This is a public folder for DD Councils to upload documents (letters, emails, informational resources, FAQs, lessons learned) that they create and are comfortable sharing with other DD Councils.

**How do I upload?** First, you’ll need to [access the Public Folder by clicking here](https://nacddonline.sharepoint.com/%3Af%3A/g/EkzNY1aP13xGoi_vPfSAsFABtKKC69eSIkLQMOcXb_hkRg?e=DIKrRs) or by copy-pasting this link in your browser:

[https://nacddonline.sharepoint.com/:f:/g/EkzNY1aP13xGoi\_vPfSAsFABtKKC69eSIkLQMOcXb\_hkRg?e=DIKrRs](https://nacddonline.sharepoint.com/%3Af%3A/g/EkzNY1aP13xGoi_vPfSAsFABtKKC69eSIkLQMOcXb_hkRg?e=DIKrRs)

Then, in the menu bar above the list of documents, click the upload button and select your document from your computer.

**What if that isn’t working?** We’ll take care of it! Email the document to Robin Troutman at rtroutman@nacdd.org

**Should I name the document anything specific?** The only convention we are using currently is to add the 2-letter state abbreviation (e.g. AL, CO, MA, WY) at the beginning.

**How are the materials organized?** Right now, we’re pooling everything we receive from state/territory councils into one big folder. As the amount of materials grows larger, we’ll try to create sub-folders that make the most sense based on what we’ve received (likely either by topic or by type of document).

**Who can access this Public Folder?** To access this resource library, you must have a specific link. This link has been sent out to all of the DD Council Executive Directors, who are allowed to share as they see fit with council staff/members.

**Does that mean anyone can get in?** Yes and no. While councils are not advised to share beyond their network, they theoretically could do so. Rule of Thumb: Don’t upload anything that you’re not comfortable sending to the 150 people on the NACDD general listserve.

**Can I edit a file once I’ve uploaded it?** Unfortunately, no. Our cloud security settings won’t allow us to give external members (I.e. non-NACDD staff) more than “guest”-level access. But we can help! One workaround is to upload an edited version and ask NACDD staff to delete the old version. Please contact Bob McWilliams at bmcwilliams@nacdd.org for assistance.