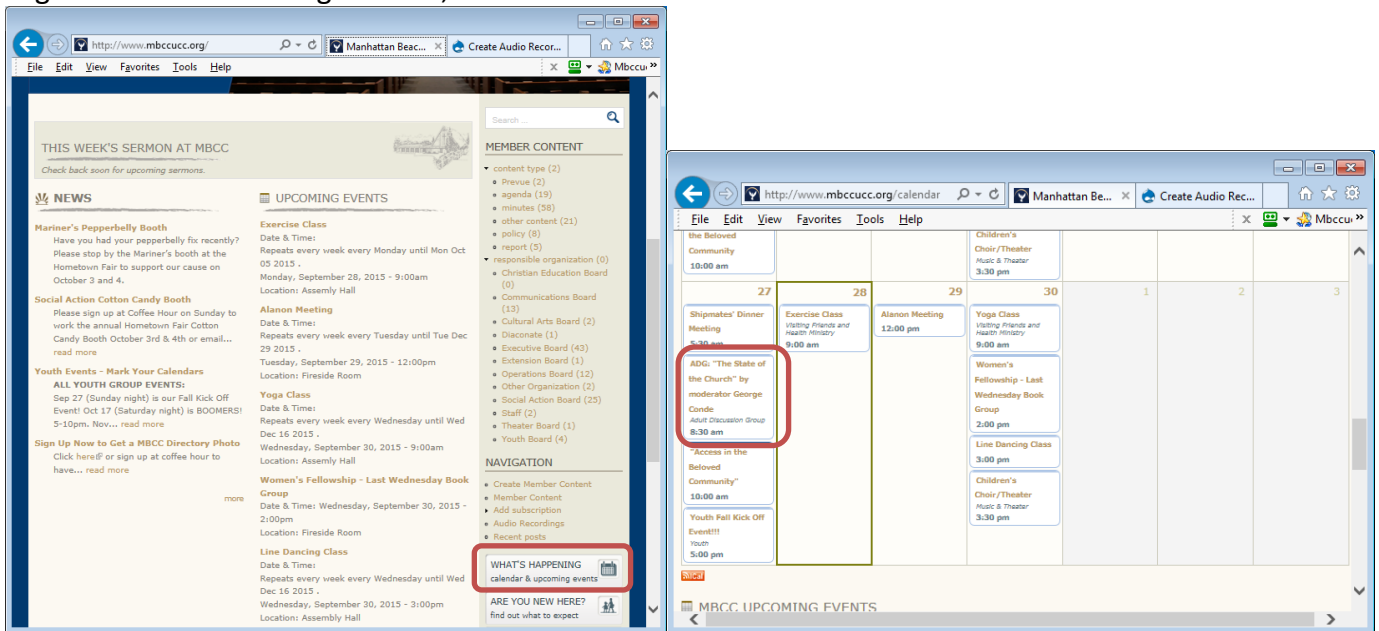


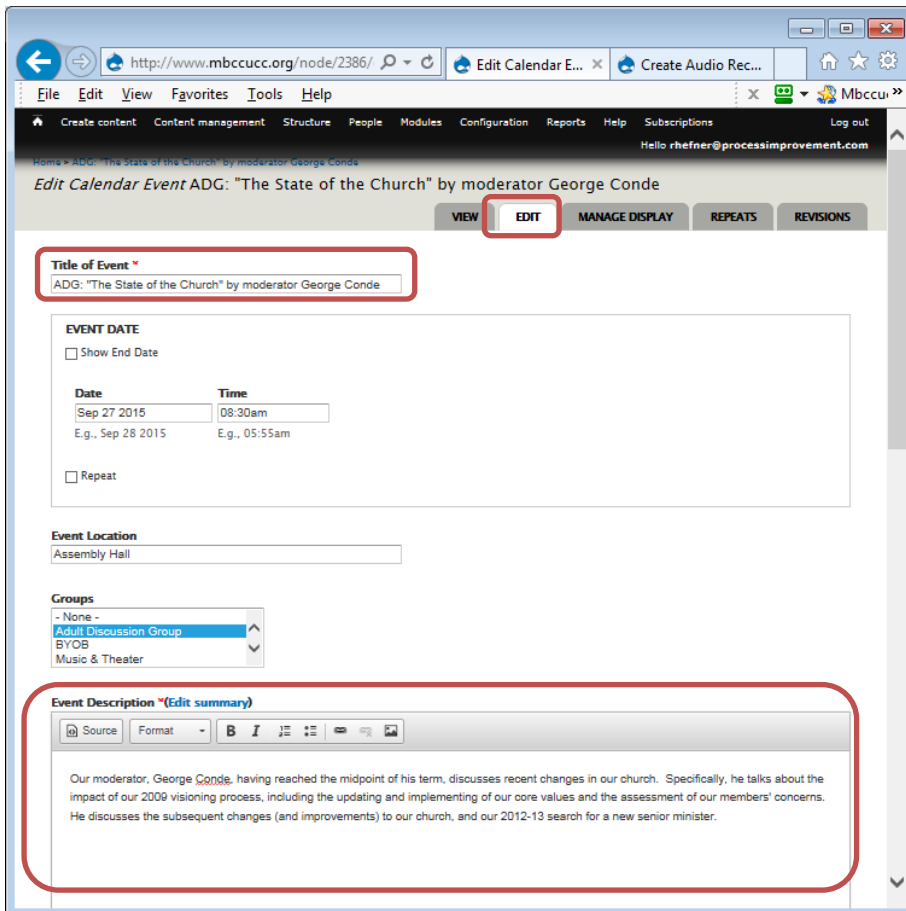
## Adding an ADG Recording to the MBCC Website

Rick Hefner, 29 Sep 2015

1. Contact Rick Hefner (rhefner@processimprovement.com) to be designated a website Editor, if not already.
2. Log into the mbccucc.org website, and select the Calendar. Select the calendar item to be edited.



3. Select the Edit tab, and modify the title and description to reflect desired text. Copy the title for later use. Click Save at the bottom.



4. Click on Audio Recordings on the right hand column.



5. Click Browse, and select the audio file to upload (in Dropbox or on your hard drive). Click Upload. (Once you've uploaded the file to the MBCC server, you can eliminate the file from Dropbox.) Copy the title of the talk into Link to Overview, or select from the dropdown menu, if available. Select Save at the bottom.

