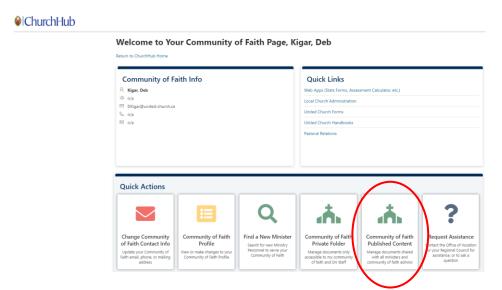
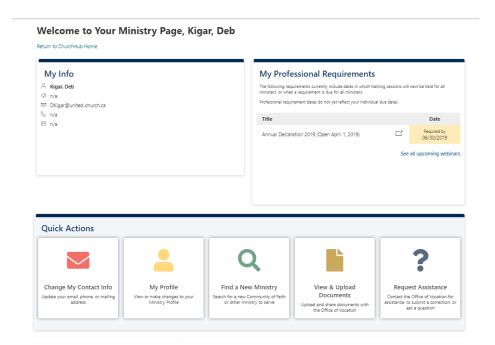
FOR COMMUNITIES OF FAITH:



To upload your JNAC/MPSor other large files such as photos/videos – here are some instructions which may be helpful.

- click the Published Content button on your Community of Faith page in ChurchHub
- then in the next screen click the Upload button in the ribbon bar and select the JNAC or other file to upload.
- Once uploaded, click the circle just to the left of the filename to select it (it appears when you hover over the filename)
- Click Copy Link in the ribbon bar (you now have a link to your uploaded document)
- Then in the Position Summary box on your profile page, add some text that says "Please see our JNAC which is available here: " and paste the link to the file.

FOR MINISTRY PERSONNEL:



To upload your resume or skills & gifts profile – here are some instructions which may be helpful.

- click the View/Upload tab on your Ministry page in ChurchHub
- then in the next screen click the Upload button in the ribbon bar and select the file to upload.
- Once uploaded, click the circle just to the left of the filename to select it (it appears when you hover over the filename)
- Click Copy Link in the ribbon bar (you now have a link to your uploaded document)
- Then in the Skills & Gifts box on your profile page, add some text that says "Please see my skills and gifts profile which is available here: " and paste the link to the file.