

How to upload files to the REAA File Library

- 1) Click the Admin Login from REAA.org (scroll to the very bottom of the page)

You can gain access to our old website at <http://reaa.org> and log in with your account credentials to access old CE Certificates.



- 2) Enter your Admin Username and Password
(This is different than your REAA.org. The login is first initial followed by your last name. e.g. "John Smith" username would be "JSmith") If you need help contact info@reaa.org

The screenshot shows the "Naylor Client Login" form. It has a title "Naylor Client Login" at the top. Below the title are two input fields: "Username" with a person icon and "Password" with a key icon. There is a "Remember Me" checkbox which is checked. Below the input fields is a blue "LOGIN" button with a lock icon. Below the button is a link "Forgot your Password?". At the bottom of the form, there is a section for "New Users:" with the text "Please obtain your username and password from your Naylor Association Solutions administrator."

3) On the Admin Home Page, Navigate to the Website Menu, then down to File Library

NAYLOR
ASSOCIATION SOLUTIONS

Hello Brian! 2
Today is Wednesday, December 21, 2022

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Overview

Renewals: 39

Last 12 Months 402

Past 30 Days 24

0 10 20

4) Click on a folder to enter or Create a New Folder

File Library

Current Space Used: 16 MB Allocated Space: 300 MB

Home Create Folder Upload to this folder

Back

Name	URL	Type	Size	Date accessed	Action
Attendance Sheets		folder	120 Kb	1/19/2022 11:52:35 AM	
committees		folder	0 bytes	1/12/2022 11:53:35 AM	
Corporate Treasurer Monthly Reports		folder	134 Kb	2/6/2022 6:36:19 PM	
Don's 1004MC		folder	0 bytes	12/21/2022 2:20:08 PM	
For Distribution		folder	856 Kb	10/25/2022 1:24:36 PM	
How To Documents		folder	11 Mb	12/8/2022 6:46:25 PM	
Other		folder	3 Mb	8/22/2022 6:59:01 PM	
Sacramento Chapter		folder	0 bytes	12/8/2022 8:23:31 PM	
Test		folder	0 bytes	9/2/2014 10:05:14 AM	
By Laws 1-9-15.pdf	Files/By Laws 1-9-15.pdf	pdf	140 Kb	11/12/2021 2:17:25 PM	
Code of Ethics.pdf	Files/Code of Ethics.pdf	pdf	26 Kb	11/12/2021 2:16:00 PM	
REAA Board Meeting Minutes - 01-11-22.docx	Files/REAA Board Meeting Minutes - 01-11-22.docx	docx	31 Kb	1/11/2022 9:19:42 PM	
video.jpg	Files/video.jpg	jpg	20 Kb	8/23/2013 6:45:00 AM	

5) Once in the desired folder and subfolder, click on Upload to this Folder

File Library

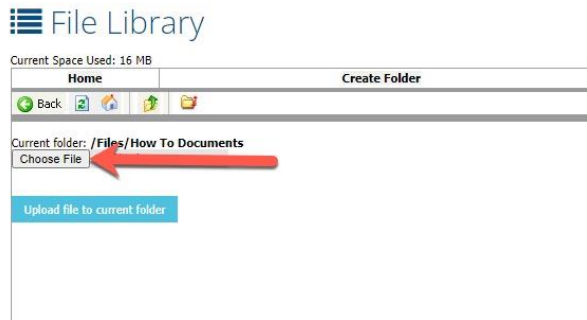
Current Space Used: 16 MB Allocated Space: 300 MB

Home Create Folder Upload to this folder

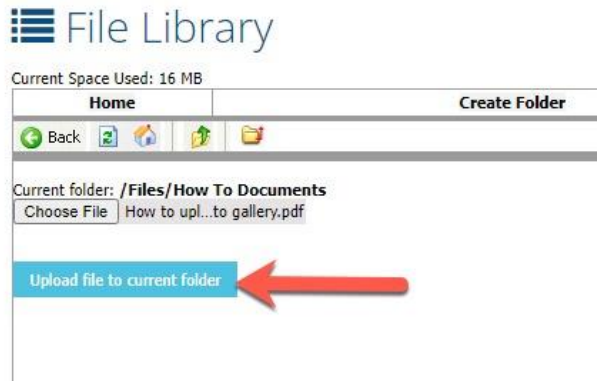
Back

Name	URL	Type	Size	Date accessed	Action
Advanced Website Training.pdf	Files/How To Documents/Advanced Website Training.pdf	pdf	414 Kb	12/8/2022 6:46:25 PM	
How to Accept a New Member.pdf	Files/How To Documents/How to Accept a New Member.pdf	pdf	563 Kb	2/15/2022 10:08:29 AM	
How to Add a Class Participant.pdf	Files/How To Documents/How to Add a Class Participant.pdf	pdf	851 Kb	4/20/2022 11:10:22 AM	
How to Add a Walk In.pdf	Files/How To Documents/How to Add a Walk In.pdf	pdf	941 Kb	4/20/2022 11:10:05 AM	
How to Complete the Monthly Corporate Treasurers Report.pdf	Files/How To Documents/How to Complete the Monthly Corporate Treasurers Report.pdf	pdf	1 Mb	2/6/2022 7:00:58 PM	
How to Create an REAA Event with a Certificate.pdf	Files/How To Documents/How to Create an REAA Event with a Certificate.pdf	pdf	2 Mb	5/24/2022 1:26:21 PM	
How to Download a Chapter Roster.pdf	Files/How To Documents/How to Download a Chapter Roster.pdf	pdf	713 Kb	2/15/2022 12:11:26 PM	
How to download your CE Cert.pdf	Files/How To Documents/How to download your CE Cert.pdf	pdf	622 Kb	7/18/2022 8:06:31 PM	
How to Edit Membership Info and Reset Passwords.pdf	Files/How To Documents/How to Edit Membership Info and Reset Passwords.pdf	pdf	834 Kb	2/15/2022 10:07:59 AM	

6) Click Choose File and Navigate to desired file on your computer



7) Click Upload file to current folder.



8) File should appear in the list. To view the file, click on the URL link.

