

HOW TO ADD MEETING REPORTS ON COLORADOSQUAREDANCE.COM

To Add a Report

1. Log onto <https://coloradosquaredance.com/>
2. Sign onto the site at top **Login/Register**
3. Click (Docs/Forms, CSSDA, CSSDA Meetings, then meeting date.
4. Click upload (Top Right of page)
5. Click Choose File, then pick file from your computer, then click open.
(Maximum upload size is 512 MB.)
6. Change Title if needed.
7. Scroll down to bottom of page, & click the Submit button.
8. This should take you back to meeting page but if not click home and then go back to meeting page and see if uploaded.