

# 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](#)
- 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 To highlight the report you want to add

4.1 Click three times in quick succession on the title to highlight the report you want to add (April will be used as an example for this tutorial)

4.2 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- A+ B I U S

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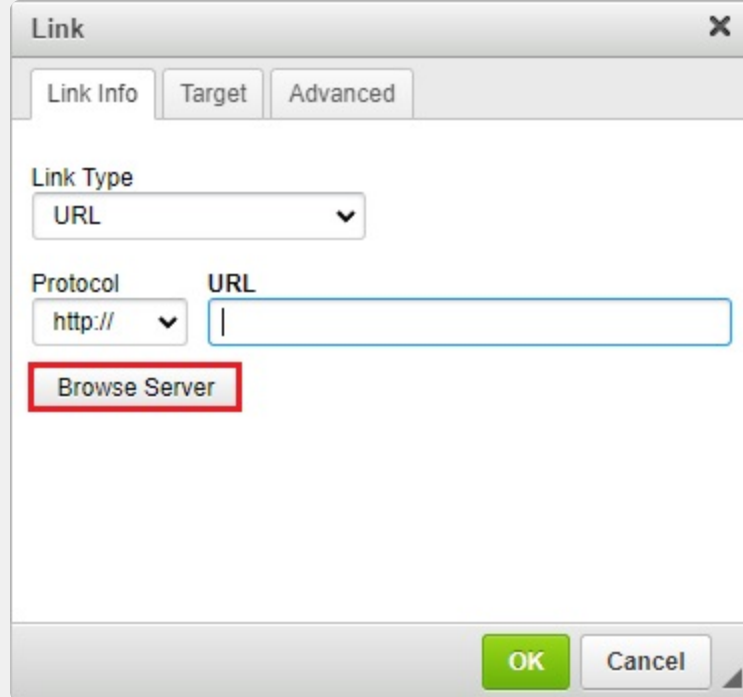
**2022 [hogscan:chapter\_name] #[hogscan:chapter\_number] Financials**

- [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

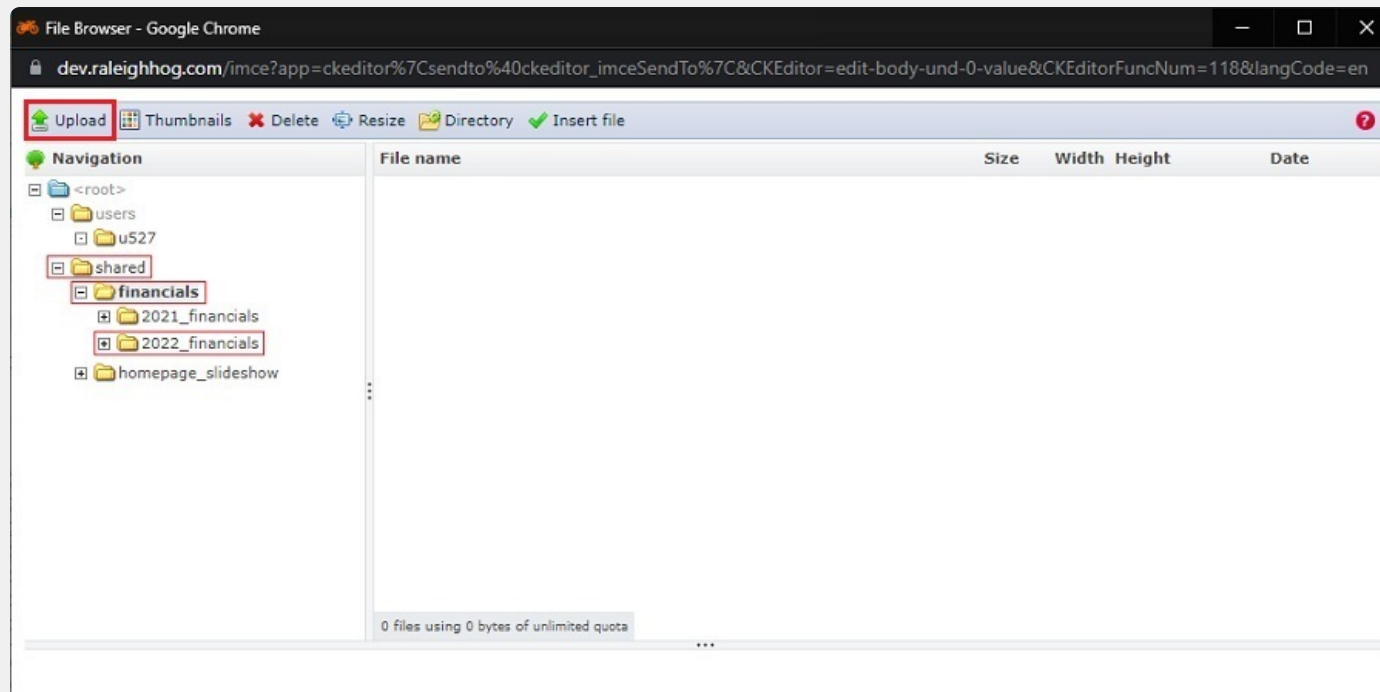
**2021 [hogscan:chapter\_name] #[hogscan:chapter\_number] Financials**

- [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

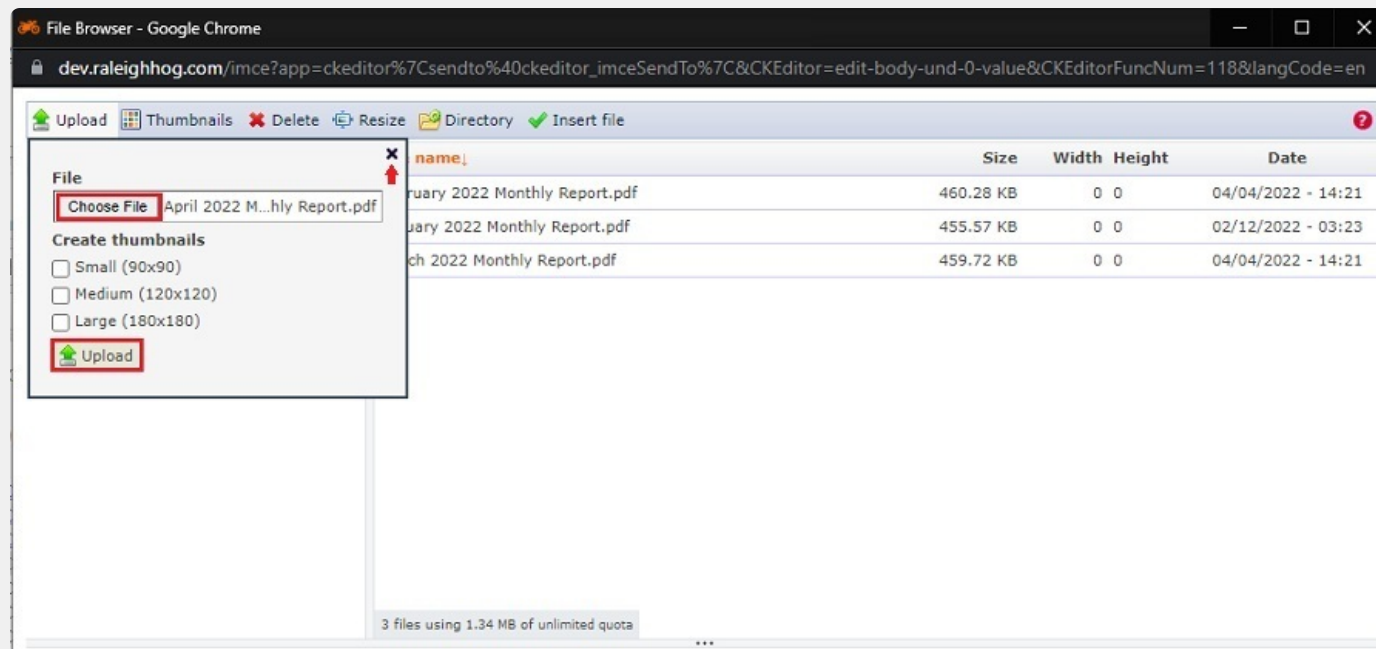


5.2 Click on the **shared** directory to expand it, then click the **financials** subdirectory to expand it and then click the **2022\_financials** subdirectory to expand it. Click the directory name, then click **Upload** from the toolbar. See image below



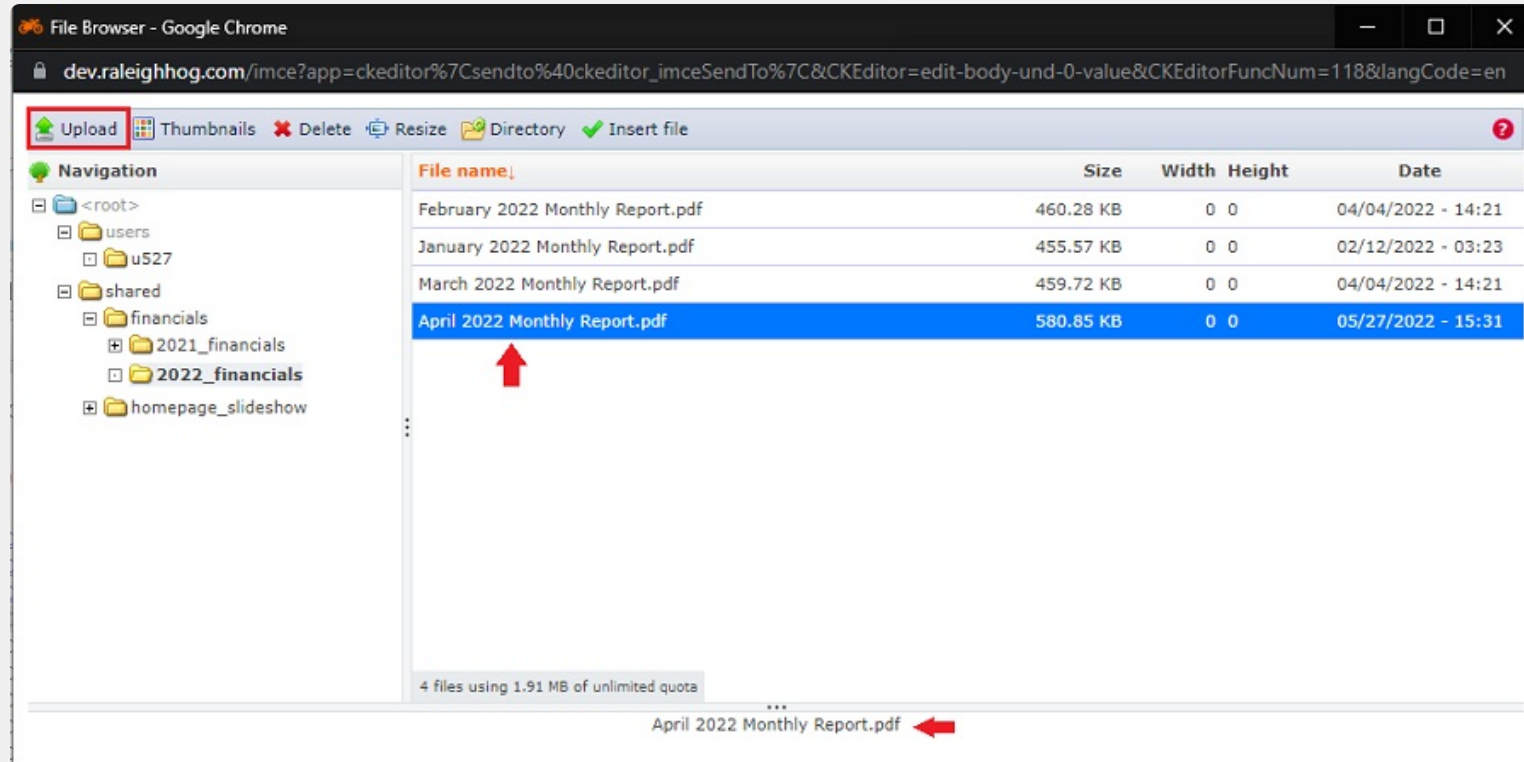
5.3 Click the **Choose File** button and select from your machine the PDF file you want to upload. (This file will be in whichever directory you placed it.) When the file finishes loading click the **Upload** button. Click

the **x** in the upper right to close the window. See image below

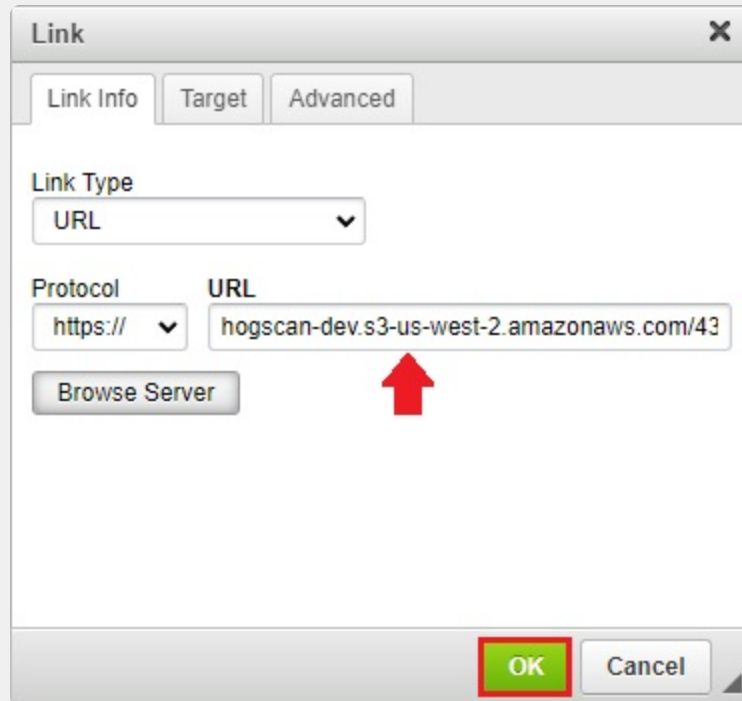


5.4 The PDF has been successfully uploaded to the server

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



Link

Link Info Target Advanced

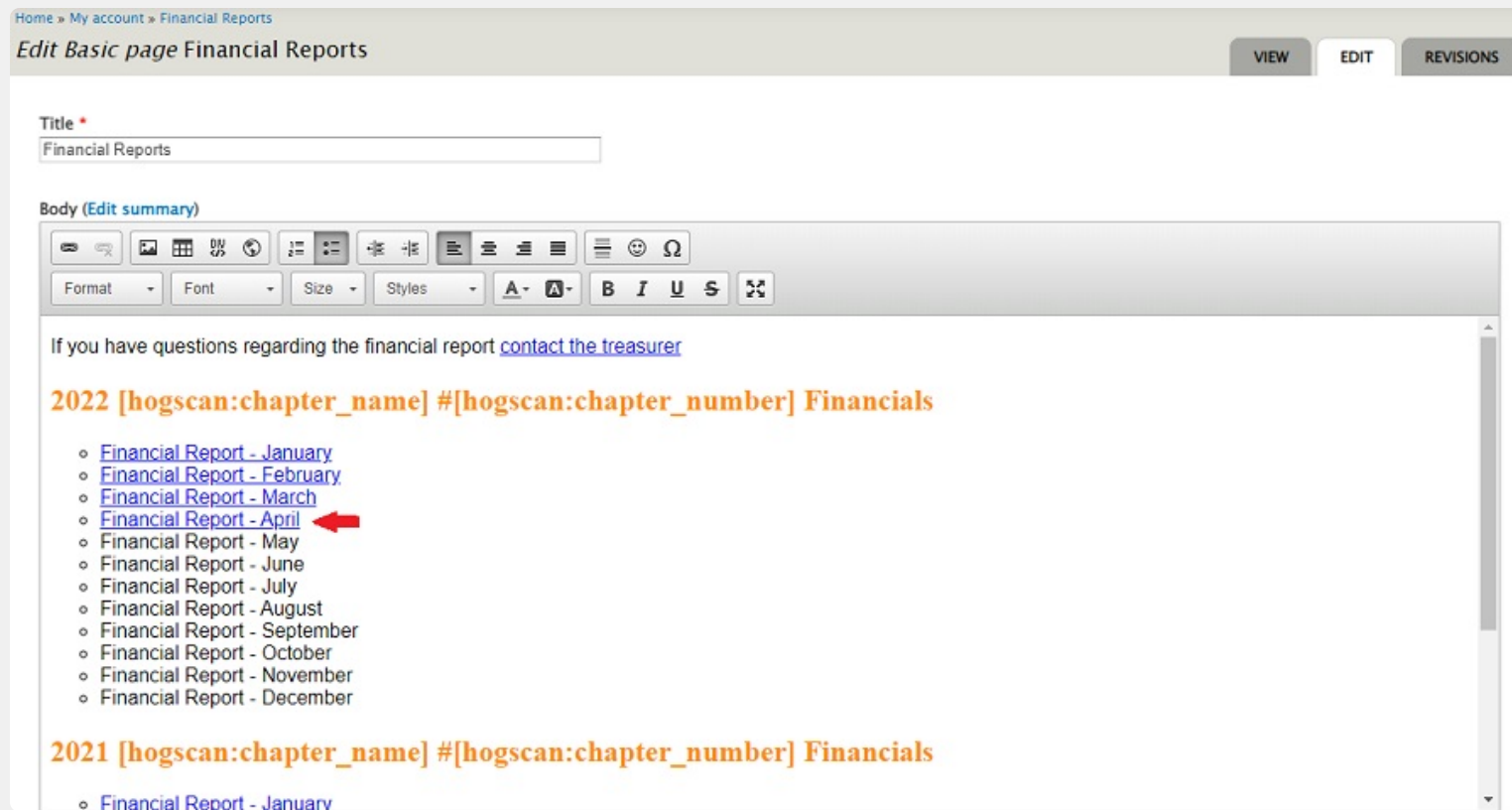
Link Type  
URL

Protocol URL  
https:// hogscan-dev.s3-us-west-2.amazonaws.com/43

Browse Server

OK Cancel

8 The Financial Report is now a link to the PDF you just successfully uploaded. 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
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- Financial Report - May
- Financial Report - June
- Financial Report - July
- Financial Report - August
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- Financial Report - October
- Financial Report - November
- Financial Report - December

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 to chapter members.