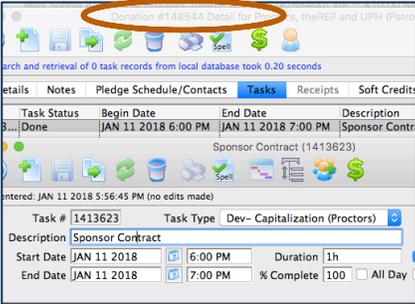


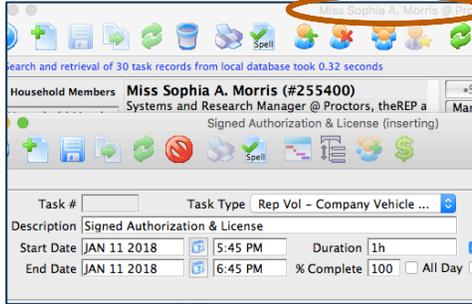
TMT

Tip of the Week

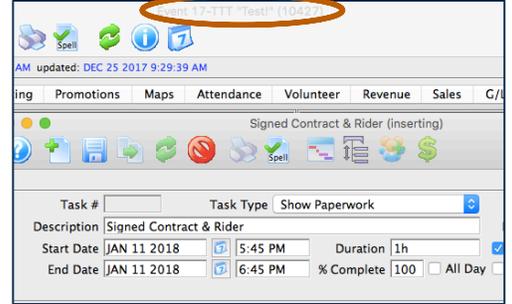
ATTACHING DOCUMENTS TO TASKS



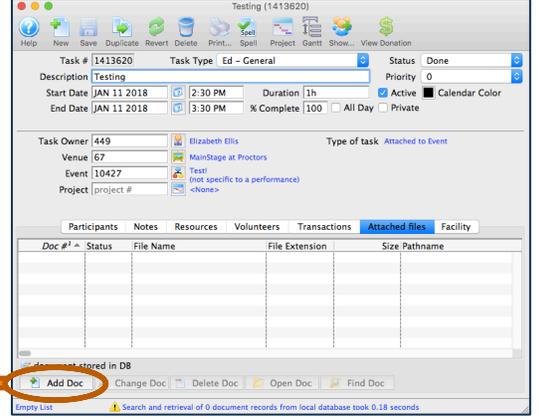
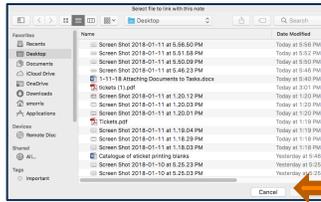
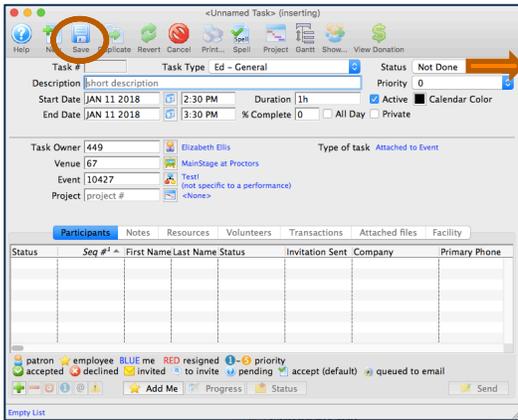
E.G. "MEETING" TASK TYPE ON A DONATION



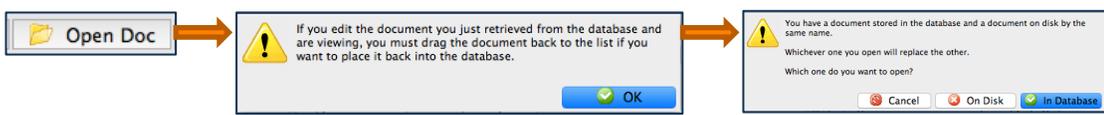
E.G. "MEETING" TASK TYPE ON A PATRON



E.G. "ATTACHED TO EVENT" TASK TYPE ON AN EVENT



1. COMPLETE REQUIRED INFO (DESCRIPTION, EVENT #, ETC.) THEN CLICK "SAVE".
2. CLICK "ADD DOC" UNDER "ATTACHED FILES" TO BROWSE & ADD FILE.
3. WHEN OPENING FILE, TMT WILL REMIND YOU TO RE-UPLOAD ANY EDITS. IF THERE'S A DESKTOP FILE BY THE SAME NAME, CHOOSE WHICH ONE TO OPEN.



JUST SOME IDEAS: SHOW CONTRACT & RIDERS, SPONSOR AGREEMENTS, EMPLOYEE & VOLUNTEER AUTHORIZATIONS, ACTOR AUDITION FORMS, STUDENT MEDIA RELEASES, RENTAL SETUP DIAGRAMS, APPROVED IMAGES & LOGOS ...

This TMTip compliments of: Liz from Proctors – Thank you!