



# ManageUN

## Delegate Guide

**Before following all these steps, make sure that you are logged into your ManageUN account.**

### **Uploading a resolution:**

1. Click on the **“My Council”** tab, then click on **“Resolutions”**.
2. Click on **“Choose file”** and upload your resolution.

#### **Please note:**

*Do not add any text in the header or the footer of your file, as the program will not be able to recognize this text.*

3. *After your upload is complete, the system will automatically show you any mistakes you may have on your resolution.*
4. *Once you have fixed the mistakes, re-upload the file.*

#### **Please note:**

*The system will **only** send your resolution to your chairs once all the mistakes have been fixed. This may require you that you re-upload and fix your resolution several times. Once the resolution is accepted, the system will let you know that you have successfully uploaded your file.*