TRAINING GUIDE

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Preparing Agreements and Exhibits for upload

Please remember that this is a national database and loads in a web browser, and it is important that you follow the required naming convention.

Please name your documents as follows: *Application_name_school_district.pdf*

Please do NOT include dots, punctuation or spaces.

Please ensure your names are web-friendly, so do use underscore or dash.

GOOD EXAMPLES: *brainpop_CUSD456.pdf*

PitscoEducation_SHSD123_ILNDPAv1.pdf

brainpop_ExhibitE_CUSD456.pdf

BAD EXAMPLES: *brainpop.pdf*

Brainpop - Central Union SD #456.pdf

PitscoEducation_ILNDPAv1.0a_SHSD123.pdf

Brainpop Exhibit E CUSD.pdf

! PLEASE NOTE: Should two Agreements be uploaded with the same name, the latest version will automatically overwrite the original, regardless of who is uploading it.

It is important that the correct naming convention is followed.

The more detail you provide in your file name, the less likely it could be over-written.

Ensure your files is 100% and uploaded straight on the page.

If it is not straight, this may invalidate the Auto Exhibit E Creator Tool.

Ensure your files are no more than 8MB.

If you need to compress your files, there are many free tools available, just search for PDF compressor