

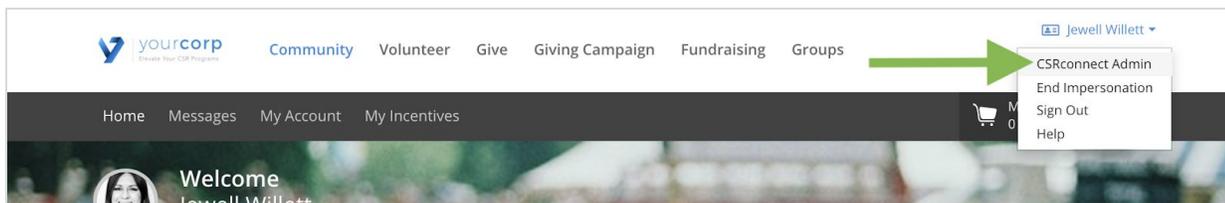
How to Turn Your File into a Link

Admin's have the ability to upload CSRconnect related documents that need to be turned into clickable links. These links can be used to embed documents, images, templates, and more throughout your CSRconnect communications, Engagement Elements, and custom text options. Before we get started, here are some common examples:

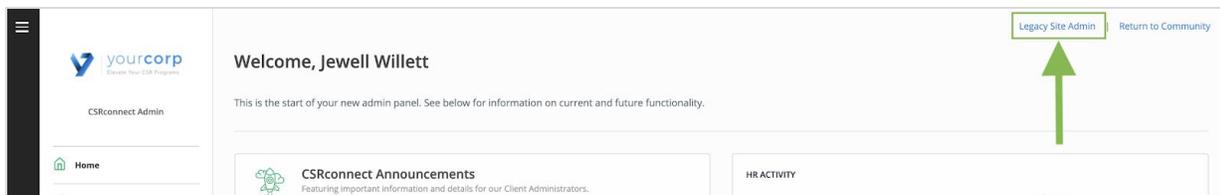
- Upload a copy of your UserGuide/FAQ and save the link in your browser in order to easily share with users you might support via email.
- Upload your Program Guidelines and retrieve a link that can be used in your program-focused Engagement Element.
- Turn your preferred Volunteer Sign-up template into a downloadable Excel sheet that can be posted in your custom text, Volunteer Toolkit, and more.

Accepted file types are: PDF, JPG, JPEG, PNG, EXCEL, PWPT, DOC

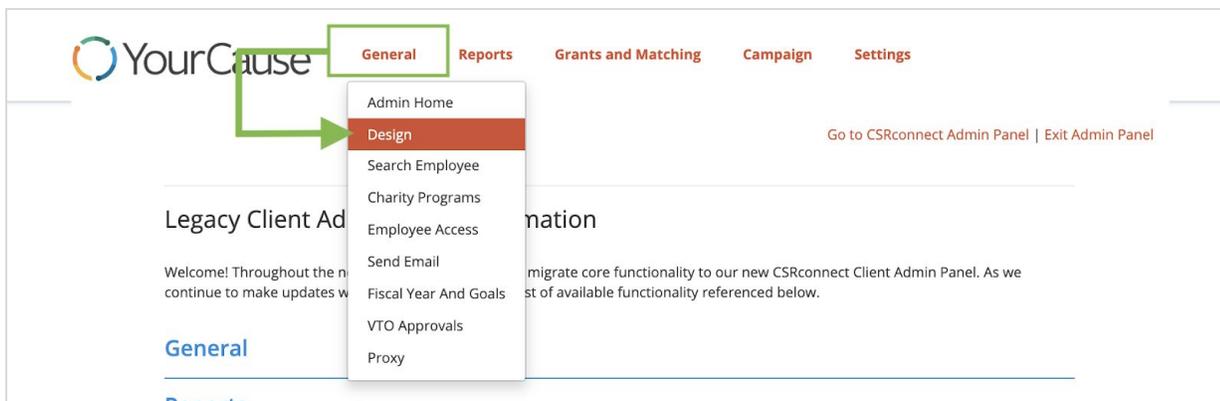
✓ From the Community home, select **'CSRconnect Admin.'** This will take you the next generation Client Admin Panel:



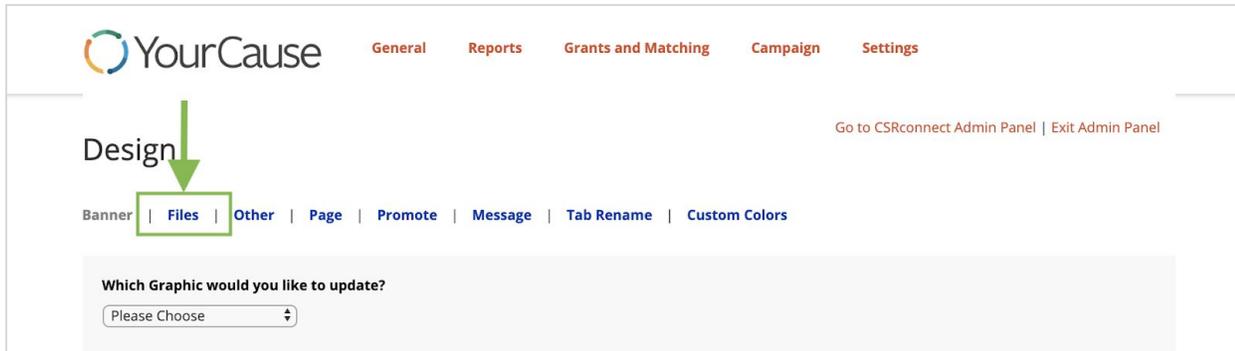
✓ Next, you will need to visit the Legacy Client Admin Panel. To do so, click on the **'Legacy Site Admin'** link.



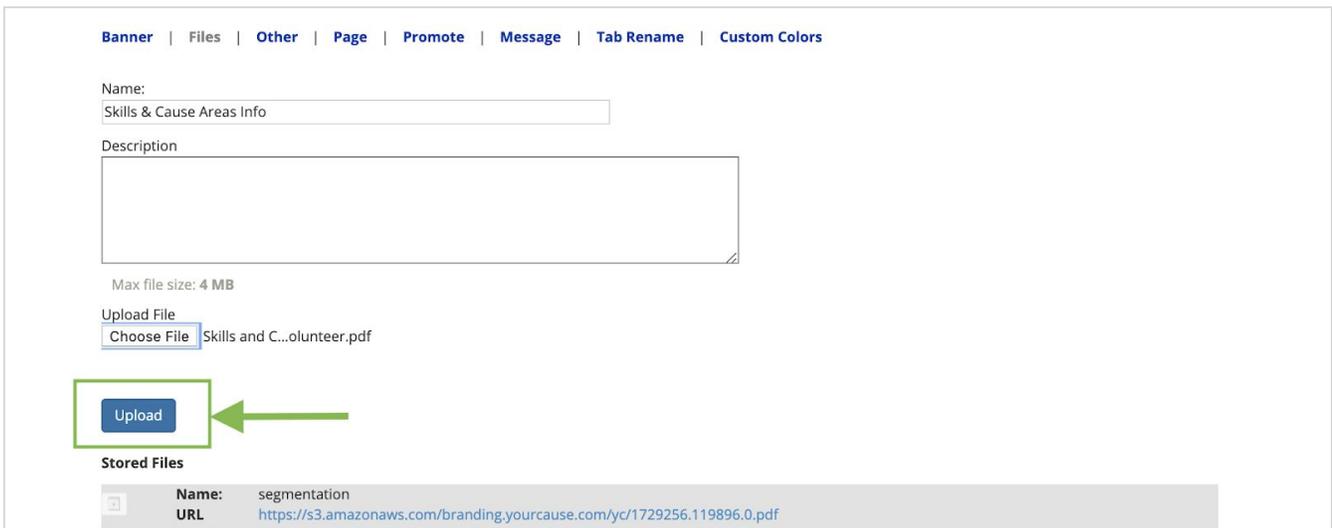
✓ From the Legacy Admin Panel, click on **'General.'** Then click on **'Design.'**



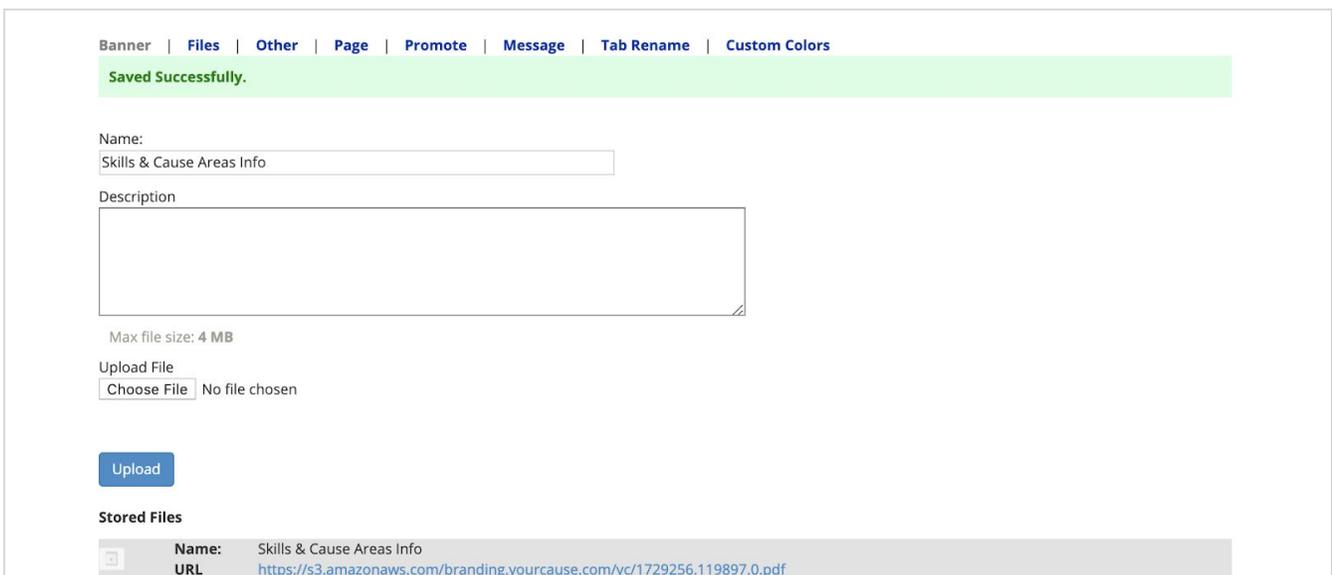
- ✓ After the Design dashboard loads, click on the **'Files'** link.



- ✓ Give your document some details and upload. **Enter a name** for your document - this will make it easier to locate in the future. A description is optional. After your file has been selected, click the **'Upload'** button.



- ✓ During the upload, the page will seem still. Don't click any other links until you see the **'Saved Successfully'** banner generated.



- ✓ Now your link is ready. Locate your link by the name and copy/paste into your document, EE, custom text, etc.