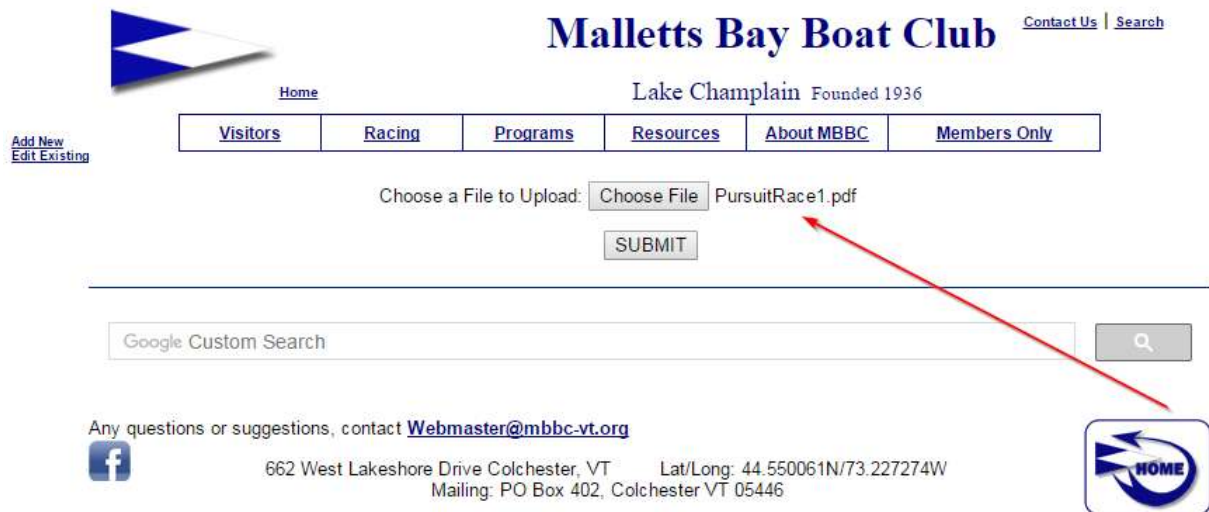
You have uploaded the file, now you need to **create a record**

Title should be short and sweet - date MUST be a date mm/dd/yyyy - Notes can be any length
Important: you must enter the year if other than the current year and select the committee.

This Form Adds the File to the List by Year and Committee

Year: 2017
This auto fills the current year.
It is important to use the correct year

File Name: PursuitRace1.pdf
This auto fills to the file you uploaded.
DO NOT EDIT

Title:
Keep it short and sweet

Date:
Needs to be mm/dd/year
Use the date associated with the file.

Notes:
Optional

Committee: Afterguard ▼

submit

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It will look similar to this: If you are happy, click submit

This Form Adds the File to the List by Year and Committee

Year: 2016
This auto fills the current year.
It is important to use the correct year

File Name: PursuitRace1.pdf
This auto fills to the file you uploaded.
DO NOT EDIT

Title: Finch Cup Results 2016
Keep it short and sweet

Date: 7/1/2016
Needs to be mm/dd/year
Use the date associated with the file.

Notes:
```
This is a test file
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Optional

Committee: Race ▼

submit

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Suppose there was an error on the actual file and you wanted to replace that file.

Click Edit Existing:

Malletts Bay Boat Club   Contact Us | Search

Lake Champlain Founded 1936

Home

Add New
Edit Existing

| Visitors | Racing | Programs | Resources | About MBBC | Members Only |

Choose Year All ▼ submit
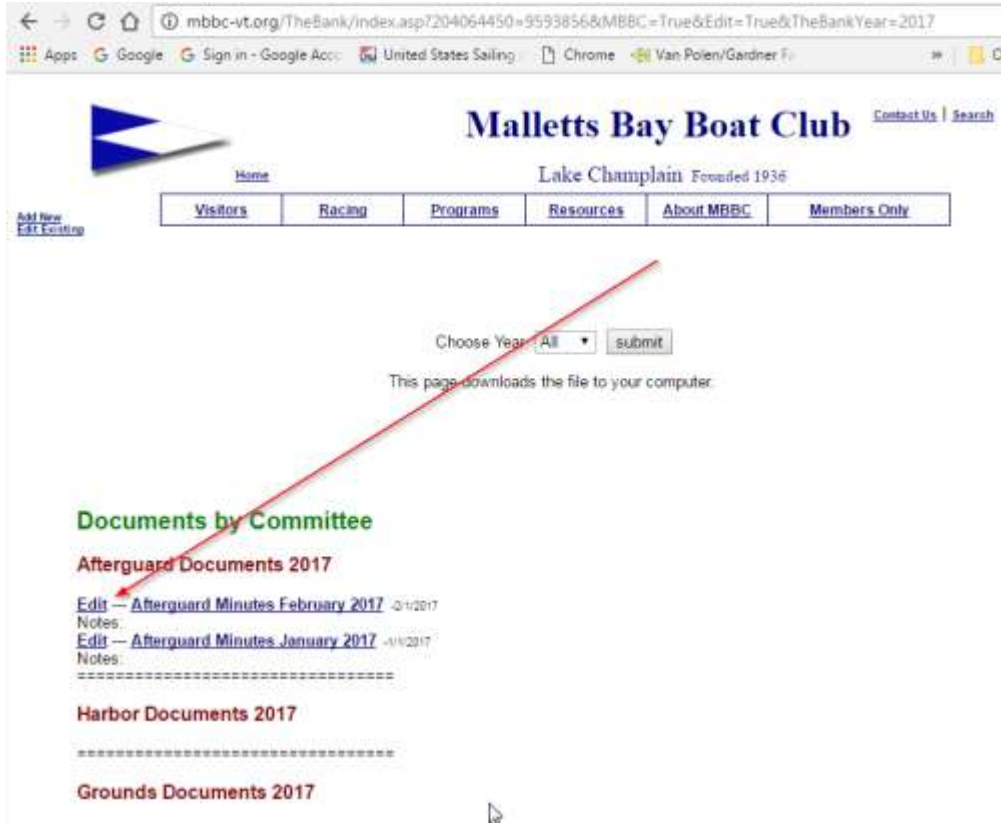*This page downloads the file to your computer.*

Documents by Committee

Afterguard Documents 2017

Afterguard Minutes February 2017 -2/1/2017

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It defaults to the current year. You may need to actually find the record you need to update: Click Edit

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You have two choices:
The top choice is to over write the current file then edit the record
The bottom choice is to edit record without uploading a file

In either case you will come this screen that allow you make changes to the record. If you want to hide the record, choose Hide. We NEVER delete, only hide. Again click submit and you should be done.

You are editing this entry.

Year: 2017

File Name: AfterguardFebruary2017.pdf

Title: Afterguard Minutes February

Date: 2/1/2017

Classification: Afterguard ▼

Edit this box to update the notes

Notes:

Hide ○ Show ◉

submit