

## **How To Add Minutes to the MCO Website**

1. Login to the MCO Website.
2. Go to Clusters, Arthur, Arthur Coordinators.
3. Choose to view all the minutes (minutes listed below our names).
4. Go to the bottom of the Minutes page and click on the “New file” button.
5. A form appears: Give the file a name (we've been using yyyy-mm-dd Arthur Coordinator Minutes).
6. Choose “Minutes” Folder from the dropdown menu.
7. Browse to the file on your computer.
8. Add a description.
9. Read and Write permissions are preset, they should be Read: Anonymous.  
And Write: Administrators.  
These should be selected already. As you scroll down you will see them highlighted. If they are not highlighted then use "Ctrl click" to select them.
10. Then Click the “OK” button.