RPPTL WEBSITE

Committee Administrator Guide

Signing in and updating your committee's page on rpptl.org

Real Property, Probate and Trust Law Section of The Florida Bar · October 2026

As a Committee Administrator you keep your committee's page up to date. You add documents and put up newer versions, organize them into sections (the folds members open), and change the text on the page. You do all of it on the committee page itself, in your web browser: there is nothing to install and no separate program to learn.

Members see the page as always. The editing buttons appear only for you, and only while you are editing.

At a glance

To	Click	Where it is
Turn editing on	**Edit this page**	Top right of your committee page, under its title
Add a document	**Add a document here**	At the top of a fold (open the fold first)
Put up a newer version	**Replace**	Beside the document
Take a document off the page	**Retire**	Beside the document
Add a new fold (section)	**Add a section**	Above the folds
Change the introduction	**Edit this text**	Above the page's own text
Add a note beside a document	**Add text above / Add text below**	Beside the document
Add a note to an empty fold	**Add text to this fold**	At the end of the fold
Add text after all the folds	**Add text below the documents**	Right after the last fold
Finish	**Stop editing**	Top right, where Edit this page was

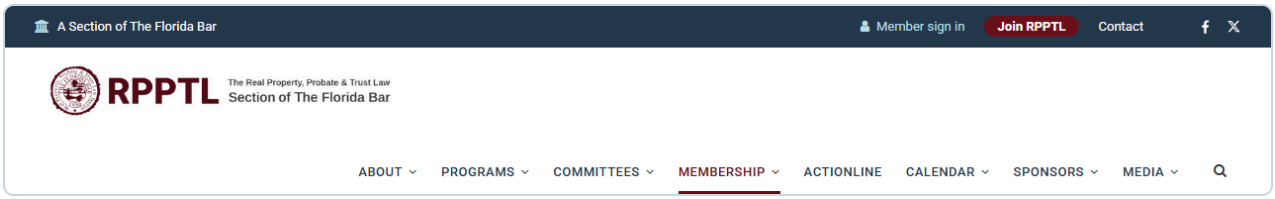
Before you begin

- You need to be listed as an administrator of your committee. A Council Administrator adds you on the website's Manage Committees page. If **Edit this page** does not appear on your committee's page once you are signed in, email webmaster@rpptl.org and name your committee.

- You sign in as a Section member, with the email address of your membership and your member password. There is no second account or password for editing.
- A computer with a current browser (Chrome, Edge, Safari or Firefox) is easiest. A tablet or phone works too, but the forms are roomier on a larger screen.

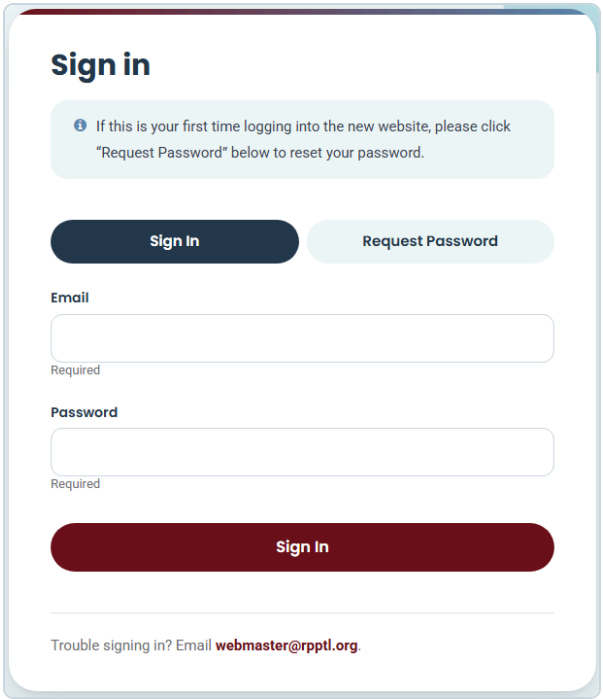
1. Sign in

1. Go to rpptl.org and click **Member sign in** at the top right of any page.



Member sign in is at the top right of every page.

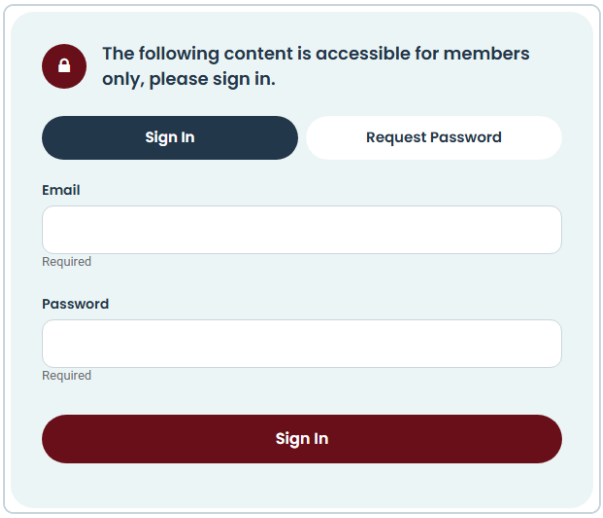
2. On the Member Portal, **Sign In** is already chosen. Type the email address of your Section membership and your password, then click the large **Sign In** button.



The sign-in form on the Member Portal.

> **First time?** On the new website, or forgotten your password? Click **Request Password**, type your email address and send it. Follow the email you receive to set your password, then come back and sign in.

You can also sign in on the committee page itself. Someone who is not signed in sees the box below where the folds would be; it is the same form, and signing in there brings you back to that page.



The members-only box on a committee page, for someone not signed in.

Trouble signing in? Email webmaster@rpptl.org.

2. Open your committee's page

- Open the **Committees** menu, choose the committee's group (General Standing, Real Property Law or Probate and Trust Law) and click your committee in the A–Z list.
- Or, once you are signed in, open **Manage Committees** in the Committees menu. It appears only for administrators. Its Committee Content view has the same forms, with your committee chosen from a list.

3. Turn on editing

1. Click **Edit this page** at the top right of the page, just under the page's title.
2. Buttons appear on the page: **Add a section** above the folds; **Add a document here** at the top of each fold; **Replace** and **Retire** beside each document; **Edit this text** above the page's introduction; and buttons for adding text, described in section 8.
3. When you are done, click **Stop editing**.

> **Good to know** After each change you come back to the page, still editing, with a notice at the top that says what was done. If a form cannot do what you asked, it says why in plain words and keeps what you typed.

4. Add a document

1. Click the title of the fold (section) where the document belongs, so that the fold opens.
2. Click **Add a document here** at the top of that fold. The form opens with your committee and that section already chosen.
3. Fill in the form: **Title**, the words members click; **Description** (optional), shown in square brackets after the title; **Date**; and **File**, where you choose the file on your computer.
4. Click **Add the document**. Changed your mind? Click **Back to the page** instead.

The document goes to the top of its section's list, and members can open it at once.

- Any kind of document is accepted: PDF, Word, Excel, PowerPoint, pictures and more. The form shows the largest file it accepts.
- Program files (for example a .php web page script) are refused.
- If the file contains something worth knowing about, such as macros in a Word file, the notice says so; the document is still added. This check is not a virus scan.
- The site stores the file under a tidy name (letters, digits and dashes). Members still download it under the name it had on your computer.

5. Put up a newer version (Replace)

1. Click **Replace** beside the document.
2. Under **New file**, choose the newer file. Change the title, description or date only if they change; leave a field empty to keep it as it is.
3. Click **Replace the file**.

The document keeps its place on the page, members get the new file from then on, and the earlier file is kept on the server.

6. Take a document off the page (Retire)

1. Click **Retire** beside the document.
2. Confirm when the site asks: “Retire this document? Its line leaves the page and members can no longer open it. A Council Administrator can restore it.”

Nothing is deleted. To bring a retired document back, ask a Council Administrator or webmaster@rpptl.org: it returns at the top of its section. Text you added above or below the document stays on the page; edit or remove it separately.

7. Add a section (a new fold)

1. Click **Add a section** above the folds.
2. Type the section's **Title** and choose its **Position**: first, or after one of the existing folds.
3. Click **Add a section**.

The new fold shows “No documents are listed for this section.” until you add a document to it. A title your committee already has is refused.

8. Change the text on the page

You can write text in three places. Each editor opens right on the page, one at a time, with five buttons: Bold, Italic, Underline, Link and Remove link. Click **Save** to keep your change or **Cancel** to leave it.

The introduction at the top of the page

1. Click **Edit this text** above the page's introduction.
2. The editor shows the text in two parts, each with a line saying who sees it: “Everyone sees this text, signed in or not.” and “Only signed-in members see this text. It shows under the text above.”
3. Make your change and click **Save**.

The line that keeps the folds for members only is not shown in the editor and always stays where it is, so editing the introduction can never make the documents public. Earlier versions of the introduction are kept; the webmaster can bring one back if needed.

A note beside a document

1. In an open fold, click **Add text above** or **Add text below** beside a document. In a fold that lists no documents yet, click **Add text to this fold**.
2. Type a short line or two and click **Save**.

Each note then has **Edit text** and **Remove text** beside it. Saving a note empty also takes it off the page.

Text after all the folds

Click **Add text below the documents**, type the text and click **Save**. Once there is some, the buttons read **Edit the text below the documents** and **Remove the text below the documents**.

Links in your text

- Select the words, click the **Link** button, paste the address and press Enter. **Remove link** takes a link off the selected words.
- Do not link to a committee document in your text: add it with **Add a document here** instead, so that it is protected and gets its own Replace and Retire buttons.
- Links to the old website's document folders (old rpptl.org /Private/ addresses) are refused, with the reason shown, because those addresses no longer work.

> **Good to know** If someone else saved the same text while you were editing it, your save is refused so that neither change is lost. Reload the page, click **Edit this page**, and make your change again. If you try to leave the page with text that is not saved, the site asks you first.

What members see

A member clicks a document's title and it opens right on the page, with **Open in a new tab**, **Download** and **Close** buttons. PDFs and pictures show as they are; Word, PowerPoint and Excel files are drawn on the page. Someone who is not signed in, or not a current member, is asked to sign in and cannot open the document.

Please remember

- Members-only documents go on the committee page with **Add a document here**, never in the Media Library or anywhere else on the website: files there are public.
- Every addition, replacement, retirement and text change is recorded with who made it and when.
- A document that says “This document is not available” has lost its file or its link: tell the webmaster.

Getting help

Email webmaster@rpptl.org. It helps to include the address of the page, what you clicked, and the words of any notice the site showed.