

# SOP - Updating Your Branch's AOA Newsletter PDF on the Website

## Purpose:

To ensure each YMCA branch keeps its online Program Guide up-to-date and accessible for members and the community.

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## Step 1: Upload the Newsletter PDF to the Website

1. Navigate to:  
**Content > Media**
  2. Click:  
**Add Media > Document**
  3. In the **Name** field:  
Enter a clear and descriptive title for the PDF (e.g., "Feb 2025 AOA Newsletter – [Branch Name]").
  4. Upload the File:  
Click **Choose File**, browse for the new PDF, and click **Open**.
  5. Once uploaded:  
Below the **Document** section, you'll see the new file listed.
  6. Copy the Document Link:  
Right-click the link to the file and select **Copy Link Address**.
  7. Click **Save** to finalize the upload.
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## Step 2: Update the Newsletter Button on Your Branch Schedule Page

1. Navigate to your **Branch Schedule Page** (the "Today's Schedule" tab).
2. Click **Edit**.

3. Scroll to the **Content Area** section.
  4. Find the **Simple Content** section and click **Edit**.
  5. In the content editing field:  
Locate the text link or button for the “**Active Older Adult Newsletter**” and double-click on it.
  6. A **Button Link** window will appear:  
In the **URL** field, delete the old link and paste the new URL you copied.
  7. Click **OK**.
  8. Scroll down and click **Save**.
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### Step 3: Verify the Update

1. Visit your branch’s “**Today’s Schedule**”Page.
  2. Click the **Newsletter** button.
  3. Ensure it opens the correct, newly uploaded PDF.
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### Tips for Success:

- **File Naming:** Use consistent, date-specific naming for clarity and version control.
- **Double-Check:** Always test the link before considering the update complete.
- **Inclusive Language Reminder:** When naming your file or writing accompanying text, ensure the language is welcoming and reflective of our YMCA values (see the **Y-USA Inclusive Language Style Guide** for reference).
- **Equity Note:** Keeping Program Guides up-to-date ensures all community members have equitable access to timely program information.