## Members – Member Files

You may need to have medical, insurance or signed documents for your Members.  These documents can be attached to the members' record in the Member Tracking System™ on the Misc tab.

1. Create a central folder on your computer or server called "Member Docs" or something similar.
2. Save documents here with a name like "John Doe – Medical Release" or something similar.
3. From the Main Menu click the Members button.
4. Choose a member that you would like to attach a document, Example John Doe.
5. Click the Misc. tab.
6. Fill in the Date Added field (click T on your keyboard to get today's date).
7. Type in the Description (If there are no descriptions then you will be asked to Accept the Descript.  Check for spelling and answer Yes).
8. Double click on the white box under the File option to browse your computer for the document that you want to attach.
9. Find and double click on the document and the screen will look like the below example.
10. Optionally check the Show Full File Path so you can see where the document is housed.
11. You can at any time print the attached file or view the attached file if needed.
12. Each member could have numerous documents attached to their record.