**How to Upload Your School Constitution to the TASC Website**

* Log in to the TASC Website
* Look for the link titled My Profile under the Welcome and your Name on the Member Center
* Click on My Profile
* Scroll down and find your school name under Organization.
* Click on your school name
* Click on Edit in the upper right hand corner.
* Scroll down to find Constitution.
* Click on Upload Constitution.
* Upload your constitution as either a Word document or a PDF.
* Click Save in the upper right hand corner.