

How to Upload Your President's Letter:

The "Guide for Writing the President's Letter" contains a link to upload your chapter yearbook. You may use these step-by-step instructions to upload your chapter yearbook.



START:

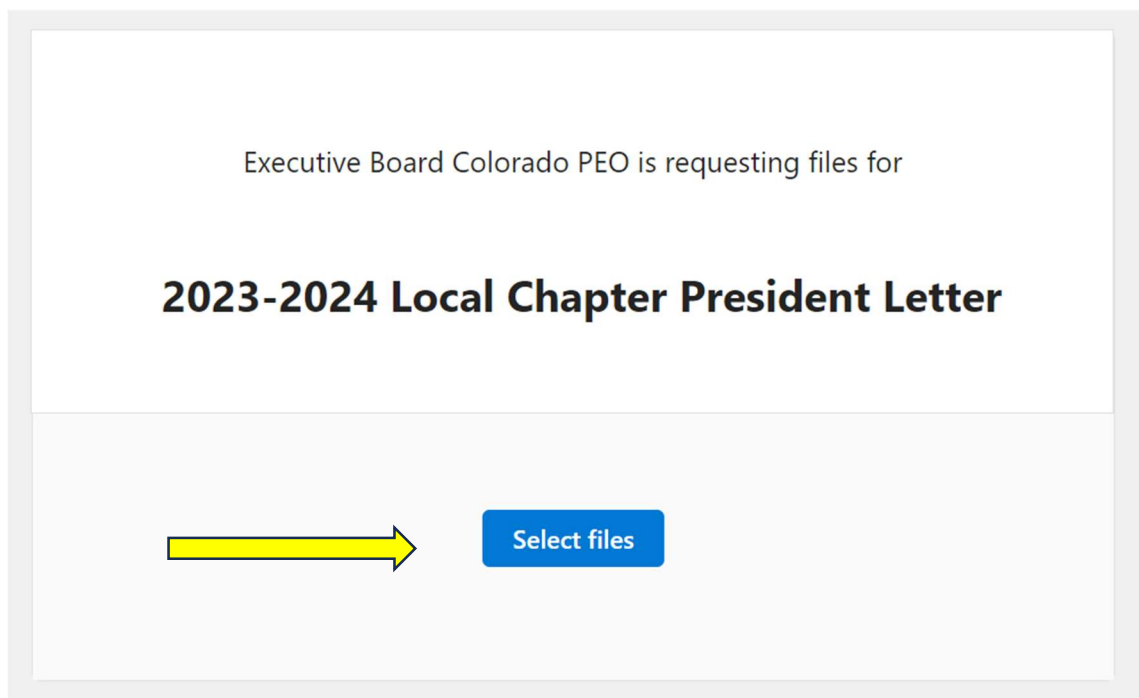
Click here: [LocalChapterPresidentLetters-2023-2024](#)

- ✚ If the link does not open when clicking, highlight the link, press the 'Ctrl' key and click
 - Note – the link will not work if copied & pasted into a web browser.
- ✚ We recommend you place your file in a location that is easy to find – i.e. on your desktop
- ✚ Remember: ONLY upload a single PDF or Word Document.

Step 1: Clicking the link

When you click the link, a new browser window will open. It will look similar to the screenshot below.

Click on the blue **Select files** button.



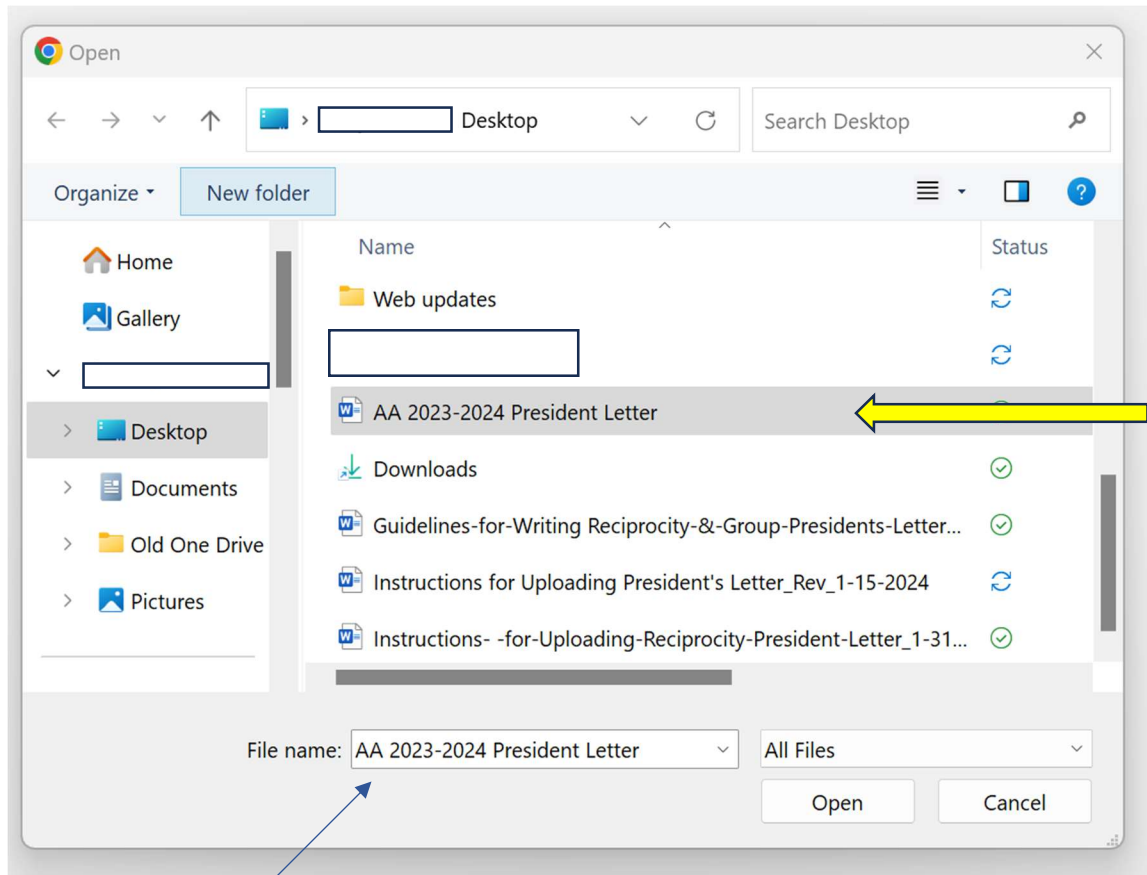
Step 2: Selecting the file

A new window will open – asking you to locate your file. When you select your file – it will automatically populate the File Name.

****Reminder: please be sure your file is named correctly:**

File name: Chapter letters + year + President Letter

Example: **AA 2023-2024 President Letter**



The file you select will automatically populate the "File Name" field.

Select the file and click "Open"

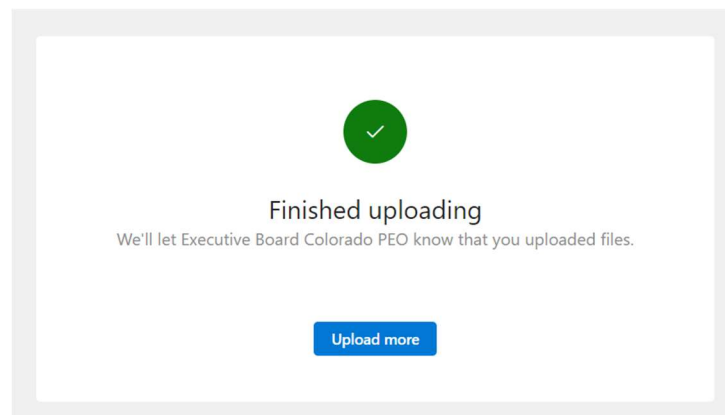
Step 3: Adding a name and submitting your file:

- ✚ After you click “Open” – a new window will open – the **file name** will display in the box.
- ✚ Verify that you have selected the correct file, then click the blue **Upload** button at the bottom of the screen.
 - **IF** the window asks for your first & last name, enter your name in the fields, then click the blue **Upload** button at the bottom of the screen.

The screenshot shows a web interface for uploading a file. At the top, it says "Executive Board Colorado PEO is requesting files for" followed by "2023-2024 Local Chapter President Letter". Below this, a file selection box shows "AA 2023-2024 President Letter.docx" with a close button. There is a link "+ Add more files" and "Total 1 file 11.8 KB". A "Name" field is present with a text input box. At the bottom, there is a blue "Upload" button. Annotations include a yellow arrow pointing from a box "Check to make sure you have selected the correct file to upload." to the file selection box, and another yellow arrow pointing from a box "You may be asked for your first & last name here:" to the "Name" field.

Final Step:

You will get a notice that their file successfully uploaded. Please do NOT upload additional files without first contacting Kathy Pirie, Organizer OR Tech Support: coloradopeotech@gmail.com



If you are unable to upload your yearbook and need assistance, please contact:

Kathy Pirie, Organizer
Colorado State Chapter
Email: peo.kwirekat@gmail.com
Phone: 303-250-2592

OR

CSC Technology Committee
Email: coloradopeotech@gmail.com