

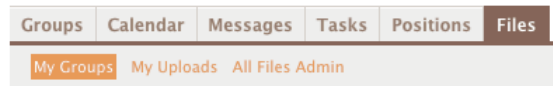
# Group Files

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Files can be uploaded for Groups if you have File Privileges, are a Group Leader/Assistant, or a Group Member (controlled by Group Settings).

To upload files to a Group:

1. Go to the Group overview page and click on the Files tab.



2. Now click on 'Upload a File'



3. On the following page:

- Click on the 'Browse' to select a file from your local computer.
  - There is a 10mb limit for file uploads
  - We recommend using file that have less than 15 characters in the name and also do not contain spaces.
- Add an optional Label and/or Description for your file.
- Click on the 'Upload Now' button and this will upload the file.

**Upload a File**

**File Upload**

File  [Browse...](#)  
There is a 10 MB Limit for file uploads.

Label   
(ex: "Meeting Agenda" or "Set List"). The file name of the file you are uploading will be used if you leave this blank.

Description   
Explain the file you are uploading so others will know what it is (ex: "This is the music set list for the Saturday night worship service" or "This is last week's message on 'How to be a Servant Leader'" or "This is our Bible study for the week").

Cancel or [Upload Now](#)

Your files can be seen by the following:

1. For unlisted groups, only participants of the group will be able to view and download the file.
2. For listed 'Open To All' groups, any person who clicks into the group will be able to view and download the file.
3. For listed 'Invitation or Request Required' groups, only participants of the group will be able to view and download the file.

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