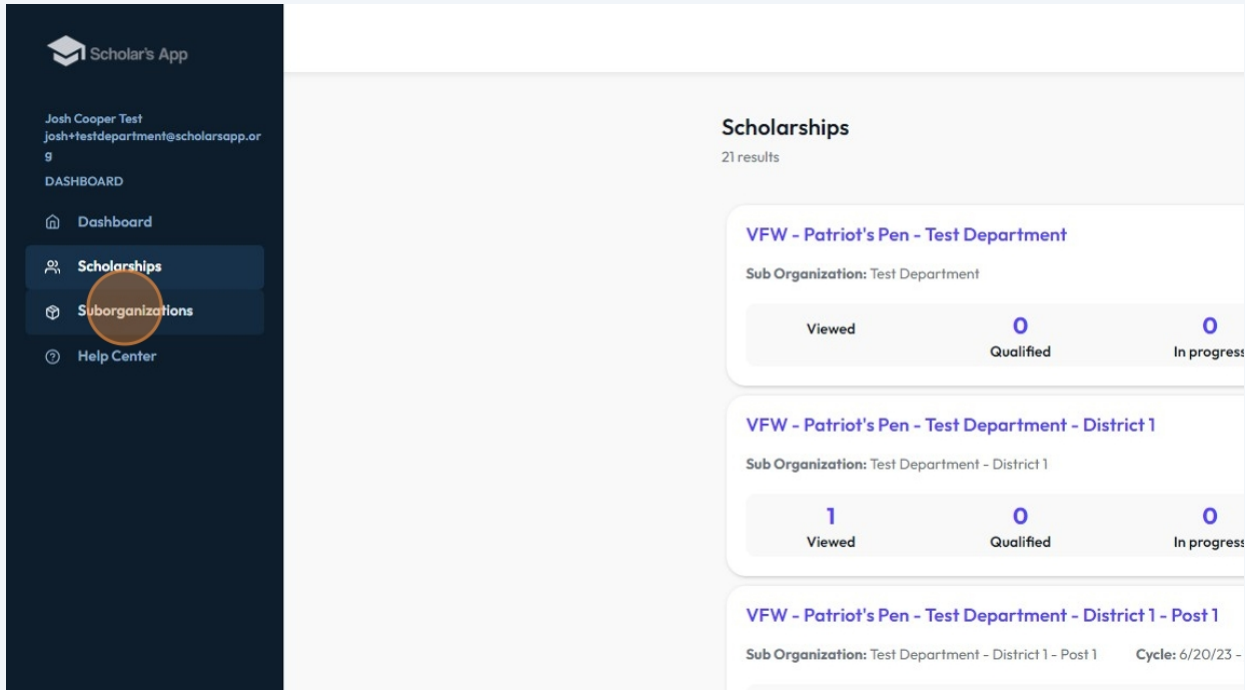


How to generate/download flyer

1

In your chairman portal

Click the "Suborganizations" tab in your dashboard on the left hand vertical bar.



2

Under the column "Name" on the left of the screen, locate the Post number you'd like to create a flyer for.

Alternatively, you can also search the Post number in the "search by name" search bar next to the "create new" blue button on the top right.

Click here to create the flyer.

Wait for the platform to generate the flyer (10-30seconds). If the process is stuck on "processing" in grey after 3 minutes, please refresh your browser.

ons

Suborganization Level Start typing... Create new

	Parent organization	Children	Flyer	Members assigned to SO
iting	Veterans of Foreign Wars	Scholars App Testing - District 10	Scholarships Processing	6
iting - District 10	Scholars App Testing	Scholars App Testing - District 10 - Post 120 Scholars App Testing - District 10 - Post 123456	Only Available for Posts	0
iting - District 10 - Post	Scholars App Testing - District 10	-	Download Flyer	0
iting - District 10 - Post	Scholars App Testing - District 10	-	Create Flyer	0

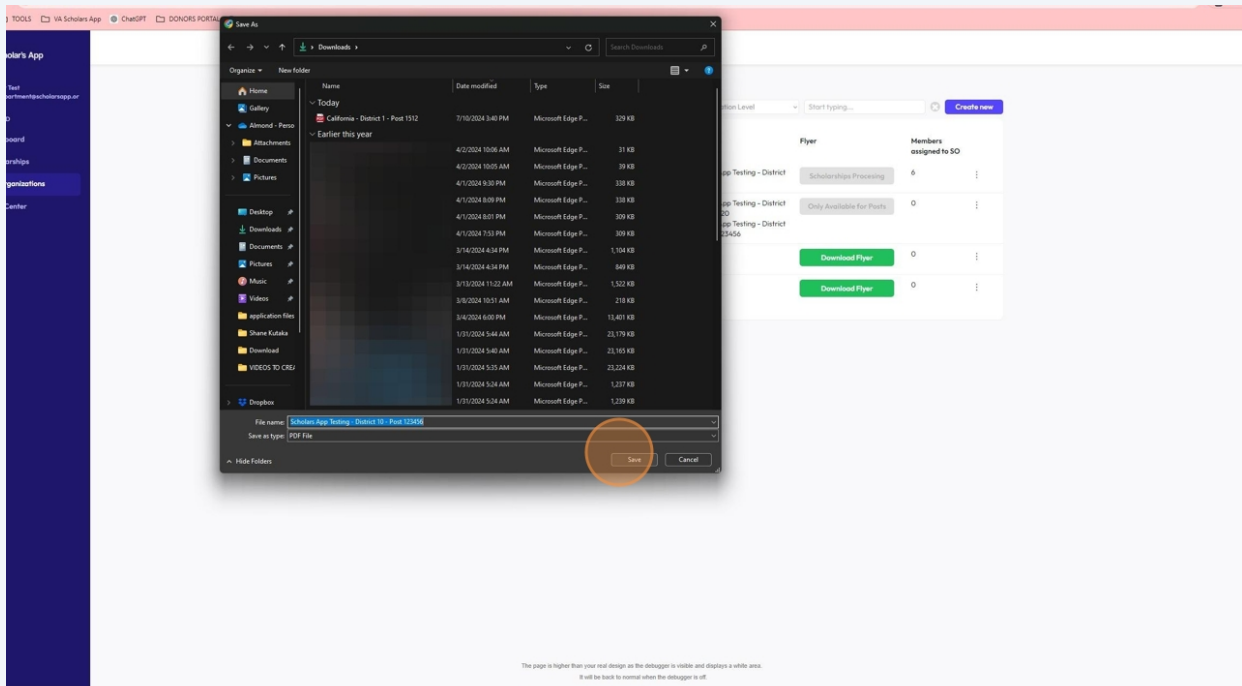
3 After generating the flyer, click here to download.

Suborganizations
5 results

Suborganization Level Start typing... Create new

Name	Parent organization	Children	Flyer	Members assigned to SO
Scholars App Testing	Veterans of Foreign Wars	Scholars App Testing - District 10	Scholarships Processing	6
Scholars App Testing - District 10	Scholars App Testing	Scholars App Testing - District 10 - Post 120 Scholars App Testing - District 10 - Post 123456	Only Available for Posts	0
Scholars App Testing - District 10 - Post 120	Scholars App Testing - District 10	-	Download Flyer	0
Scholars App Testing - District 10 - Post 123456	Scholars App Testing - District 10	-	Download Flyer	0

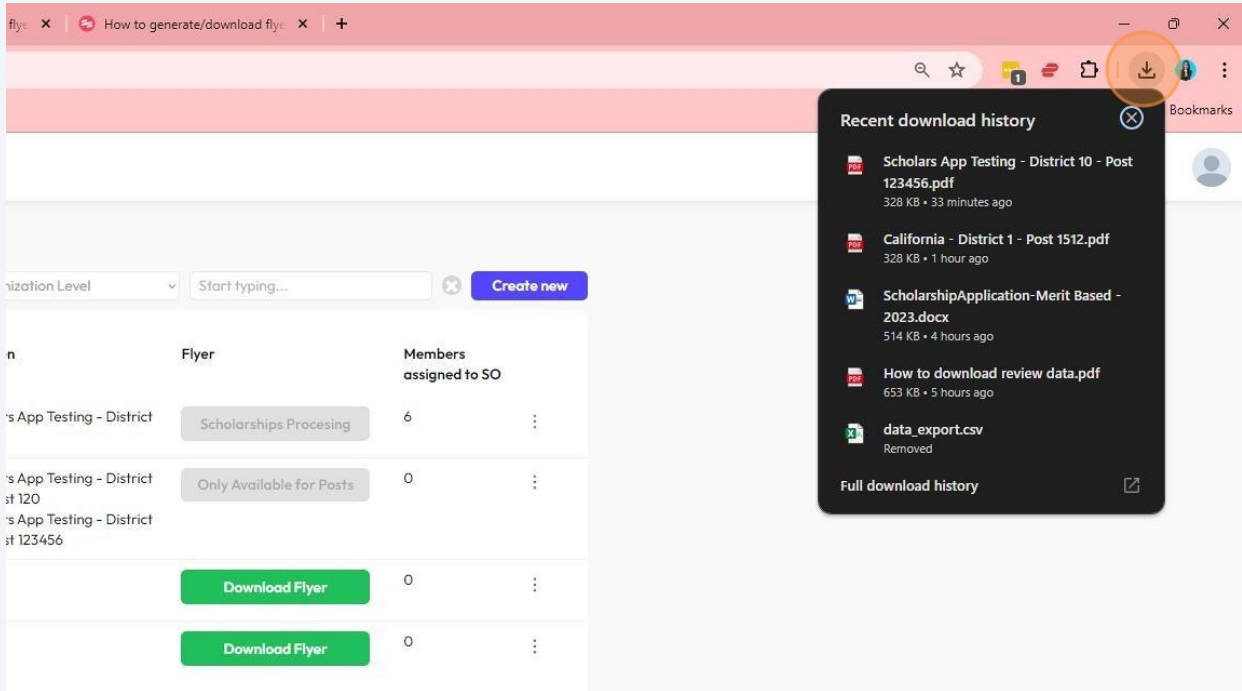
4 A prompt will appear to download the flyer to your device.
Click "Save".



5

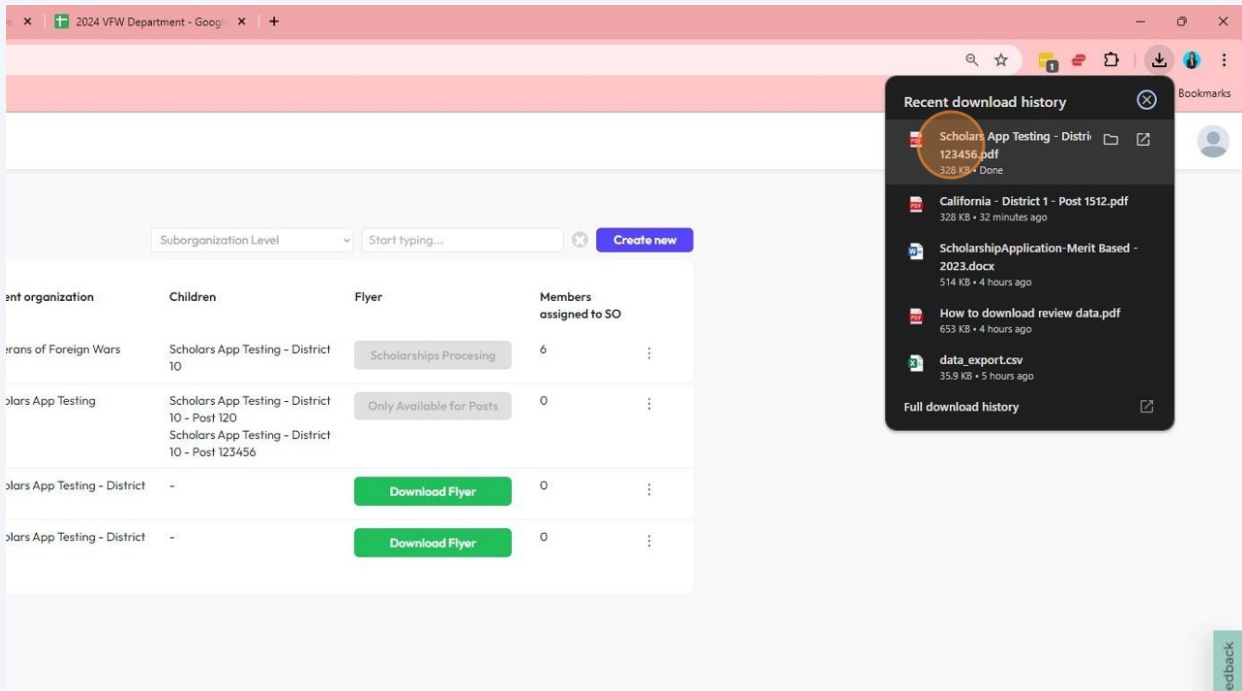
To view the flyer you downloaded

Click "Downloads" on top right corner of your screen.

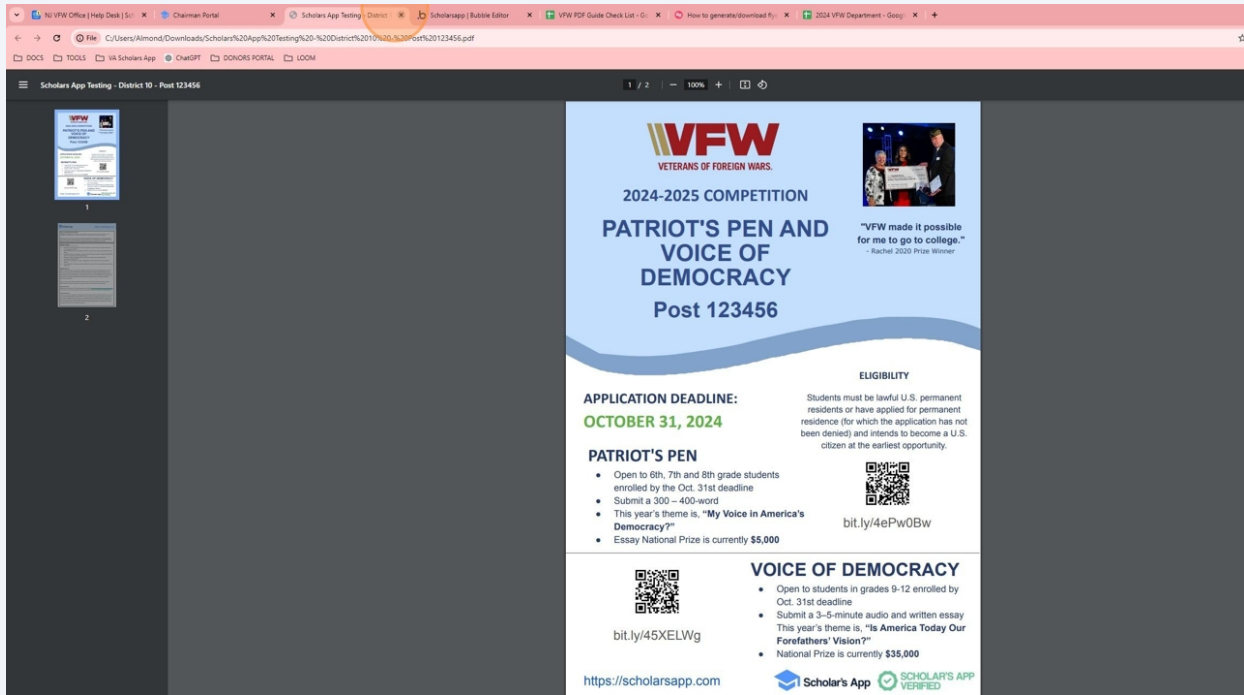


6

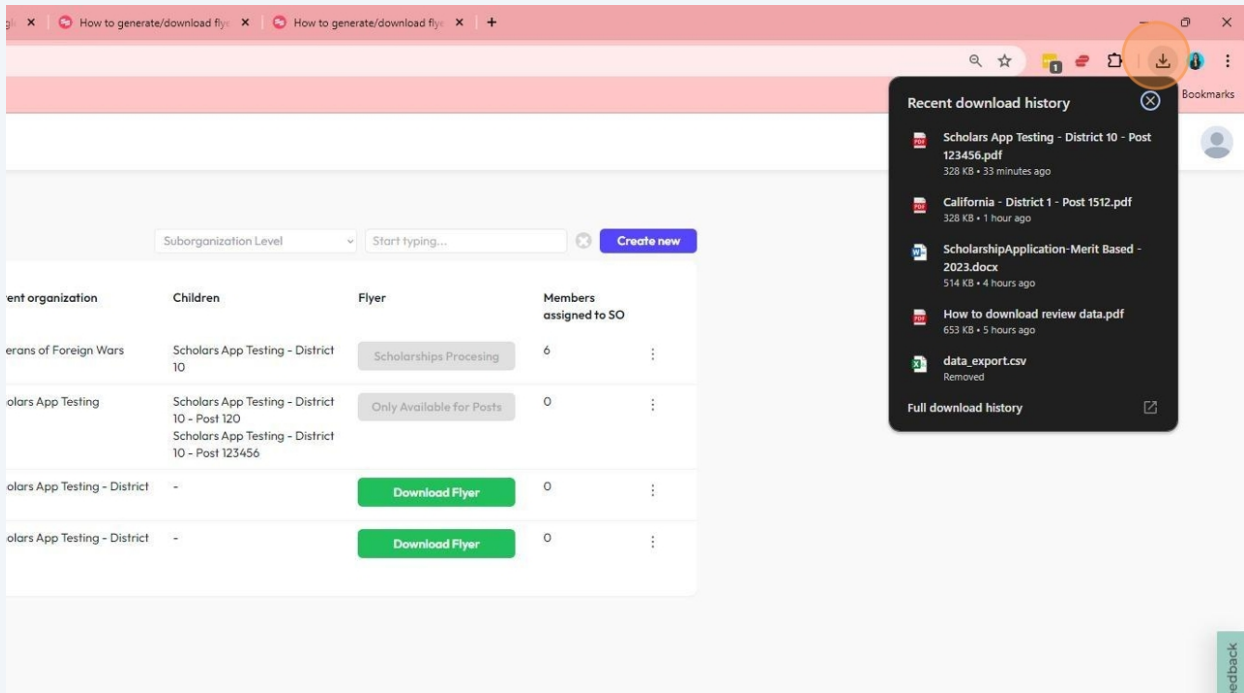
Click here to view your downloaded flyer



7 This is the download view.



8 To view the flyer you downloaded on your device Click "Downloads" on top right corner of your screen.



9

Click here to locate the download flyer on your device

The screenshot shows a web browser window with two tabs titled 'How to generate/download flyer'. The main content area features a search bar with a dropdown menu labeled 'Suborganization Level' and a 'Create new' button. Below this is a table with the following columns: 'Parent organization', 'Children', 'Flyer', and 'Members assigned to SO'. The table contains five rows of data. A 'Recent download history' popup is open on the right side of the browser, listing several downloaded files with their names, sizes, and download times. A red circle highlights the first item in the list.

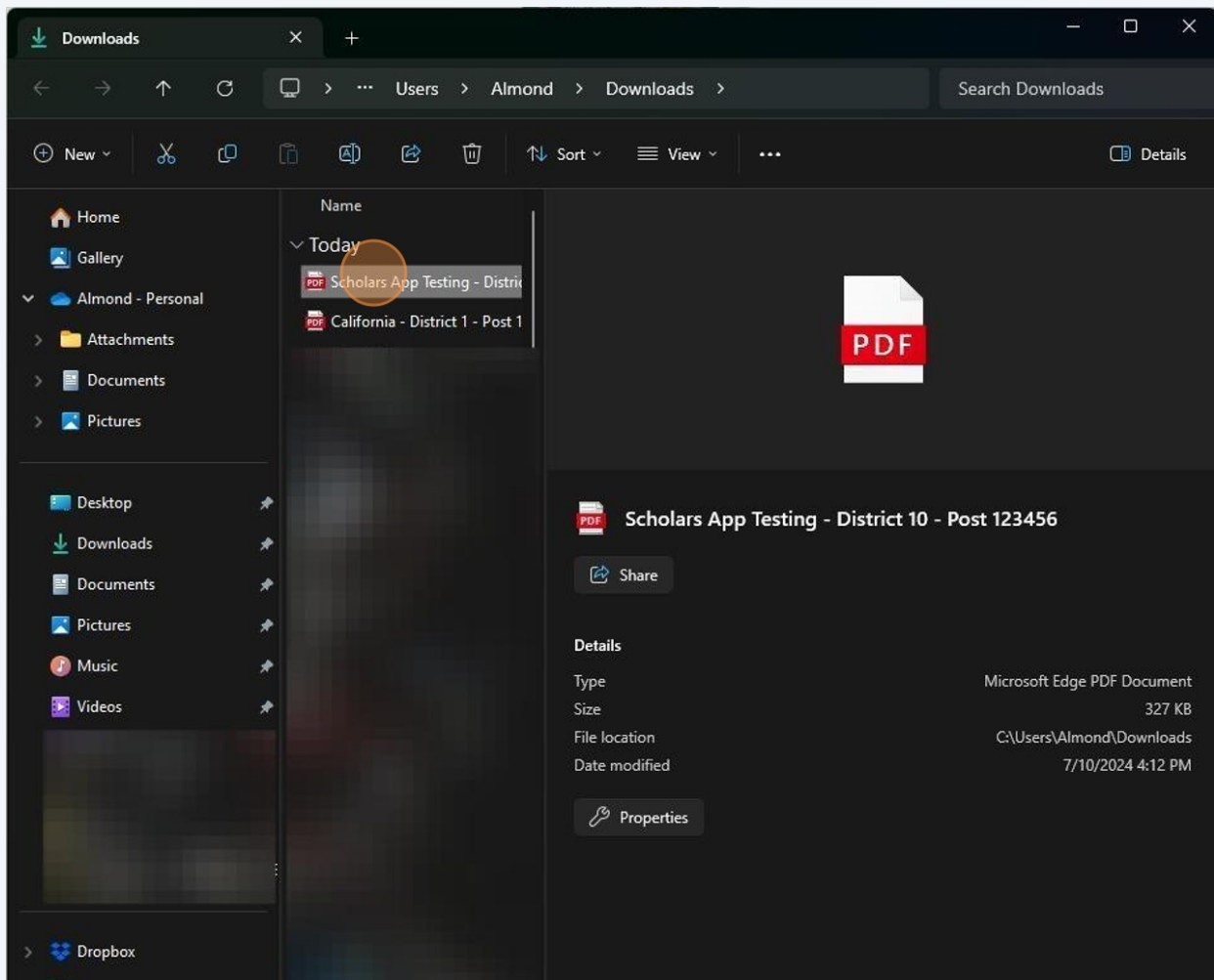
Parent organization	Children	Flyer	Members assigned to SO
Parents of Foreign Wars	Scholars App Testing - District 10	Scholarships Processing	6
Scholars App Testing	Scholars App Testing - District 10 - Post 120 Scholars App Testing - District 10 - Post 123456	Only Available for Posts	0
Scholars App Testing - District	-	Download Flyer	0
Scholars App Testing - District	-	Download Flyer	0

Recent download history

- Scholars App Testing - District 123456.pdf
328 KB • 30 minutes ago
- California - District 1 - Post 1512.pdf
328 KB • 1 hour ago
- ScholarshipApplication-Merit Based - 2023.docx
514 KB • 4 hours ago
- How to download review data.pdf
653 KB • 5 hours ago
- data_export.csv
Removed

Full download history

10 This is the view of file location on your device



11 By following these steps, you will successfully download a flyer for your post.