How to Upload Files to the Portal

1

Navigate to **"Practice Log"** from the main menu on the left

2

Track your practice using **"Start Timer"** or **"Add Time"**

3

Click to choose files from your device, or drag and drop them

4

Click **"Save"** to upload the files and save the entry

TIP: To add multiple files at once, hold down the Shift key and click the files you want to select.