

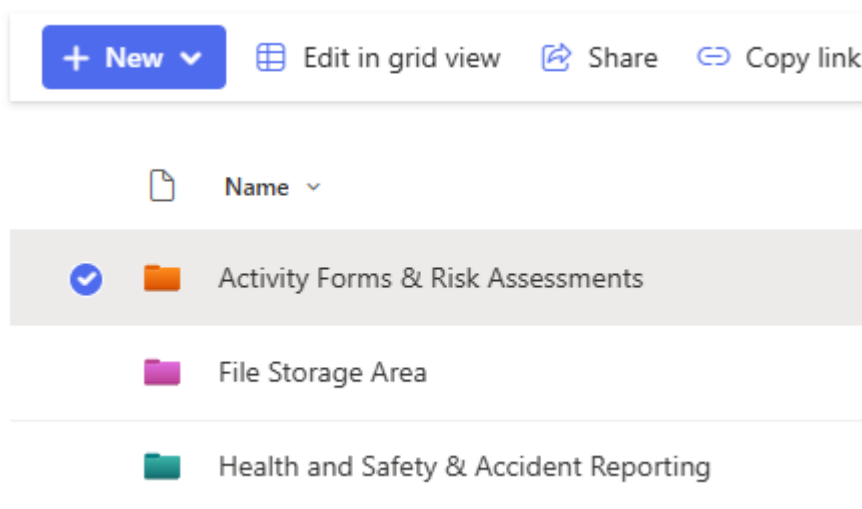
How to guide: The Document Matrix, uploading files

Group Lead Volunteers will automatically be granted a login and access; the details will be emailed to you.

If you wish to delegate access to other volunteers in your Group, you will need to email the IT administrator, and the person will need to request a District account via the request page.

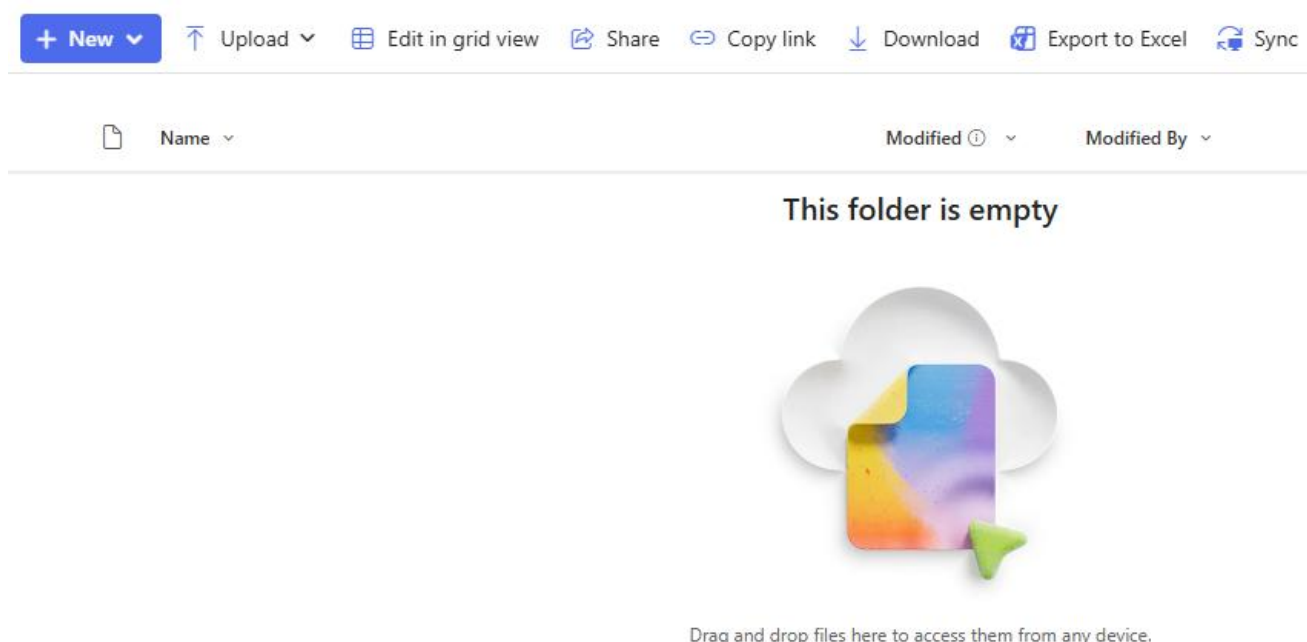
If you have any problems logging in or otherwise require any support, please contact the IT administrator: admin@staffordscouts.org.uk

Stage 1 – Select and open the folder you wish to upload to...



Stage 2 – upload

Press upload or drag and drop files/folders from your device.



Select the file(s) you wish to upload and press 'open'

- ☒  2026.06 - District Activity Form v3 - Activities at the Boat Club
- ☒  2026.07.10 - District Activity Form v3 - Rafting @ Kibblestone
- ☒  2026.07.17 - District Activity Form v3 - Bike Ride to Gnosall

Files uploaded!

New

Upload

Edit in grid view

Share

Copy link

Name

2026.06 - District Activity Form v3 - Activities at the Boat Club.docx

2026.07.10 - District Activity Form v3 - Rafting @ Kibblestone.docx

2026.07.17 - District Activity Form v3 - Bike Ride to Gnosall.docx

All folders are accessible to the District Lead Volunteers, District Chairman and Trustees, as well as Support/IT Administrators.

If you need access to other folders, contact the IT administrator: admin@staffordscouts.org.uk

The 'Activity Forms & Risk Assessments' and 'Health and Safety & Accident Reporting' folders will be archived annually in December.