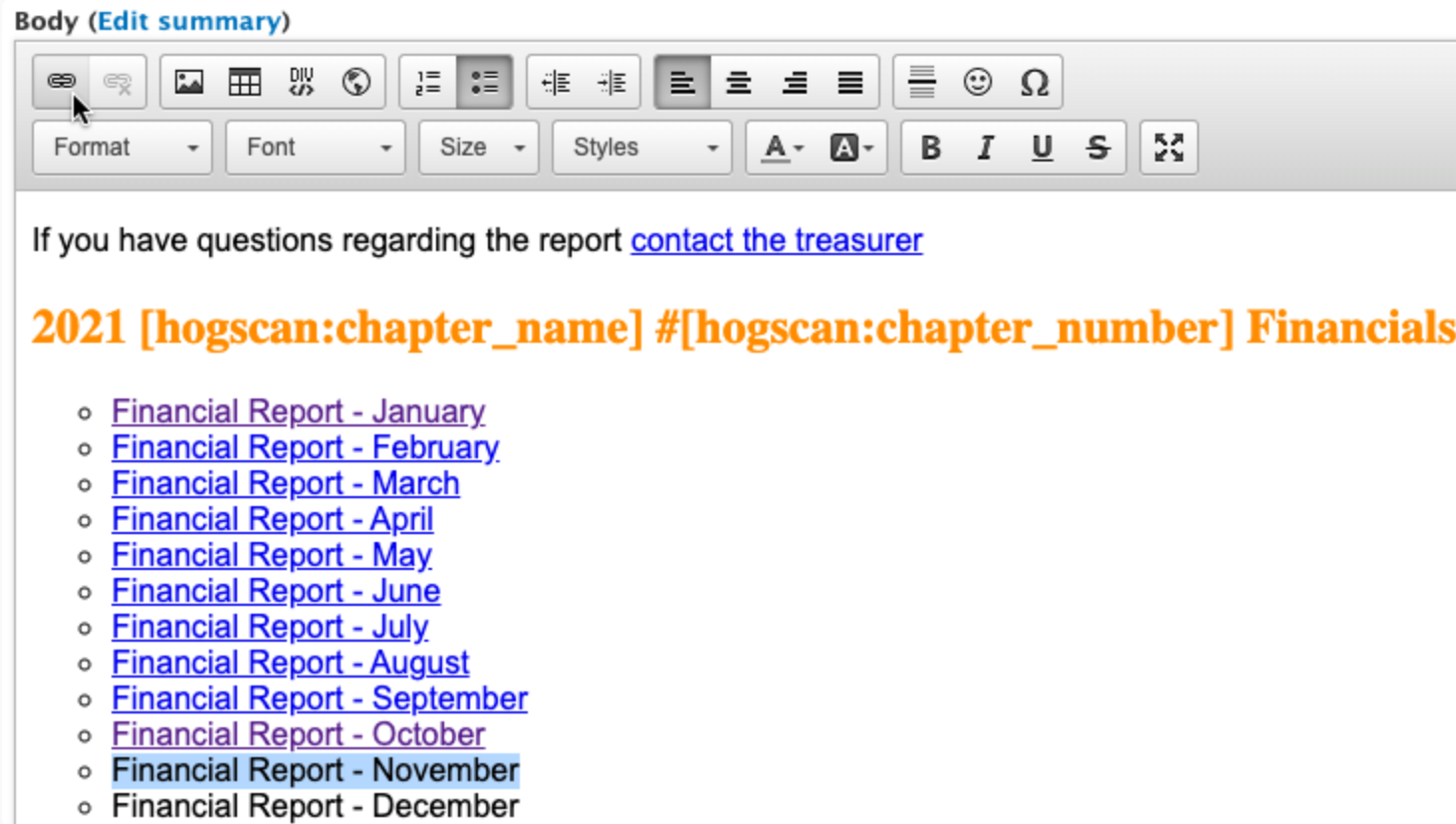# Upload Financial Report to the Website

- 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 webmaster will also help with any questions you may have.

1 Login to your account on [raleighhog.com](#)
2 Navigate to the **Financial Reports** page
3 Click the **Edit** tab.
4 Highlight the report you want to add and click the **link** icon. It looks like a chain link. See image below

Body (Edit summary)

If you have questions regarding the report contact the treasurer

2021 [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

5 Upload the local PDF to the server as follows
    5.1 In the window that opens, see image below, click the **Browse Server** button
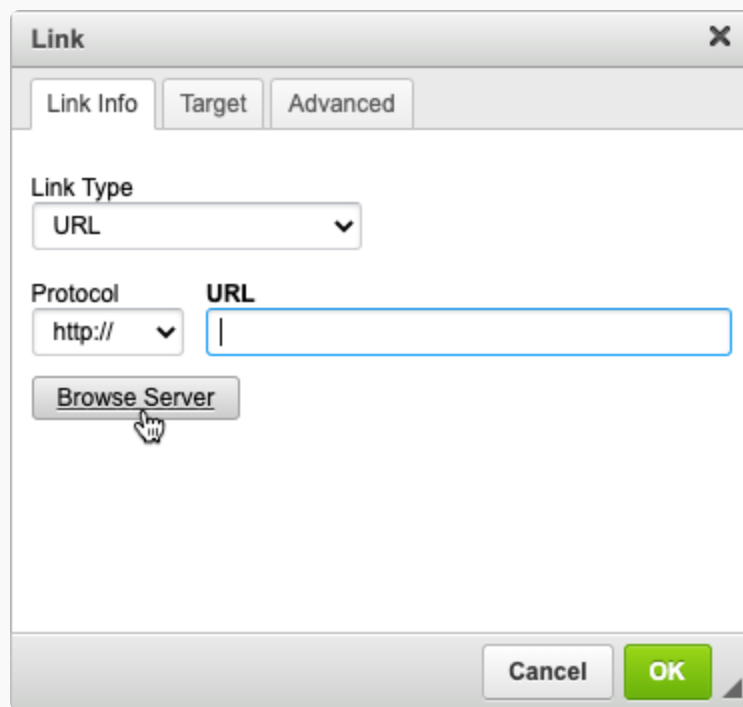
5.2 If needed, expand the **financial_editor** subdirectories by clicking the plus sign (+) within the box until you see the year for which you will be updating. Click the directory name, then click **Upload** from the menu bar. See image below
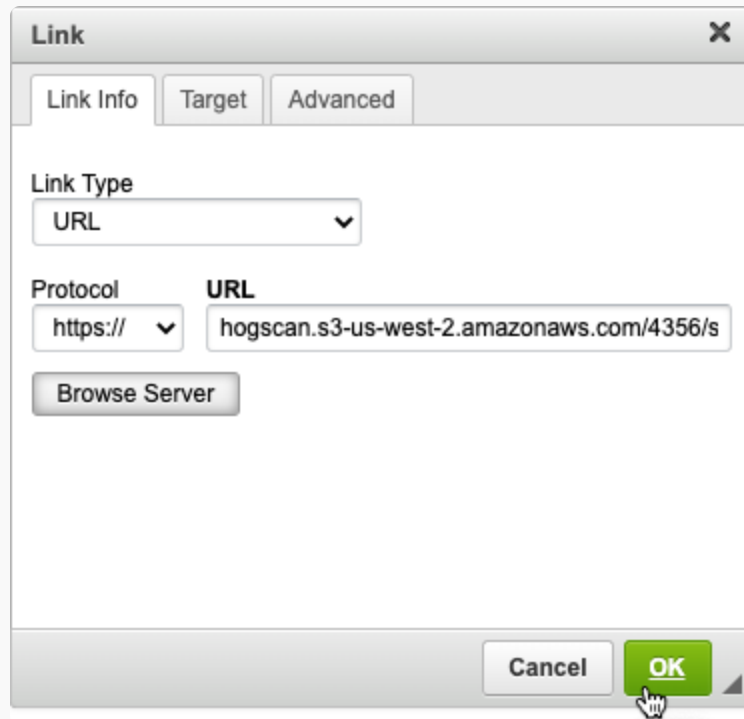

5.3 Click the **Choose File** button and select the file you want to upload. This file will be on your machine in whichever directory you placed it. When the file finishes loading click the **Upload** button. Click the **x** in the upper right to close the window. See image below

File

Choose File | No file chosen

Create thumbnails

☐ Small (90x90)
☐ Medium (120x120)
☐ Large (180x180)

⬆ Upload

name↓	Size	Width	Height	Date
l 2021 Monthly Financial Report.pdf	460.79 KB	0	0	11/30/2021 - 14:52
ust 2021 Monthly Financial Report.pdf	461.76 KB	0	0	11/30/2021 - 14:53
ruary 2021 Monthly Financial Report.pdf	459.43 KB	0	0	11/30/2021 - 14:52
uary 2021 Monthly Financial Report.pdf	456.29 KB	0	0	11/30/2021 - 14:51
2021 Monthly Financial Report.pdf	463.15 KB	0	0	11/30/2021 - 14:52
e 2021 Monthly Financial Report.pdf	461.93 KB	0	0	11/30/2021 - 14:52
ch 2021 Monthly Financial Report.pdf	458.93 KB	0	0	11/30/2021 - 14:52
May 2021 Monthly Financial Report.pdf	461.2 KB	0	0	11/30/2021 - 14:52
October 2021 Financial Report.pdf	461.7 KB	0	0	11/30/2021 - 14:53
September 2021 Monthly Financial Report.pdf	461.73 KB	0	0	11/30/2021 - 14:53

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
7 Click the **OK** button in the resulting window. See image below

Link   ✖

| Link Info | Target | Advanced |

Link Type

URL

Protocol   **URL**

https://   hogscan.s3-us-west-2.amazonaws.com/4356/s

Browse Server

Cancel   OK

8 Scroll to the bottom of the page and click the **Save** button
9 You're done. The current month's Financial Report is available/viewable by chapter members.