Using your Connect Library: Archiving & Setup

Creating Folder Structure

- This can change as your group's needs evolve
- Suggestions in the screenshot, but note that all may not apply to your group; use others as needed
- Start simple and add sub-folders or new folders as needed – avoid burying a single file in multiple sub-folders

Suggested Naming Schema

- YEAR-MO-DAY Descriptive Name (event, location/virtual/phone)
- A different schema is fine – but consistency is incredibly helpful with archiving
- Note that dates and locations are available by clicking through to the Library Entry, but it's much easier to locate files if you put this information directly in the name

Based on work by Natasha Arguello, past BRASS Chair

#1: Library tab

#2: Folder view

#3: Create folders and sub-folders as needed

#4: Add files