



STEP-BY-STEP INSTRUCTIONS TO ACCESS AND DOWNLOAD CLASS MATERIALS FOR LIFELONG LEARNING ACADEMY (LLA) CLASSES

LOGIN TO ENGAGIFII AND NAVIGATE TO THE LIBRARY

STEP 1: Log in to your account in Engagifii

STEP 2: On your left-side menu, click on 'Events' and then 'All Events'

STEP 3: Search for and click on the name of the event for which you want to access and download LLA class materials

STEP 4: At the next screen you will see 5 tabs across the top row – click on the 'Library' tab

- **NEW!** – There are now **folders** in the library! These folders are named by the date and/or type of class (if the event spans multiple days), sorted alphabetically, and then further sorted into individual classes.
- All classes will have at least 5 files (files will be default-sorted in reverse alphabetical order – you can change the sort order by clicking the double arrow in the column header above the file names, two times (indicated by Arrow A in the

The screenshot shows the Engagifii interface for the '2026 Winter LLA Session - SOUTH (MACON-BIBB)' event. The 'Library' tab is active, displaying a list of documents. The table has columns for 'Search Documents', 'Created', 'Last Modified', and 'File Size'. The documents listed are 'Collaborative Leadership - 1. Welco...', 'Collaborative Leadership - 2. Agend...', 'Collaborative Leadership - 3. Instruc...', 'Collaborative Leadership - 4A. Prese...', and 'Collaborative Leadership - 4B. Prese...'. The page number is 1 of 1, and there are 15 records. The page size is set to 10. Red arrows labeled A, B, and C point to the search bar, the 'Next' page navigation button, and the page size dropdown menu, respectively.

screenshot, below)

- The 'Library' defaults to only 10 files per page.
- If you want to see all files at once, you can either advance from Page 1 to Page 2 (indicated by Arrow B), or you can increase the number of files that are viewable on the page to a number larger than 15 so that all folders appear on one page (indicated by Arrow C in the screenshot)

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- For events that span multiple days- Find the date on which your class is being held and click on that folder. This will load all folders for all classes being held on that date. Navigate to the class you are registered for, and click on that folder to load all of the affiliated materials.
- Each participant in each class needs ONLY 4 of the 5 files for that class, plus any additional handouts
 - 1. Welcome
 - 2. Agenda
 - 3. Instructor Bio
 - ***EITHER**
 - 4A. Presentation (3 slides per page, Notetaking version) or
 - 4B. Presentation (Full Page Slides)
 - Handouts (if applicable)

* The “4A” (Notetaking) version of the presentation will be a PDF file with 3 condensed slides on the left side of each page, with lined spaces to the right of each slide for taking notes. The slides will be smaller, but a lot of people like this format (and it saves paper). The “4B” (Full Page Slides) version of the presentation is exactly as indicated. Each slide will be printed as a full-page slide with no designated space for taking notes. (Caution: if a presentation contains 130 slides, as some do, then this version will take 130 sheets of paper for printing.)

TO DOWNLOAD THE FILES THAT YOU NEED FOR A GIVEN LLA CLASS – 2 METHODS

(HINT: Hovering over a file name with your cursor, and NOT clicking on it, will allow you to see the complete name of that file.)

METHOD 1

STEP 5: Click on the circle with 3 dots on it to the left of the name of the file you want to download, then drag down to the 2nd entry on the menu. Click on ‘Download’. This will send the file straight to your computer where you will be able to find it in your ‘Downloads’ folder.

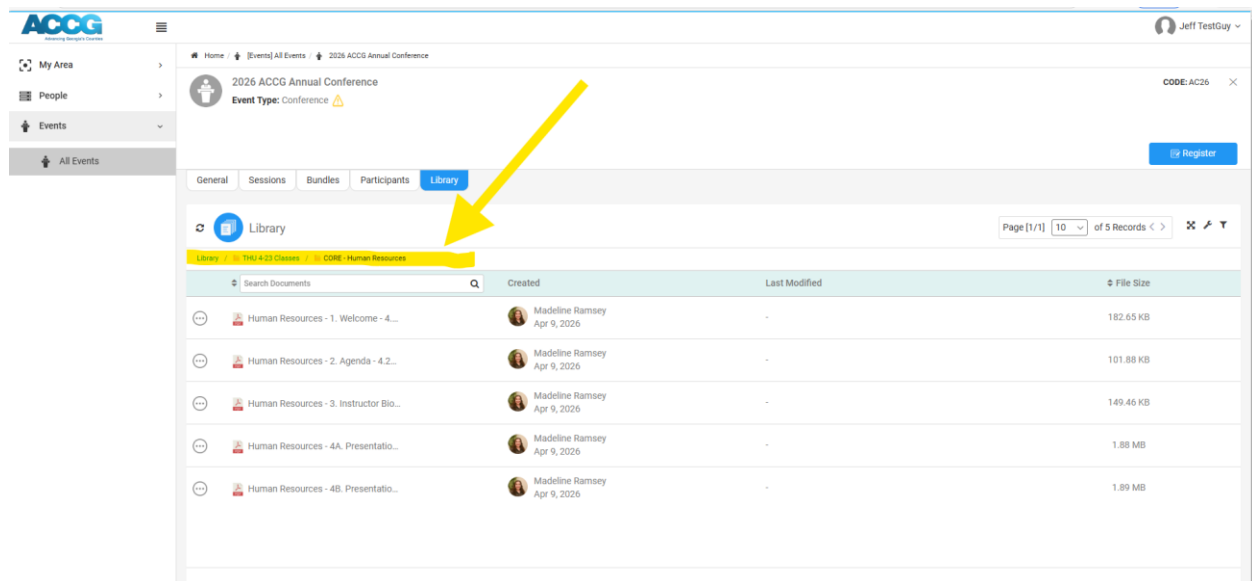
METHOD 2 (if you want to see a preview before downloading)

STEP 5: In the ‘Library’ click on the name of the file you want to download. This will open the file in a “preview” environment in Engagifii.

STEP 6: In the upper right corner of the preview window, just above the black background, click on the ‘Download’ button (underlined downward pointing arrow). This will send the file straight to your computer where you will be able to find it in your ‘Downloads’ folder.

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NEW! – Once you have finished accessing and downloading all the necessary files for one class, as described above, you can use the new **Navigation Bar** located just above ‘Search Documents’ box (highlighted in the screen shot on the next page) to click on/select a different folder. You can even click on the link for ‘Library’ to return to the main Library page containing the folders for each day and/or class type. (For those who are familiar with using ‘Windows File Explorer’ the navigation works in a very similar way.)



We sincerely hope you enjoy the new upgrades and improved navigability that we have introduced to the Engagifii ‘Library’ tab!

If you have questions about downloading materials for LLA classes, please contact ACCG’s Madeline Ramsey at MRamsey@ACCG.org.