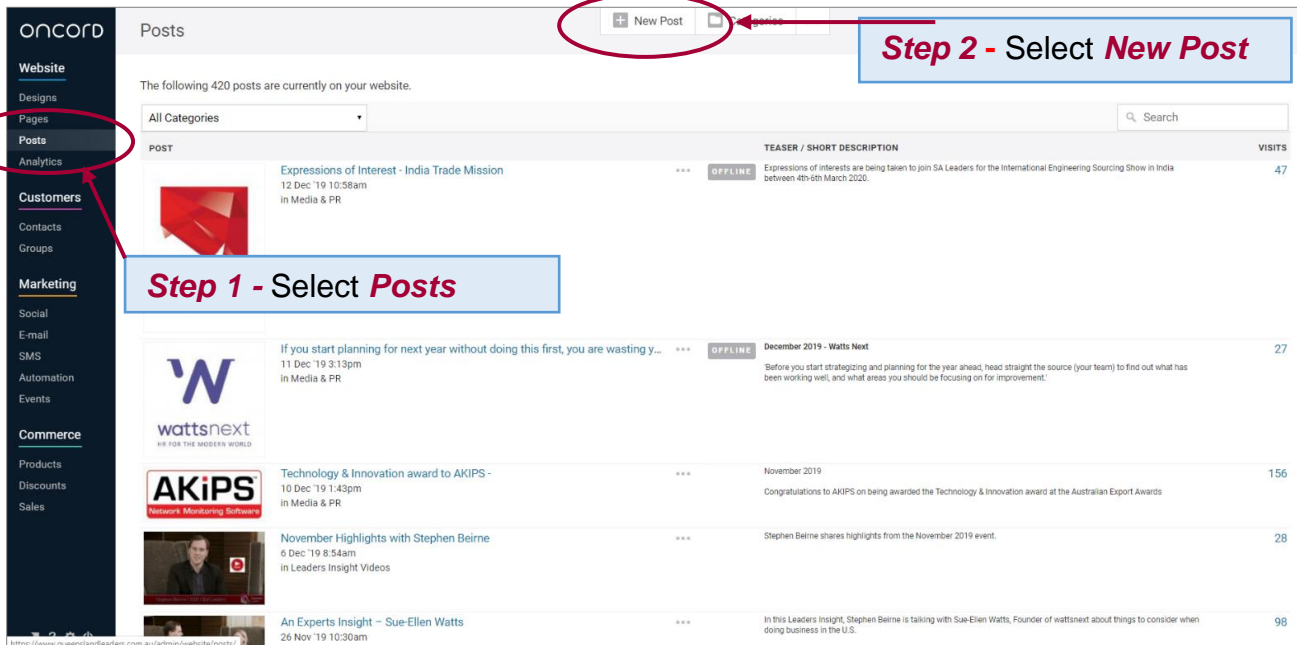







Workshop Videos are uploaded to the Resource Centre using **'Posts'**

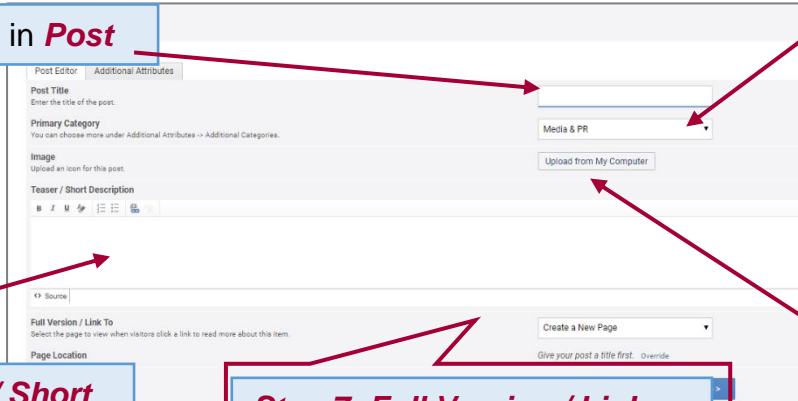


Step 2 - Select New Post

Step 1 - Select Posts

POST	TEASER / SHORT DESCRIPTION	VISITS
 Expressions of Interest - India Trade Mission 12 Dec '19 10:58am in Media & PR	Expressions of interests are being taken to join SA Leaders for the International Engineering Sourcing Show in India between 4th-6th March 2020.	47
 If you start planning for next year without doing this first, you are wasting y... 11 Dec '19 3:13pm in Media & PR	December 2019 - Watts Next Before you start strategizing and planning for the year ahead, head straight the source (your team) to find out what has been working well, and what areas you should be focusing on for improvement!	27
 Technology & Innovation award to AKIPS - 10 Dec '19 1:43pm in Media & PR	November 2019 Congratulations to AKIPS on being awarded the Technology & Innovation award at the Australian Export Awards	156
 November Highlights with Stephen Beirne 6 Dec '19 8:54am in Leaders Insight Videos	Stephen Beirne shares highlights from the November 2019 event.	28
 An Experts Insight – Sue-Ellen Watts 26 Nov '19 10:30am	In this Leaders Insight, Stephen Beirne is talking with Sue-Ellen Watts, Founder of wattsnext about things to consider when doing business in the U.S.	98

Step 3 - Add in Post



Step 4 - Select the appropriate Primary Category

Note: DO NOT leave on Media & PR - otherwise it will be visible to the public

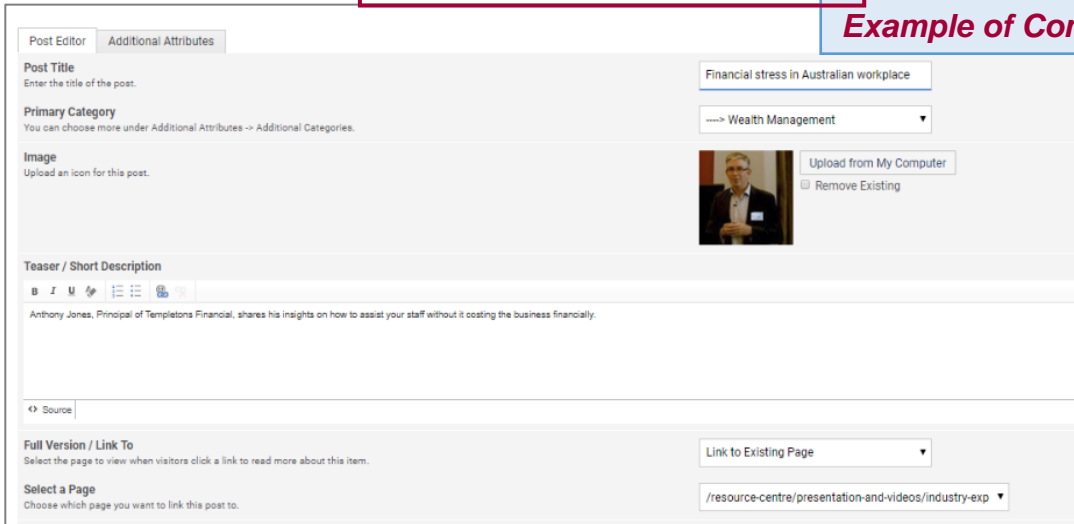
Step 6 - Teaser / Short Description - Place a short description of who is presenting and topic.

Step 7 - Full Version / Link To

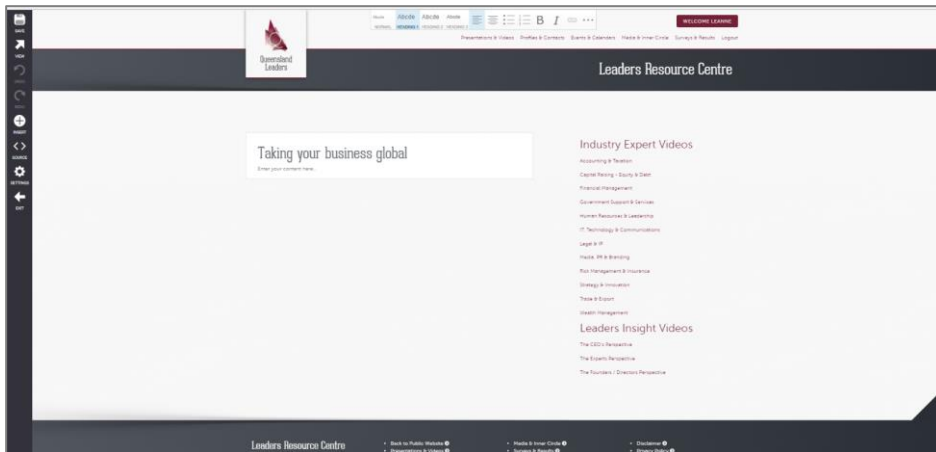
- Select "Create New Page"
- Save & Create Linked Page

Step 5 - Image - Load Screen shot of Video frame, or logo of company presenting

Example of Complete



Once you saved the Document the next screen will appear



To Setup up the page

Step 1 – Title – The title entered on the previous page automatically populate here.

Financial stress in Australian workplace

Step 2 - Type on the page

Workshop Description

And A short description of the workshop, you can use the description from the first section of this setup

Workshop Description

Anthony Jones, Principal of Templar Financial, shares his insights on how the business financially.

Related Items

- Presentation Notes >
- Download Video >
- Survey Results >
- Presenters Profile >

Step 3 - Type on the page

Related Items
Download Video
Presentations Notes
Survey Results
Handouts
Presenters Profile
Inner Circle Offer
 (and any of the above list need for the presentation)

See below page for Process to load Video & documents

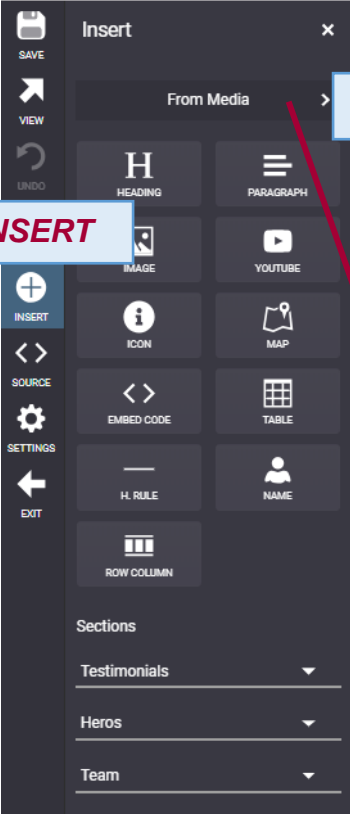
Editing tools

The systems have two tools which makes editing easy.

1. For simple changing of font size, bolding, italics, positioning, adding bullet points. Use the editing tools at the top of the page
2. For more options click on the 3 dots

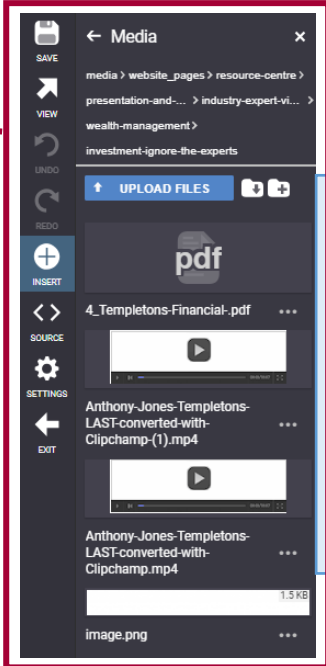


Process to Upload Video and Documents



Step 1 - Click INSERT

Step 2 - Click From Media

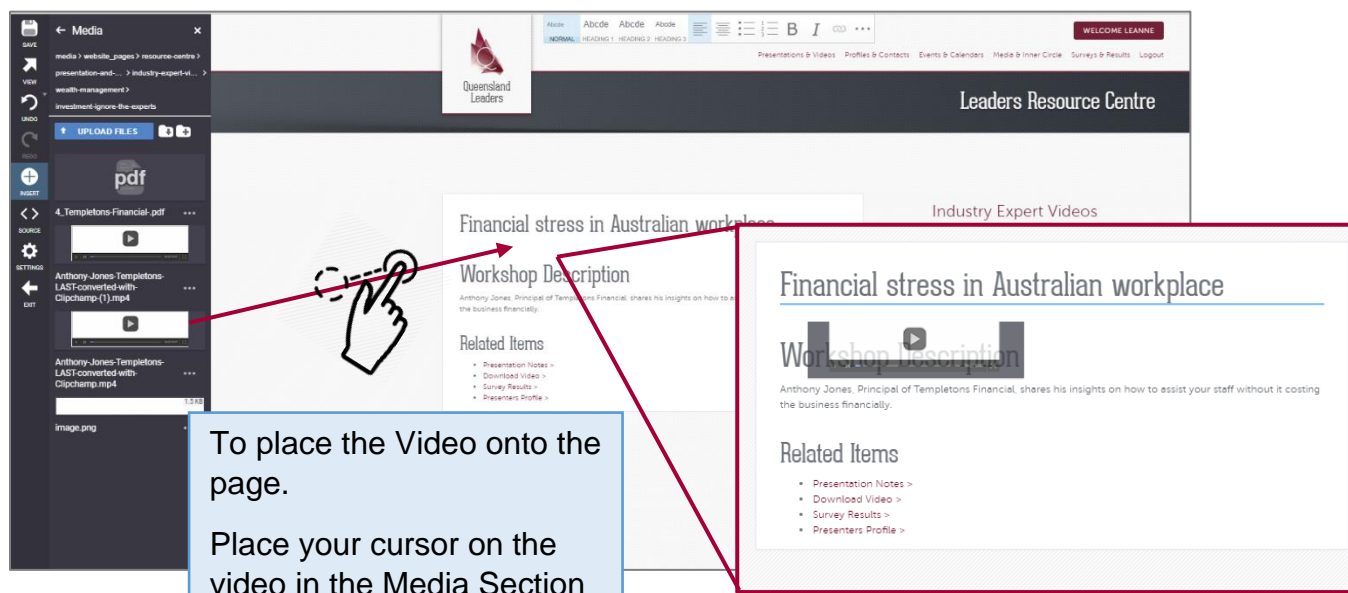


Step 3 - Click UPLOAD FILES

Choose file you wish to upload; this can be any of the following:

- PDF
- VIDEO
- PHOTO

Place Video into Post



To place the Video onto the page.

Place your cursor on the video in the Media Section

Left click hold and Drag and drop into place onto your page

Financial stress in Australian workplace

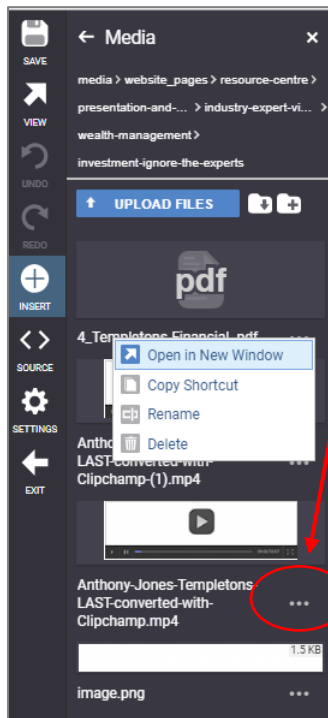
Workshop Description

Anthony Jones, Principal of Templetons Financial, shares his insights on how to assist your staff without it costing the business financially.

Related Items

- Presentation Notes >
- Download Video >
- Survey Results >
- Presenters Profile >

Link Video or PDF Documents to post




Step 1 - Click on 3 dots on a top of document or video

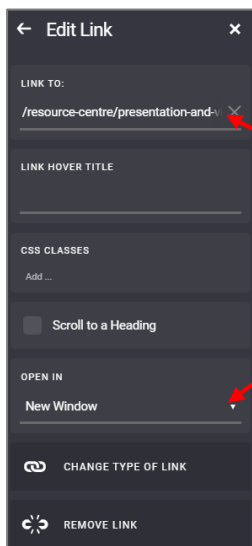
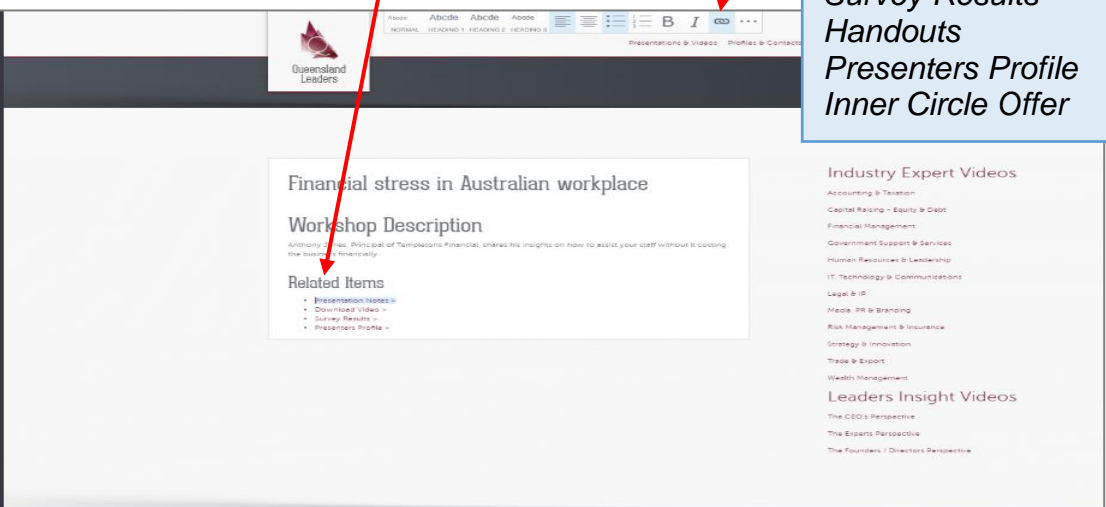
Step 2 - Click *open in new window* to obtain the URL link - Copy link



Step 3

- Highlight words that needs to be linked from the Related Items List
- Click on link icon 

Related Items
 Download Video
 Presentations Notes
 Survey Results
 Handouts
 Presenters Profile
 Inner Circle Offer



Step 4

- Paste copies URL into **LINK TO** section
- Select Open in **SAME WINDOW**
- **SAVE** 