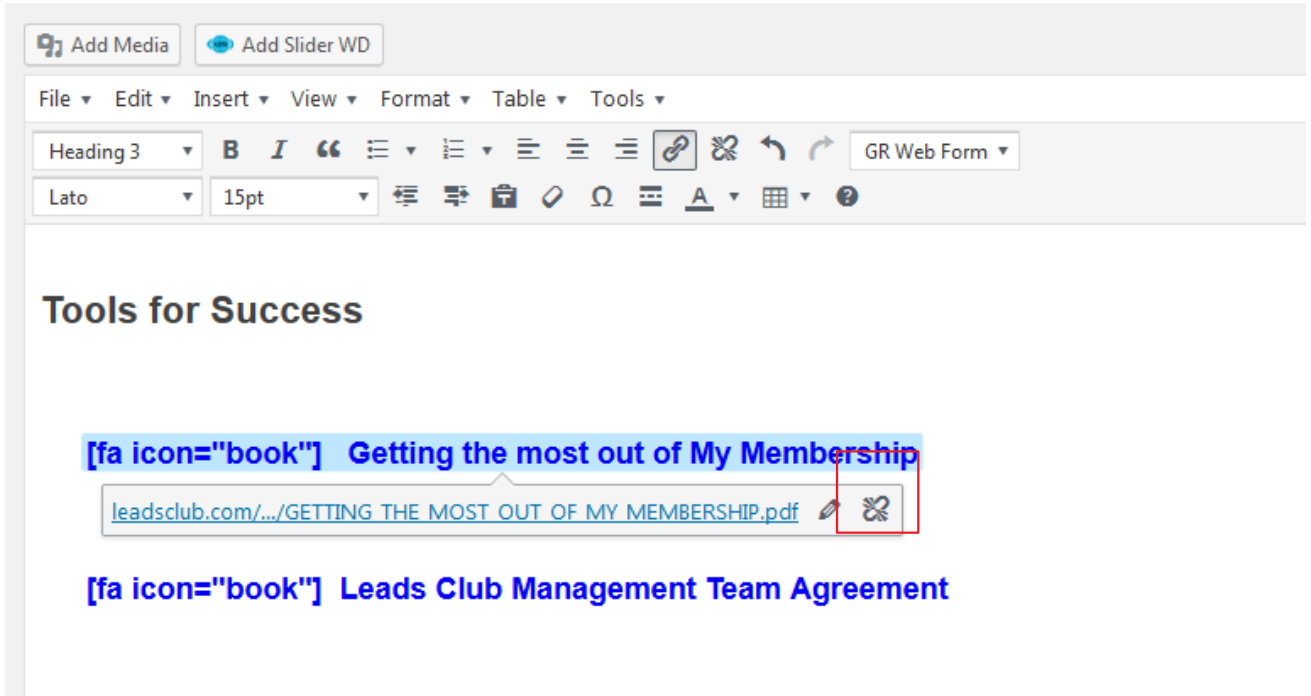


Replacing or Adding Documents

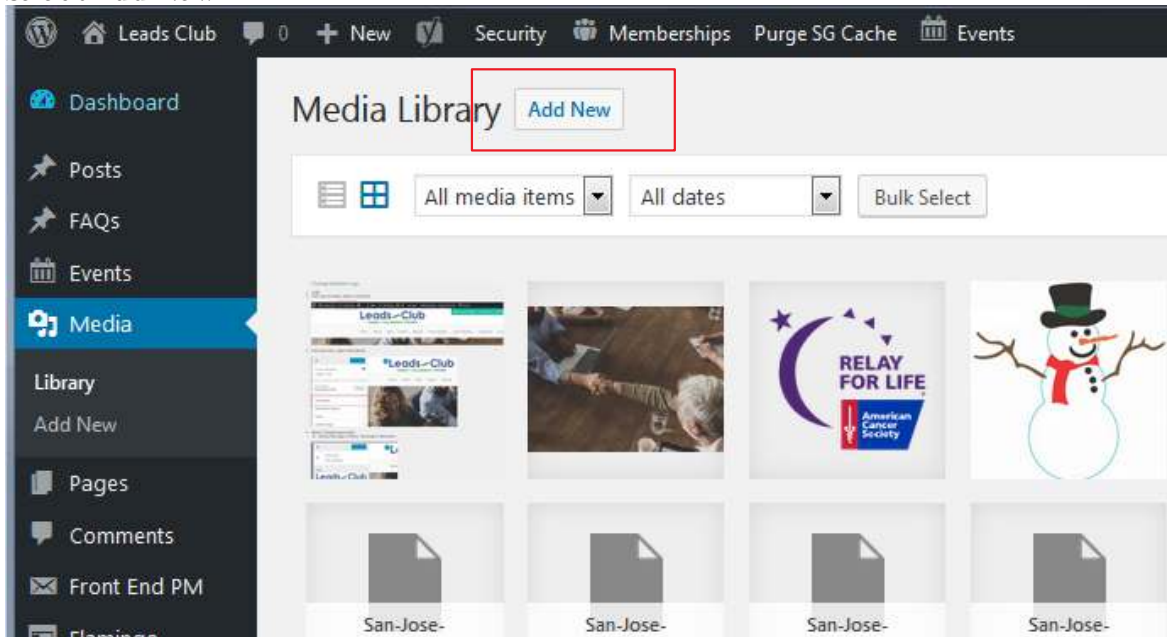
Monday, January 29, 2018 7:50 AM

This applies regardless where a document resides. In this example, the Members area is shown.

1. From document destination page, select Edit Page
2. Select document title to replace
3. Select Remove Link icon



4. Select Media tab on left
5. Select Add New



6. Upon uploading, copy URL of document

Tools for Success

[fa icon="book"] Getting the most out of My Membership

Paste URL or type to search



[fa icon="book"] Leads Club Management Team Agreement

12. Select update on right

The image shows a screenshot of a content management system interface. On the left, there is a main content area with a 'Visual' and 'Text' tab. On the right, there is a 'Publish' sidebar. The sidebar contains the following information:

- Status: Published [Edit](#)
- Visibility: Public [Edit](#)
- Revisions: 24 [Browse](#)
- Published on: Apr 24, 2017 @ 13:25 [Edit](#)
- Readability: Good
- SEO: Not available

At the bottom of the sidebar, there are two buttons: 'Move to Trash' and 'Update'. The 'Update' button is highlighted with a red box.