

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.

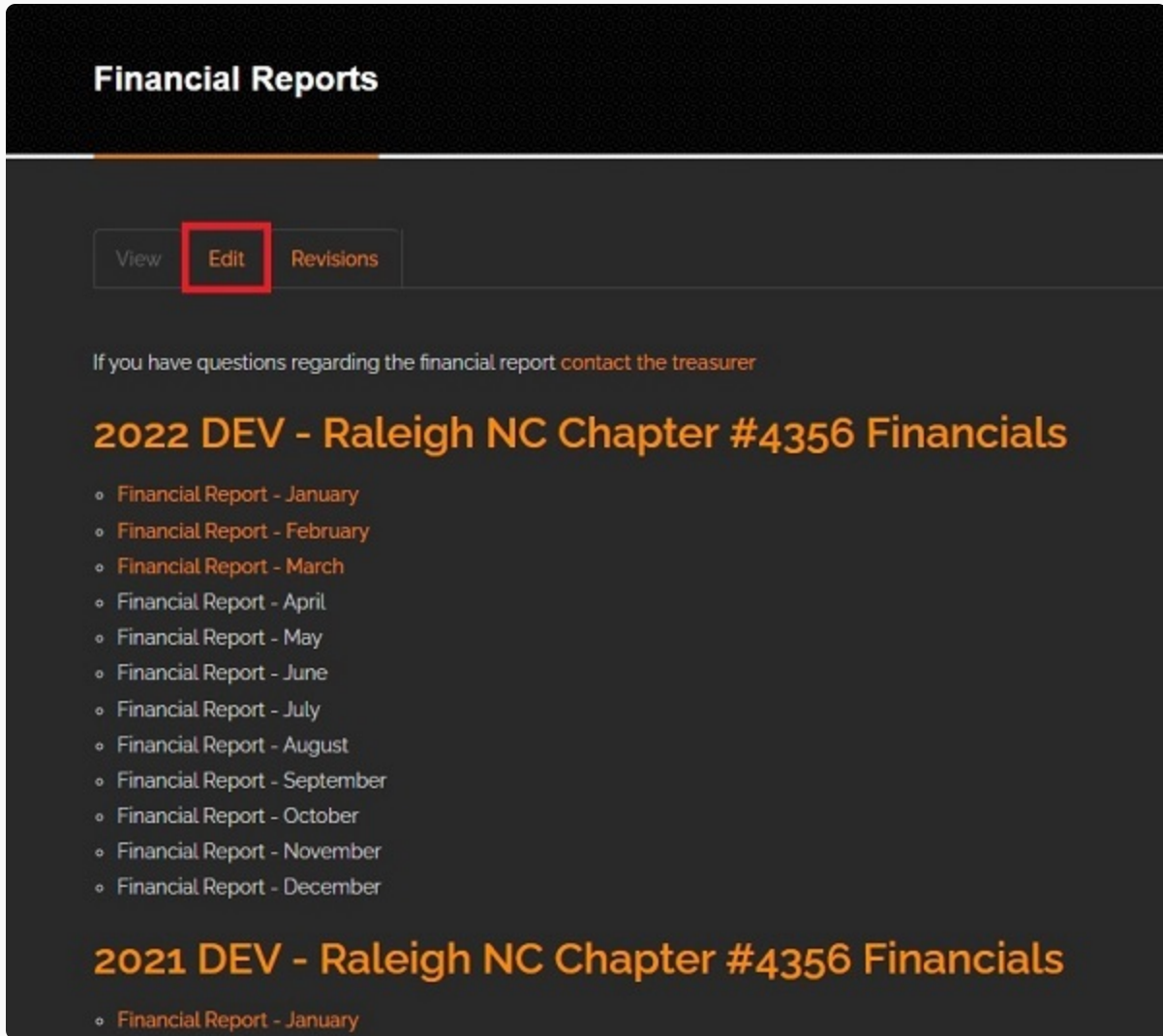
1 Login to your account on raleighhog.com

2 Navigate to the **Financial Reports** page

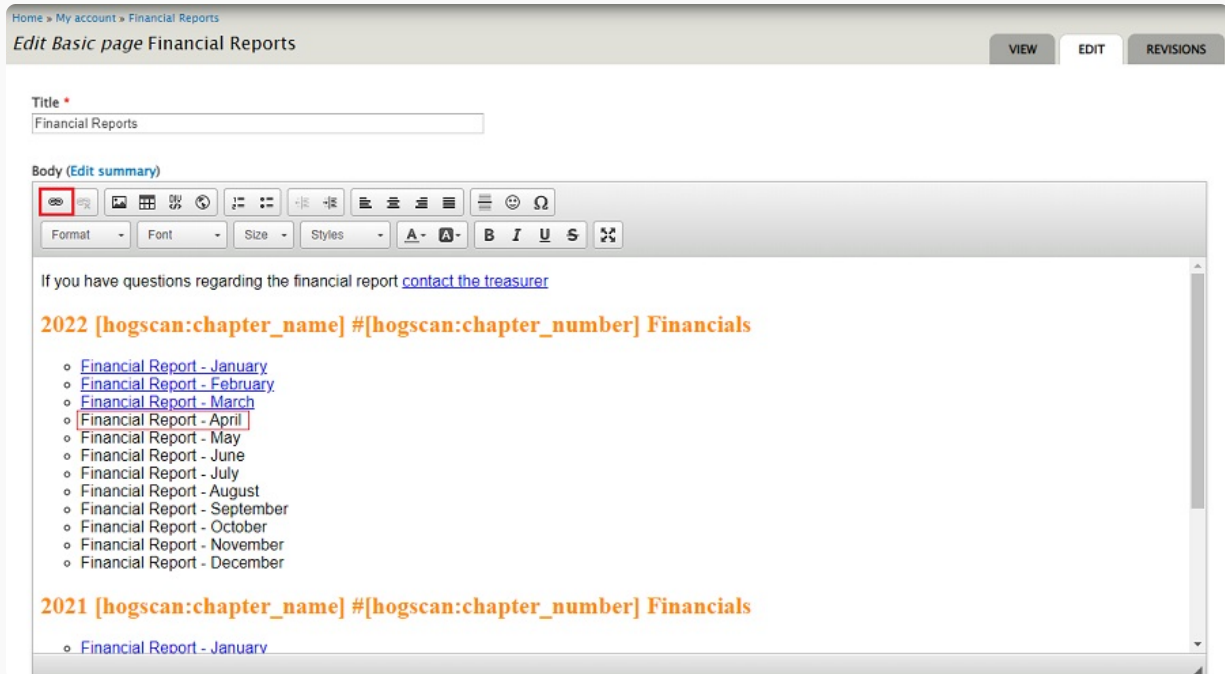
2.1 Hover the mouse pointer (do not click) over "My Account"

2.2 When the dropdown appears click "Financial Reports"

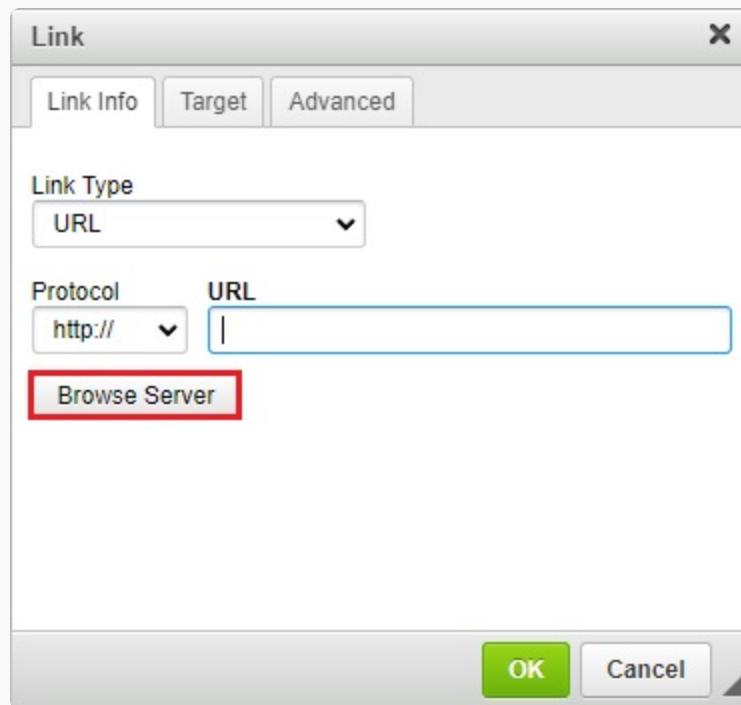
3 Click the **Edit** tab. See image below



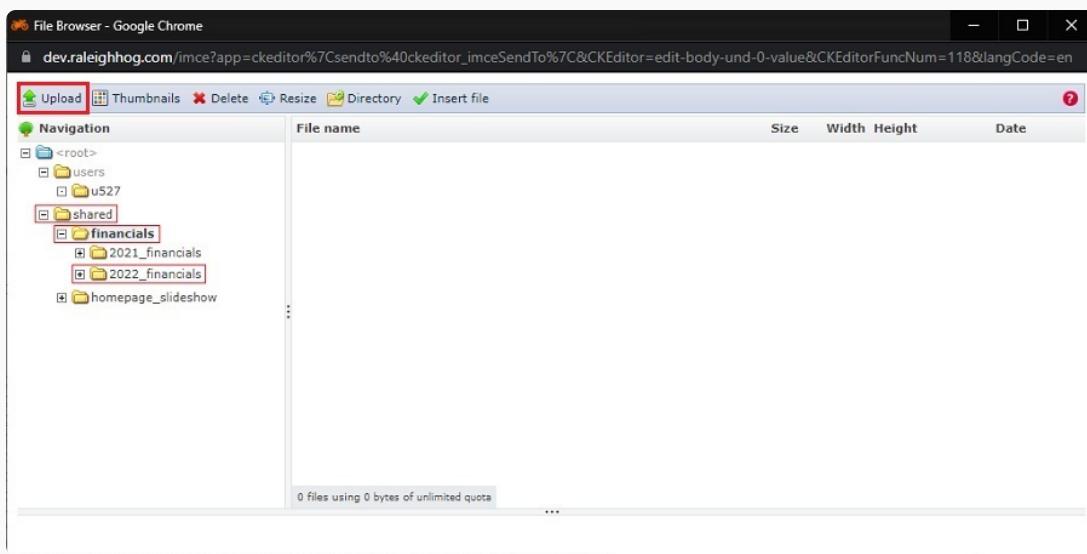
4 Double click on the title to highlight the report you want to add (April will be used as an example for this tutorial) and then click the **link** icon in the **Body** toolbar (outlined in the image). See image below



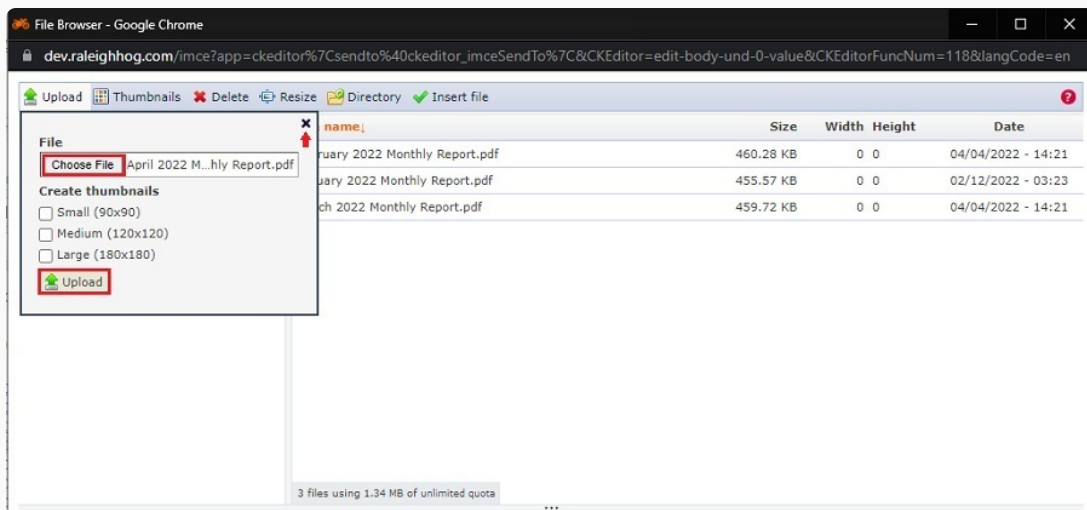
5 Upload the financial report PDF file on your local machine to the server as follows
5.1 In the pop-up window that opens click the **Browse Server** button. See image below



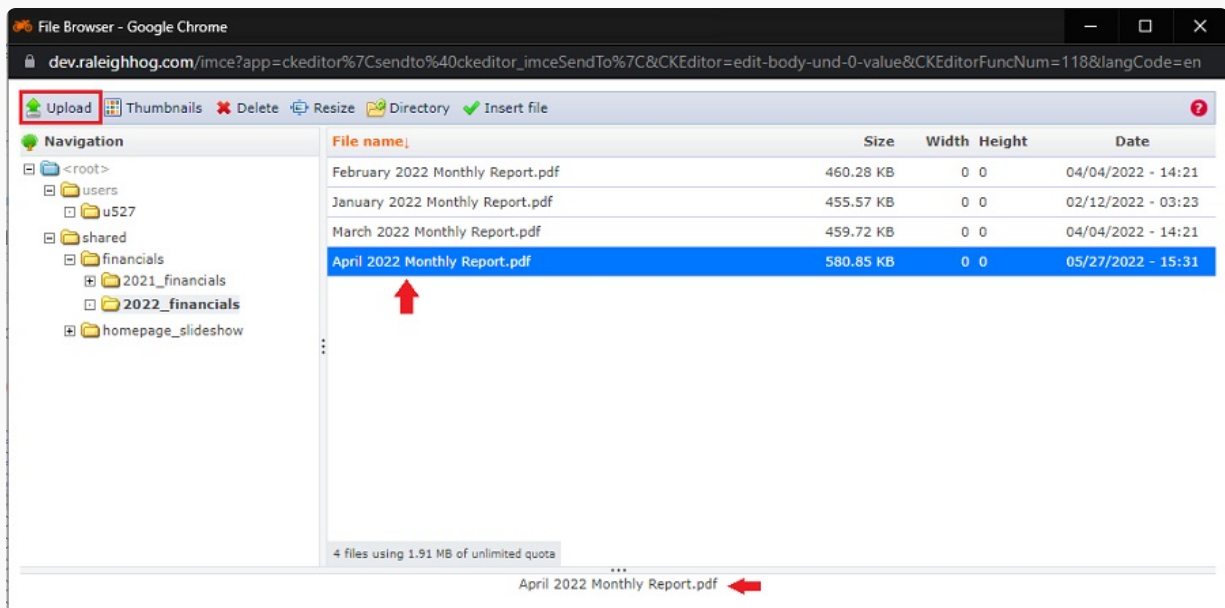
5.2 Click on the **shared** directory to expand it, then click the **financials** subdirectory to expand it and then click the **2022_financials** subdirectory to expand it. Click the directory name, then click **Upload** from the toolbar. See image below



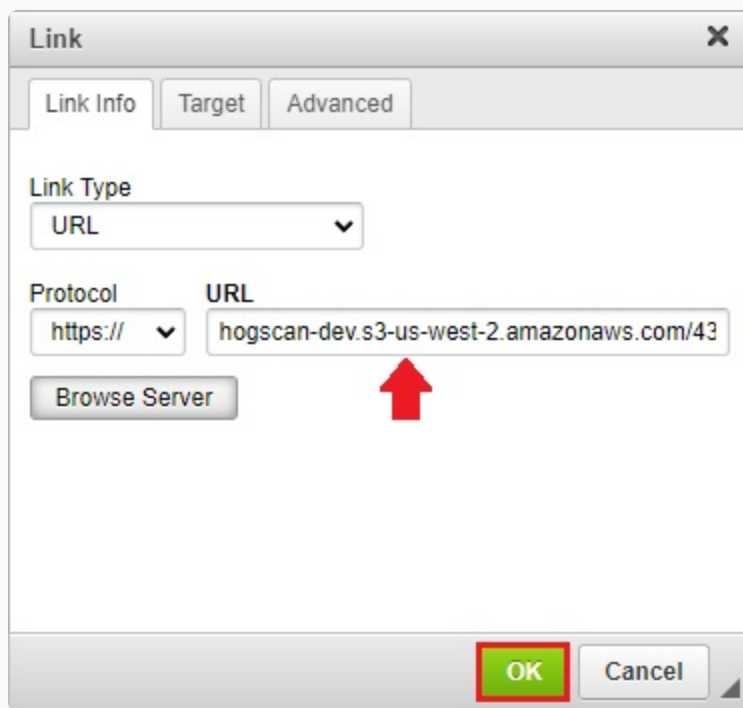
5.3 Click the **Choose File** button and select from your machine the PDF file you want to upload. (This file will be in whichever directory you placed it.) When the file finishes loading click the **Upload** button. Click the **x** in the upper right to close the window. See image below



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

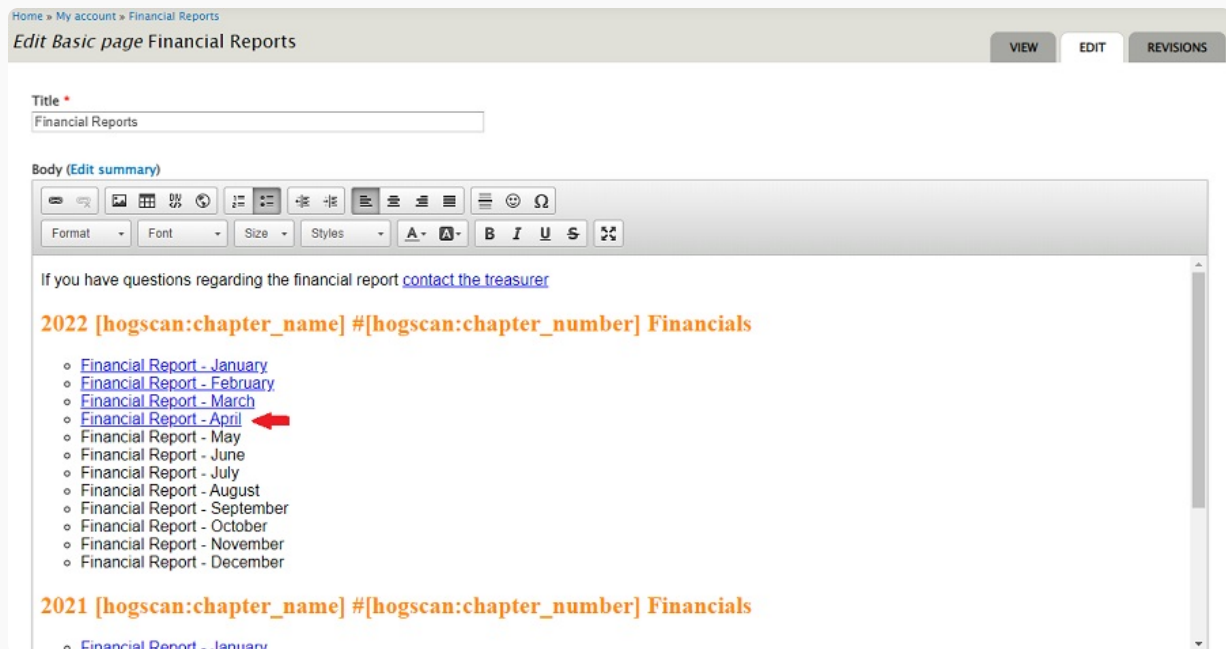
Protocol
https://

URL
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)

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

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.