



Resource Library Uploading and Downloading Instructions

To **UPLOAD** a resource to the Resource Library, go to – <http://resourcelibrary.stfm.org>

If you do not have your Resource Library account, click on “Create Account” to set one up. When this is done, go to the Resource Library home page and click “Upload”. You will be prompted to type in your username and password and “Log in”.

In the “Upload your Resource” section:

Step 1.

Type in the title of your presentation.

IMPORTANT: Check “Conference materials” as a type of your presentation
Click on the dropdown menu and select “Global Health” as an STFM Group

Step 2.

Type in author’s information.

Step 3.

Read “Tips for Word, PowerPoint and other documents” to the right of Step 3. Browse your folders to locate the file with your presentation. Upload the document.

Click “Continue” to go to the next page:

- Type in a description of your resource
- Check “Learner Type”
- ***IMPORTANT*** Click on “Conference” dropdown menu. Scroll down to “AAFP Global Health Summit (Workshop)” and click on it. Click on the “Year” dropdown menu and select “2018 Jacksonville, FL”
- Click on “Conference Categories” and select “Workshop”
- Click on “Type of Material”, e.g. PowerPoint Lecture
- Do **not** check “Topics”
- Check “Global Health” in “Relevant STFM Group”

Click “Continue” to go to the next page:

On the next page, please follow the prompts and click finish.

Resource Library will send you a notification that your resource has been uploaded and in about 4-5 days you will hear from an Resource Library editor if your presentation has been approved.

To **DOWNLOAD** a presentation, no Resource Library account is necessary.

Go to <http://resourcelibrary.stfm.org>

If you know the title of the presentation or the name of the author, type in either of them and click “Search” in the middle of the screen. If you do not know the above information, click “Search” in the line of tabs in the upper part of the screen. Click “Filter by”. Click the + sign in front of “Conference”, click the + sign in front of “AAFP Global Health Summit (Workshop)” and Click on “2018 Jacksonville, FL”.