

Uploading The Log to the WBAQ website

The Log can be viewed and downloaded by any website visitor but can only be uploaded by a logged in user whose ID has been assigned the appropriate user role.

It is recommended to upload only files in .pdf format.

1. Login to the website using the 'Quick Login' form or the Login link in the footer at the bottom of the website.
 - a. Login with your registered username or email address and password.
 - b. If you have forgotten your password follow the Login link followed by the '*Lost your password?*' link.
 - c. If you are not yet registered on the website follow the Register link followed by the '*If you are already an active member and wish to register to access the 'Members Only' section of the website*'
2. When you have successfully logged in the 'Members Only' item appears in the main menu
3. Navigate to Members Only | The Log Upload
4. Scroll down and open the destination folder for the file to be uploaded
5. Use the Browse button to select on your computer the file to be uploaded.
6. Optionally type a short description of the file being uploaded.
7. Click on 'Upload' and wait for the 'File upload complete' message
8. Click on the 'Back to the Files' link and check that the file has uploaded correctly.
9. Click on the Logout link in the footer at the bottom of the website.