

# Attachments for Notices

1. Log into your admin account on [www.justbetweenfriends.com](http://www.justbetweenfriends.com)
2. Click on <Notices> tab



3. Select the type of notice you wish to send. In this example it will be an announcement.



4. Enter all appropriate fields (work top to bottom – left to right)
5. When you reach the field for attachments ( see diagram below), you will click on the Browse button.

6. This button will ask you to search for your file to attach. Select your file.
7. Next click on the Add File button. **Your file will not be added to the notice unless you click on the Add File button.**

8. You will see your file is now listed above the File to Upload field.
9. If you decide to remove the file merely click the <Remove> button.

You Currently have uploaded **6** of 24 possible attachments in the past year.

Only file types txt, pdf, doc, docx, xls, xlsx, ppt, pptx, gif, png, jpg, dat, and mp3 are allowed. Max file size 500 K

Winter event flyer.pdf

File to Upload:    Don't forget to click **[Add File]**

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10. Complete the notice and the attachment will be part of the email and available on the notice as listed on the member's start page.

NOTES:

1. The attachment can only be one of the listed file formats.
2. You have a limit of 24 attachments per calendar year.
3. Don't forget to click on <Add File> button.
4. You may upload more than one file per notice.
5. Remember when attaching a file the end member must be able to open that document on their computer. PDF's are a fairly universal application to send.