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How do I add a Document to a page?

A **Document** Page Element allows you to easily add a file anywhere on your website. Users of the website can then easily download this file in its exact original format. If the Document Page Element resides on a page that is enabled, the document will also be accessible from the Document page (if applicable to your website) found on the top horizontal menu bar.

Adding a Document:

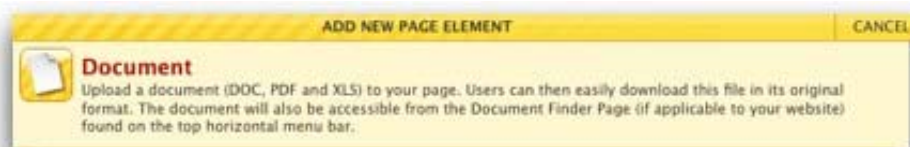
1. To add a document, go to any General, Level, or Team page.
2. Make sure you are in **Edit Mode**



3. Click **Add Page Element**



4. Select **Document** from the Page Element Menu.



5. Title your document and choose the file you would like to upload from your computer. (**DOC, PDF** and **XLS** files all work fine)
6. Click **Create This Page Element**
7. The document should upload and display at the bottom of your page.

PLEASE NOTE: You can not add a document to the main Document page directly, as this page is just a collector of all the documents residing on your website.