How to generate/download flyer
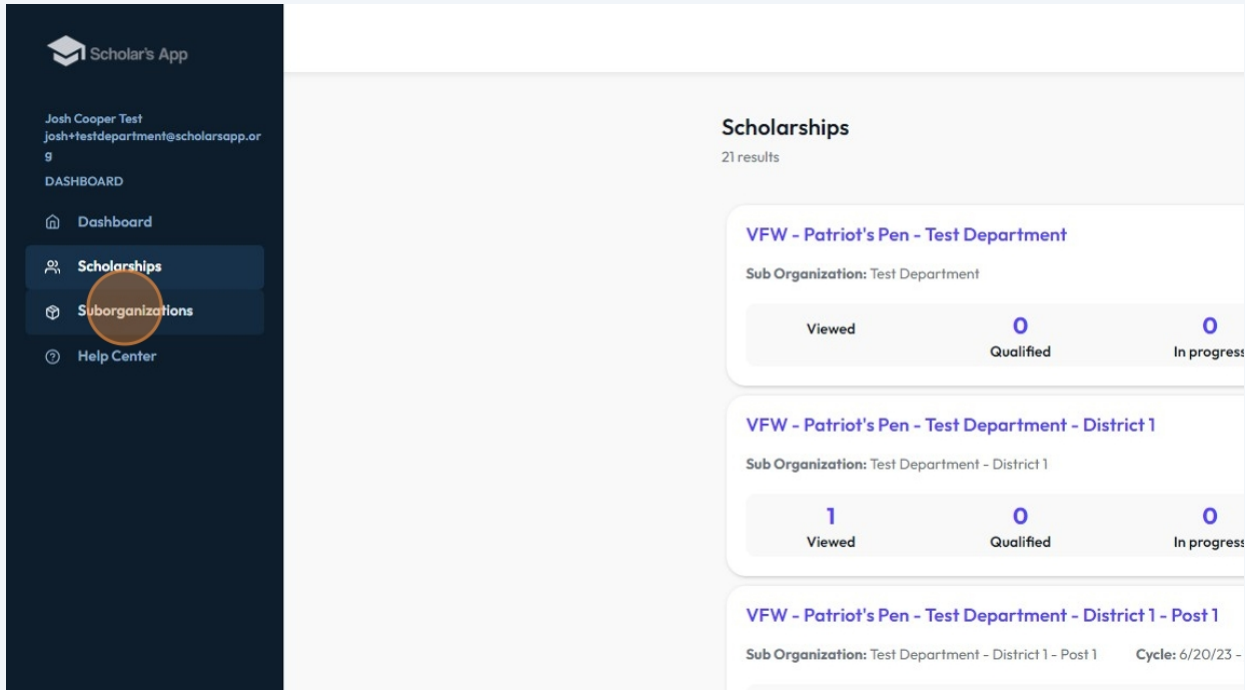
1

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

Suborganization Level | Start typing... | Create new

3   After generating the flyer, click here to download.

Suborganizations
5 results

Name	Parent organization	Children	Flyer	Members assigned to SO	
Scholars App Testing	Veterans of Foreign Wars	Scholars App Testing – District 10	Scholarships Procesing	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.
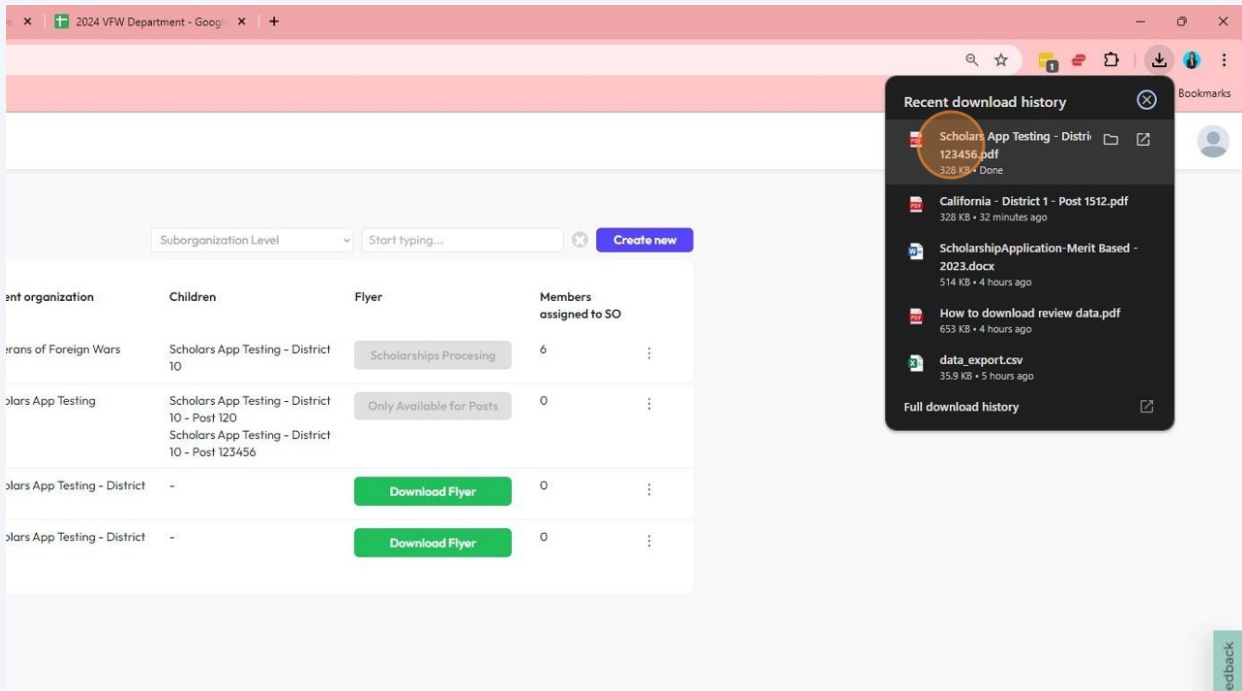
Click "Save".
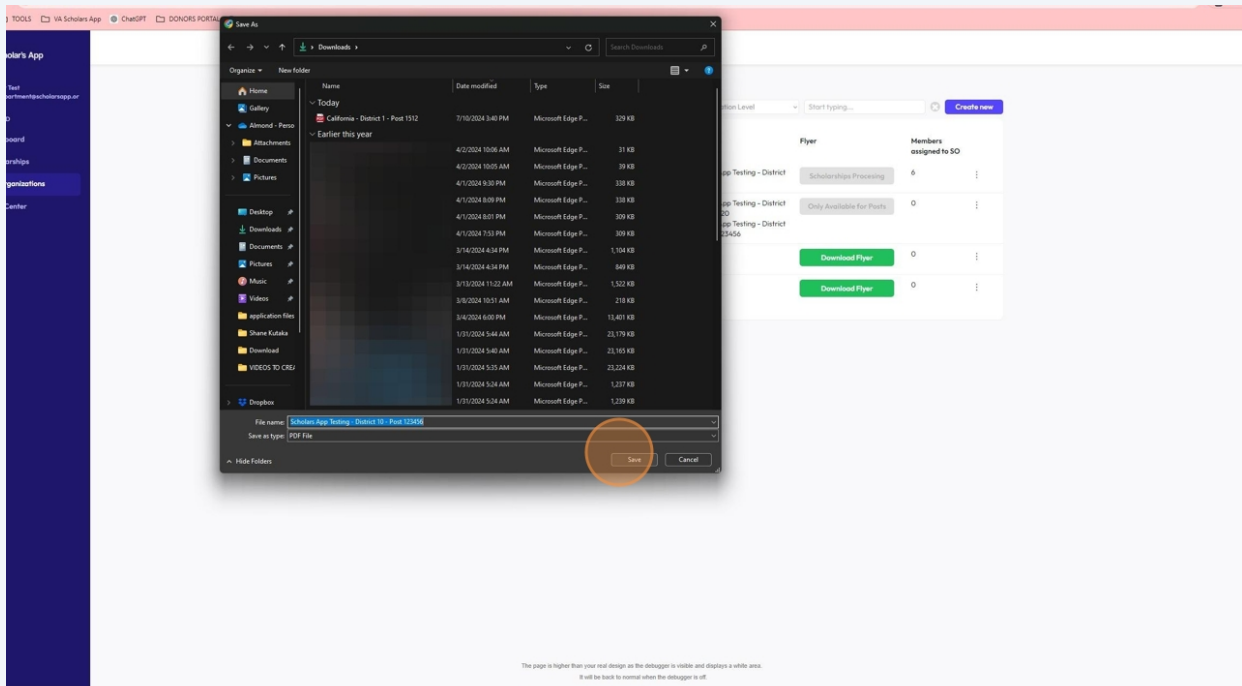
5 To view the flyer you downloaded

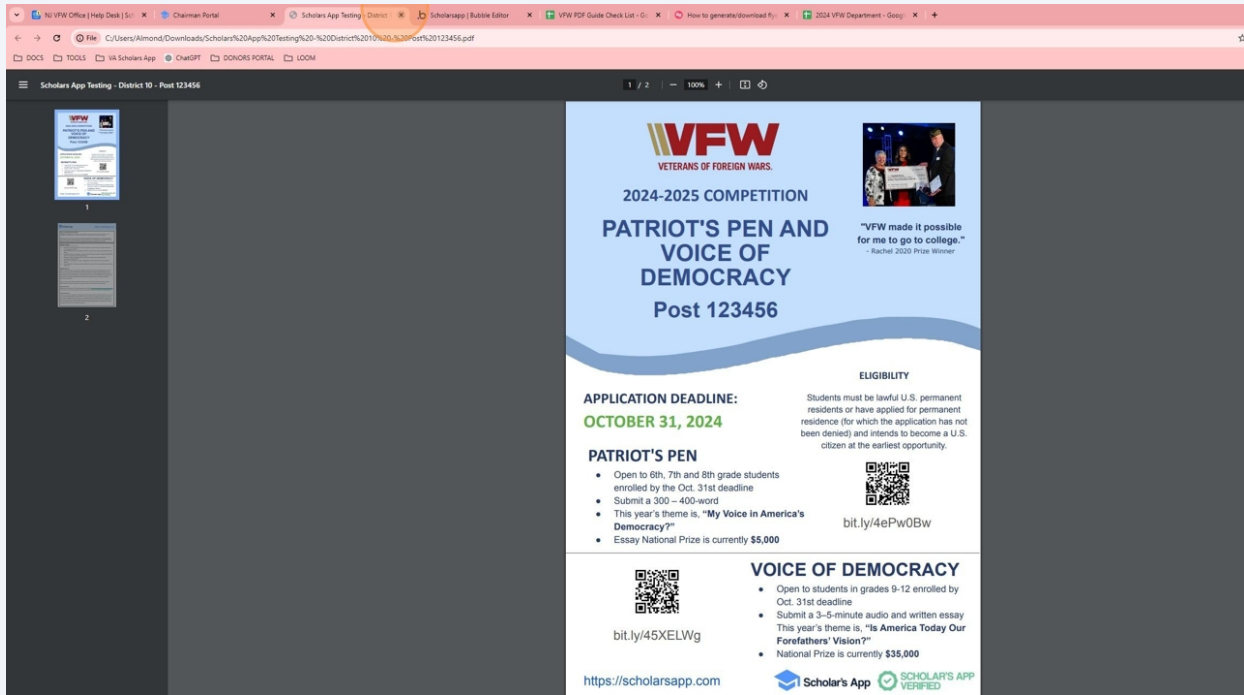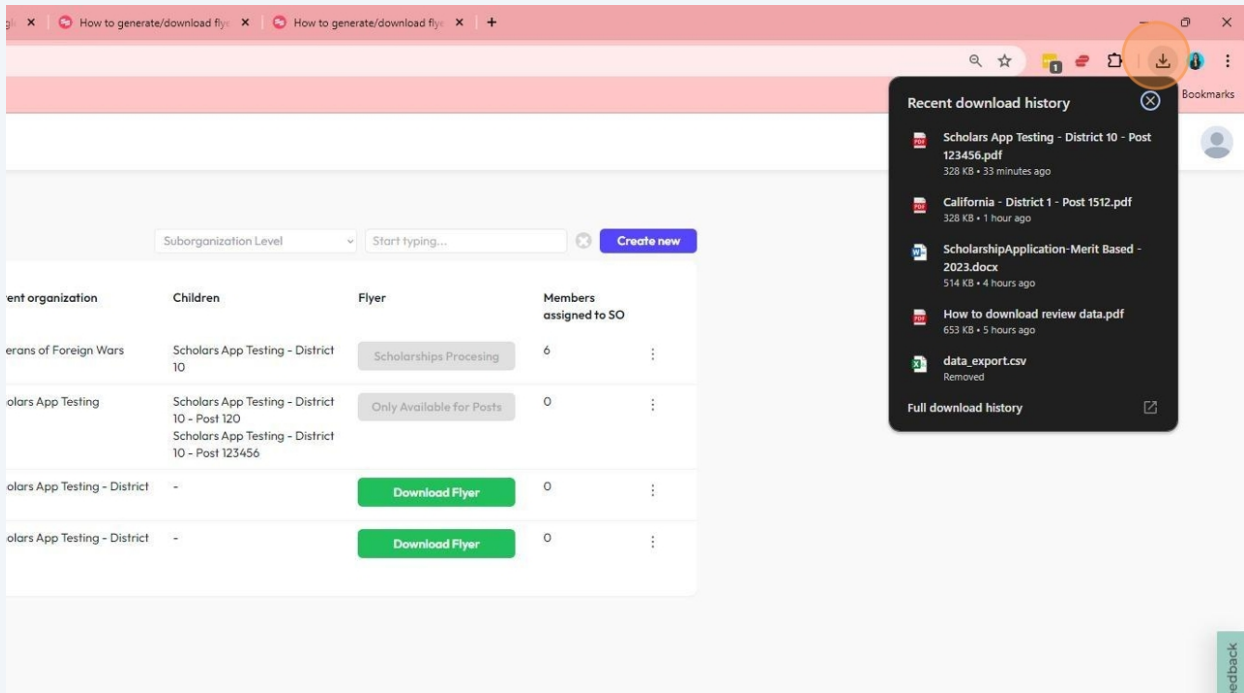Click "Downloads" on top right corner of your screen.
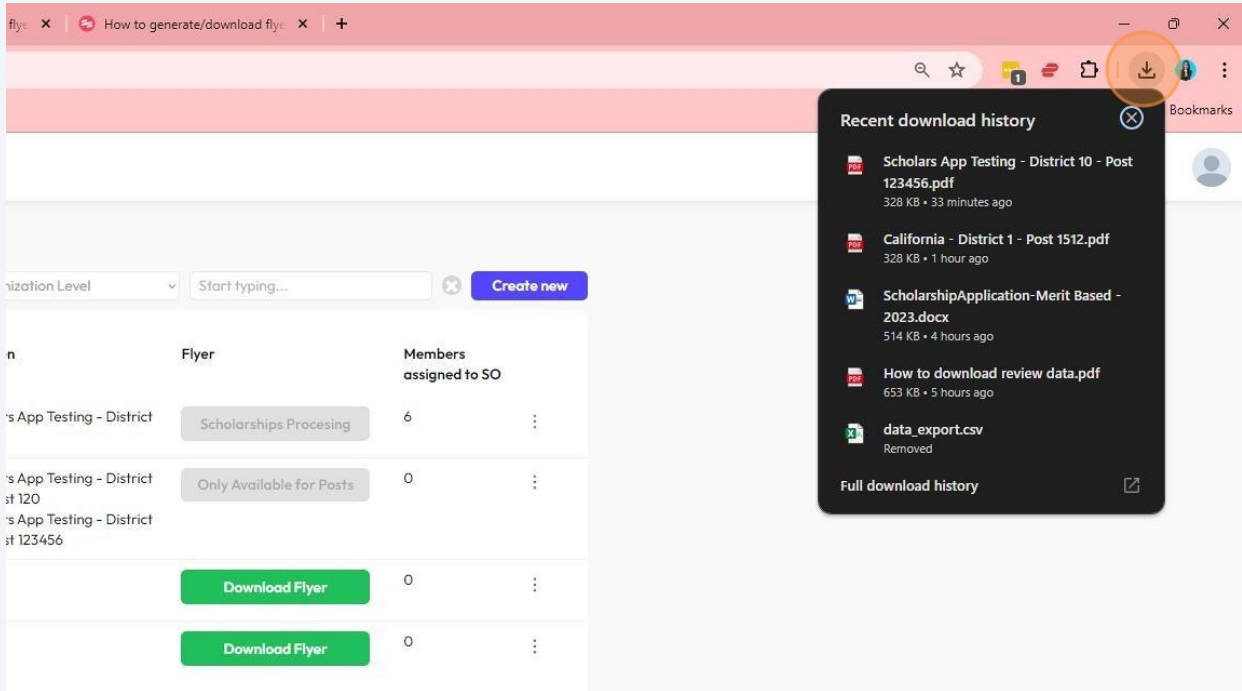
6 Click here to view your downloaded flyer

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

10 This is the view of file location on your device
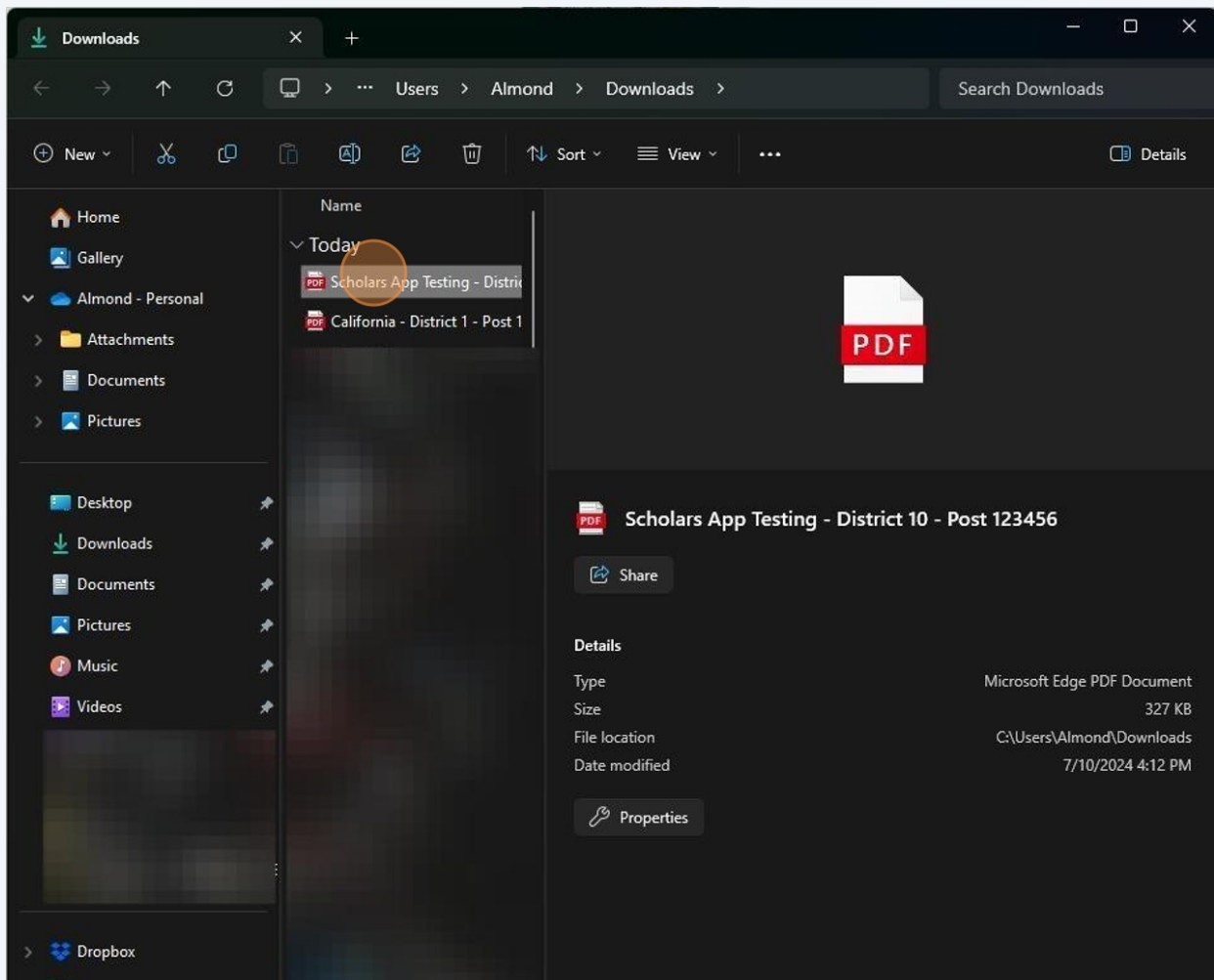
11 By following these steps, you will successfully download a flyer for your post.