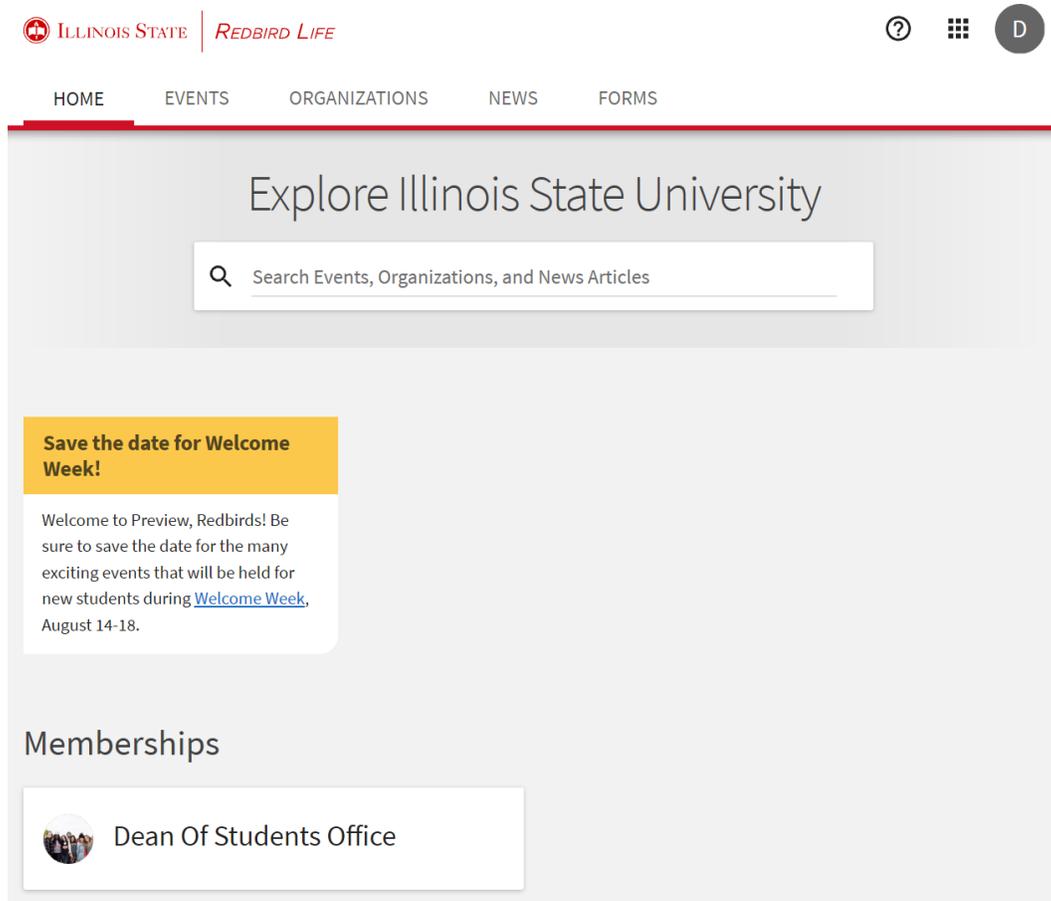# How to Upload Documents for Your Organization

These instructions explain how to upload documents to your organization's page. To accomplish this, the user must first be listed as an officer on the roster of the organization they wish to upload documents for.

Log into Redbird Life

1. Navigate to https://RedbirdLife.IllinoisState.edu
2. Click the blue 'Sign in' button in the top right of the page.
   This action will redirect you to a CentralLogin page.

3. After signing in with your CentralLogin, you will be redirected to your home page in Redbird Life (Figure 1).
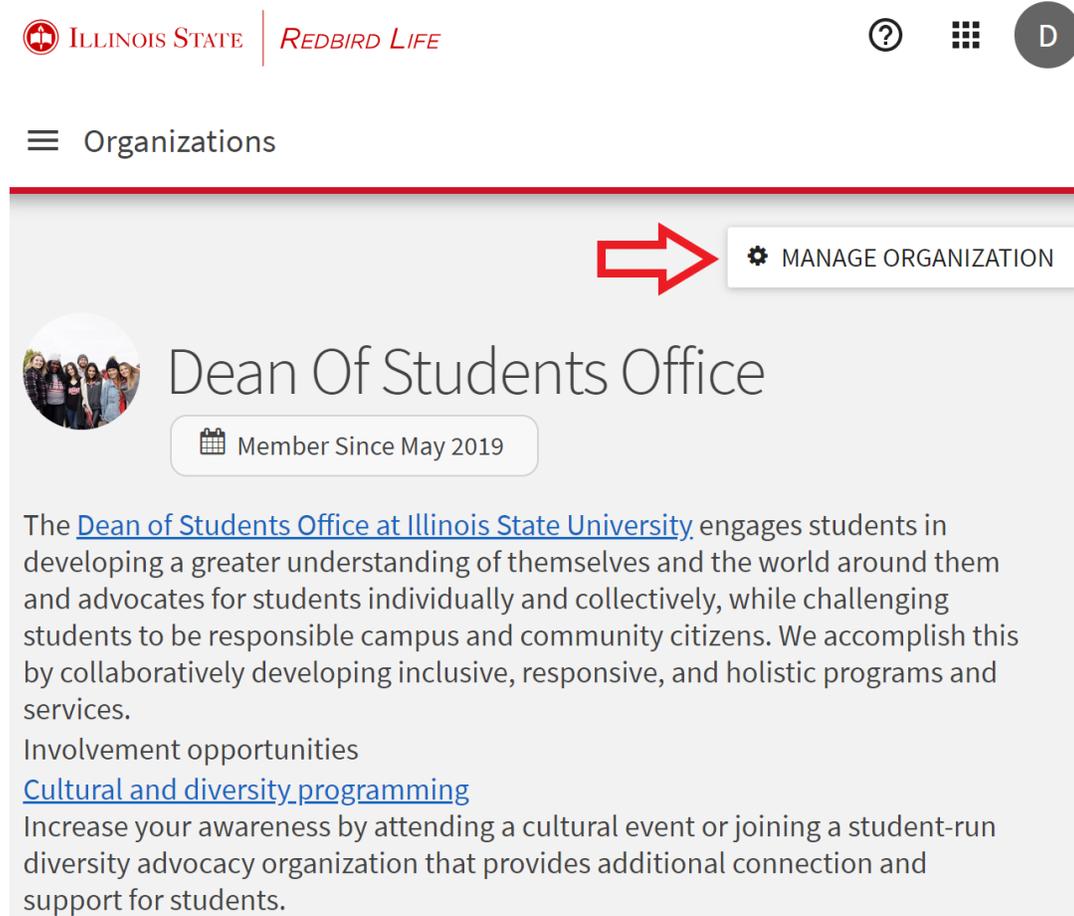   **Figure 1:**

To upload documents to your organization's page:

1. Select the desired organization from those under the 'Memberships' heading on your homepage. Remember you will need to be listed as an officer on the roster of the selected organization in order to upload photos.
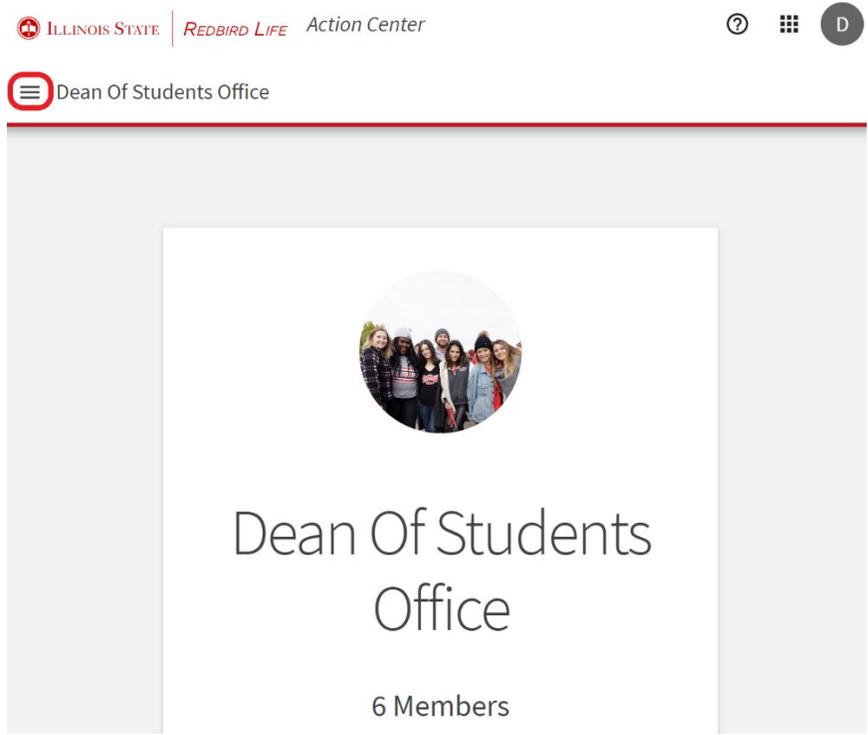
2. Once on the organization's page, select the 'Manage Organization' button in the top right of the page (figure 2). This will open your 'Action Center' as a new page.
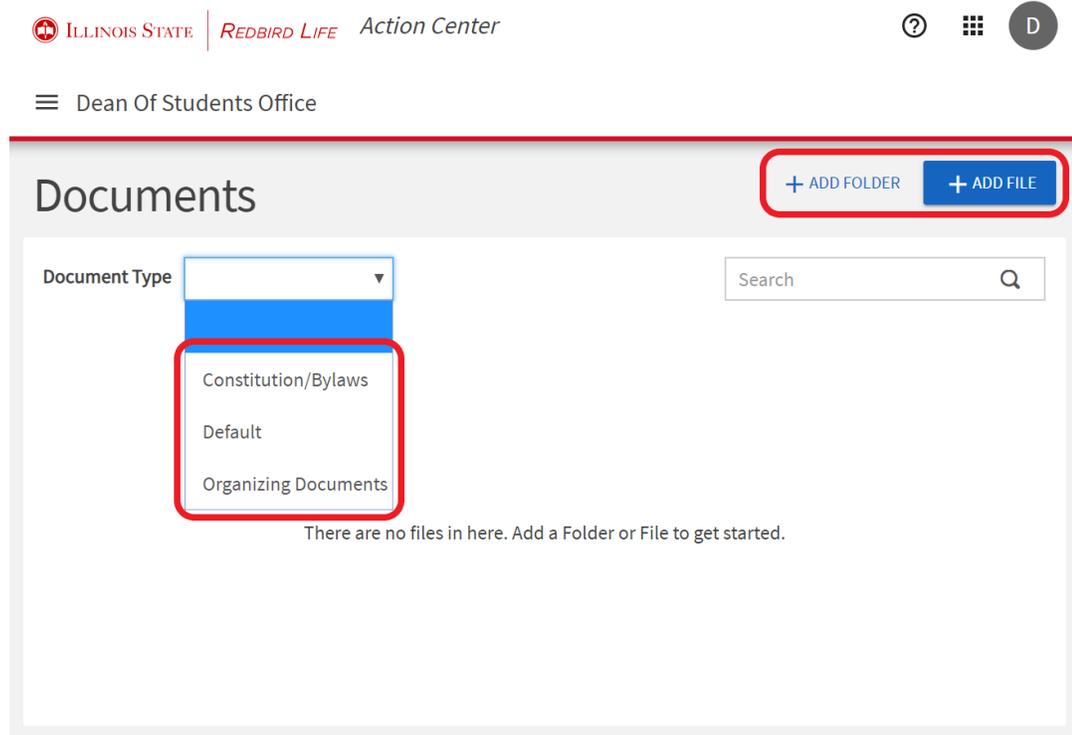
Figure 2:

3. In the action center, click the three lined 'options' button in the upper left side of the page (figure 3).

Figure 3:

4. Select the 'Documents' option from the ribbon on the left side of the page, this will open the 'Documents' page (Figure 4).

Figure 4:

Adding Files to Your Organization
1. Click the blue 'Add File' button on the top right of the page.
2. Select the 'Choose File' button and select the file from your computer that you wish to upload to your organization's page.
    a. Please note that files must be 10MB or less.
3. Enter your desired and appropriate title for the document you are uploading.
4. Select the type that best fits the document you are uploading.
    a. If you are uploading a new constitution/bylaw revision, please be aware that it must fulfill the requirements stated on the Dean of Students Office website. Here you will also find a sample constitution to help you create a constitution that abides by University regulations.
5. Select the permissions you wish to set for the document.
    a. Public – anyone on the internet can view
    b. Anyone on Campus – anyone logged on to RBL can view the document.
    c. Organization Roster – anyone on the organization's roster can view the document.
    d. Specific Organization Positions – selecting this will prompt you to specify the positions within your organization that have access to the document.
6. Once all fields are filled out, select 'Add' to successfully upload your document. Your document will appear in the main 'Documents' page.
7. Clicking on the three dots to the right of the document will allow you to:
    a. Share the document via URL link.
    b. Move the document to a folder.
    c. Rename the document.
    d. Change the type of the document.
    e. Change the permissions of the document.
    f. Delete the document from the page.
8. Documents can be filtered in the 'Documents' page by selecting the type of document you wish to filter by from the pull-down menu next to the 'Document Type' heading (refer to Figure 4).
9. You can also search your organization's uploaded documents using the search bar under the 'Add Folder' and 'Add File' buttons on the right side of the page (refer to Figure 4).

Adding a Folder
1. Click the 'Add Folder' button on the top right of the page (refer to Figure 4).
2. Enter an appropriate title for the folder you want to create.
3. Select the permissions you want to set for the folder. The permissions set for the folder will affect the viewability of the documents you move to the folder.
    a. Public – anyone on the internet can view
    b. Anyone on Campus – anyone logged on to RBL can view the document.
    c. Organization Roster – anyone on the organization's roster can view the document.
    d. Specific Organization Positions – selecting this will prompt you to specify the positions within your organization that have access to the document.
4. Once all fields are filled out, select the 'Add' button to successfully create the folder.
5. Clicking on the three dots to the right of the document will allow you to:
    a. Move the folder to another folder.

b. Rename the folder.
c. Change the permissions of the folder.
d. Delete the document from the folder.

How to Get Help:

For technical assistance, please contact the Technology Support Center by phone (309) 438-4357, or by email at SupportCenter@ilstu.edu.