

# Upload a Financial Report to the Website

## General notes, terminology and policies

- There are two environments in which you can work;
  - The *sandbox environment* is where you can test and try things out to familiarize yourself with the steps you will be going through. The sandbox environment starts with *dev*. Our sandbox environment is <https://dev.raleighhog.com>
  - The *production environment* is the site that all members see. This is where you make the changes that chapter members see. Our production environment is <https://www.raleighhog.com>
- Please note that prior to doing anything in the production environment you can [test in the sandbox environment](#) first. This environment is used for testing and is not seen by members.
  - Your login credentials are the same for both environments
  - Your webmaster will help with any questions you may have

## Upload a Financial Report

- 1 Login to your account on [raleighhog.com](https://raleighhog.com)
- 2 Navigate to the **Financial Reports** page
  - 2.1 Hover the mouse pointer (do not click) over "My Account"
  - 2.2 When the dropdown appears click "Financial Reports"
- 3 Click the **Edit** tab. See image below

## Financial Reports

[View](#)[Edit](#)[Revisions](#)

If you have questions regarding the financial report [contact the treasurer](#)

### 2022 DEV - Raleigh NC Chapter #4356 Financials

- [Financial Report - January](#)
- [Financial Report - February](#)
- [Financial Report - March](#)
- [Financial Report - April](#)
- [Financial Report - May](#)
- [Financial Report - June](#)
- [Financial Report - July](#)
- [Financial Report - August](#)
- [Financial Report - September](#)
- [Financial Report - October](#)
- [Financial Report - November](#)
- [Financial Report - December](#)

### 2021 DEV - Raleigh NC Chapter #4356 Financials

- [Financial Report - January](#)

4 Double click on the title to highlight the report you want to add (April will be used as an example for this tutorial) and then click the **link** icon in the **Body** toolbar (outlined in the image). See image below

Home » My account » Financial Reports

Edit Basic page Financial Reports

VIEW EDIT REVISIONS

Title \*

Financial Reports

Body (Edit summary)

Format Font Size Styles A B I U S

If you have questions regarding the financial report [contact the treasurer](#)

2022 [hogscan:chapter\_name] #[hogscan:chapter\_number] Financials

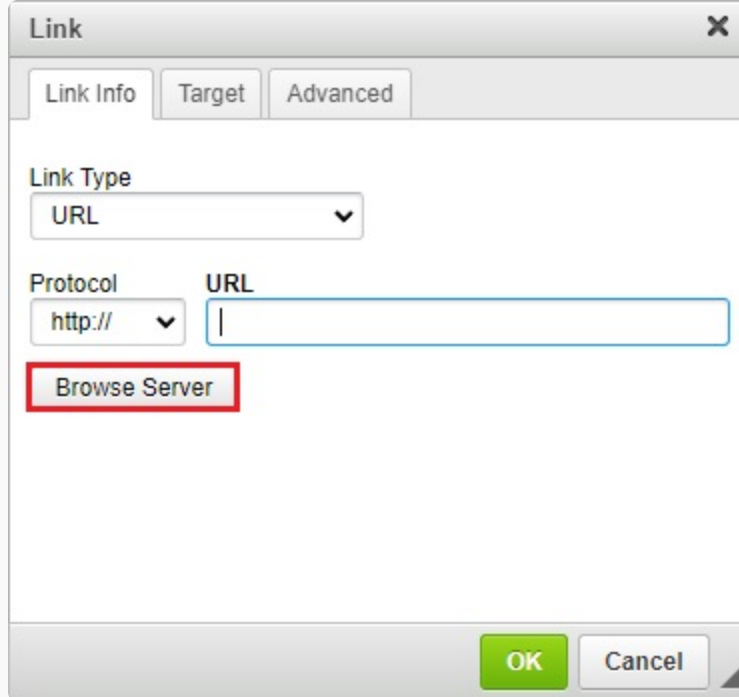
- [Financial Report - January](#)
- [Financial Report - February](#)
- [Financial Report - March](#)
- [Financial Report - April](#)
- [Financial Report - May](#)
- [Financial Report - June](#)
- [Financial Report - July](#)
- [Financial Report - August](#)
- [Financial Report - September](#)
- [Financial Report - October](#)
- [Financial Report - November](#)
- [Financial Report - December](#)

2021 [hogscan:chapter\_name] #[hogscan:chapter\_number] Financials

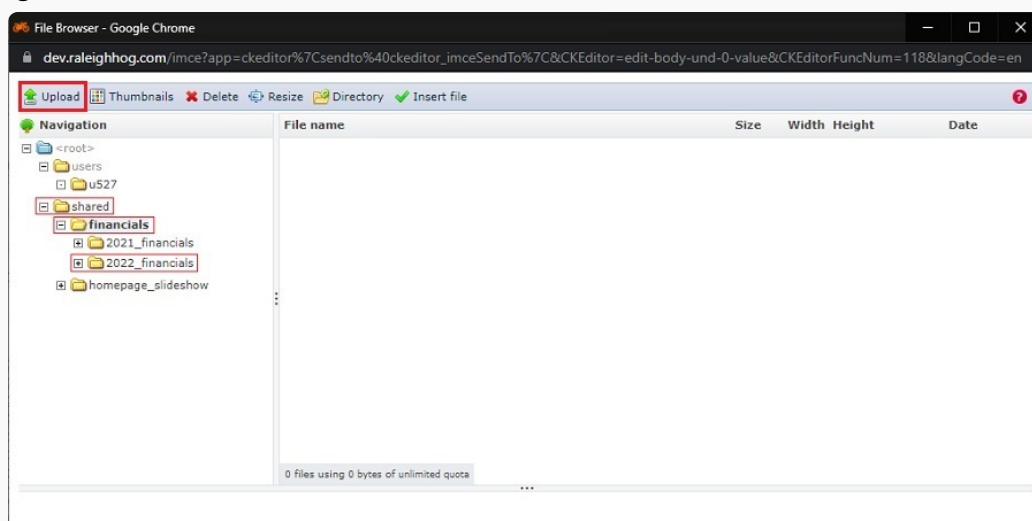
- [Financial Report - January](#)

5 Upload the financial report PDF file on your local machine to the server as follows

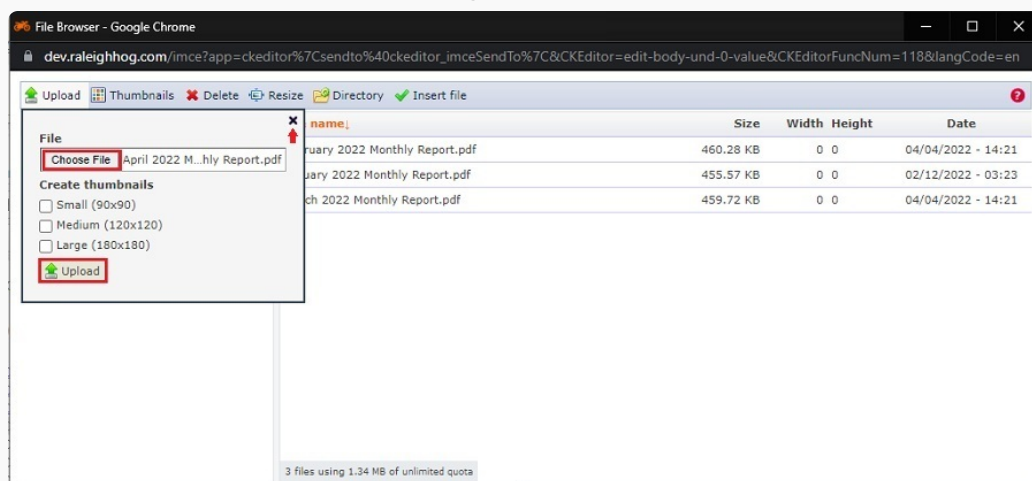
5.1 In the pop-up window that opens click the **Browse Server** button. See image below



**5.2** Click on the **shared** directory to expand it, then click the **financials** subdirectory to expand it and then click the **2022\_financials** subdirectory to expand it. Click the directory name, then click **Upload** from the toolbar. See image below

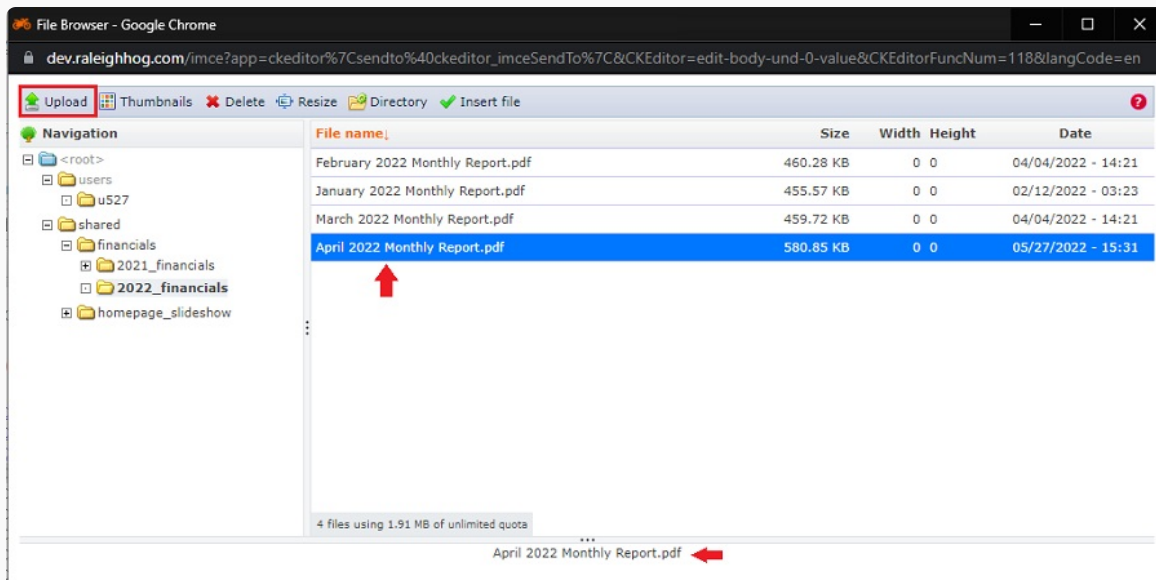


**5.3** Click the **Choose File** button and select from your machine the PDF file you want to upload. (This file will be in whichever directory you placed it.) When the file finishes loading click the **Upload** button. Click the **x** in the upper right to close the window. See image below

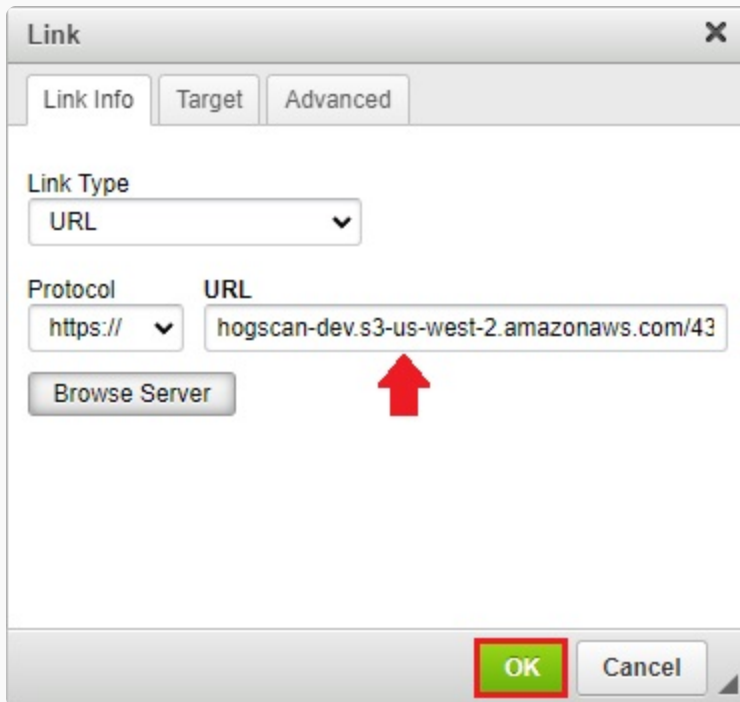


**5.4** The PDF has been successfully uploaded to the server

6 In the list of files, double click on the file you just uploaded to select it, then click the **Upload** icon in the toolbar. See image below



7 The **URL** path has been filled in for you. Click the **OK** button. See image below



8 The Financial Report is now a link to the PDF you just successfully uploaded. See image below


Title \*

Financial Reports

Body (Edit summary)

If you have questions regarding the financial report [contact the treasurer](#)

**2022 [hogscan:chapter\_name] #[hogscan:chapter\_number] Financials**

- [Financial Report - January](#)
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**2021 [hogscan:chapter\_name] #[hogscan:chapter\_number] Financials**

- [Financial Report - January](#)

**9** Scroll to the bottom of the page and click the **Save** button

**10** You're done. The current month's Financial Report is available/viewable by chapter members.