

RegionFocus Glovebox

**Cindy Jacisin
National Vice President**

**Robert Forsyth
PCA Digital Architect**

October 2020



Porsche Club of America

Welcome to Glovebox

- Region Presidents ask for a National repository for information
- Highly secure, cloud-based 'file cabinet'
- Long-term file storage of any type of document
- Archiving and continuity
- Region Leadership, Zone Reps and National Committee Chairs



How Does It Work?

- Each President has their own access
- Log onto <https://glovebox.pca.org/>
- Use your PCA website username and password
- Access is based on your Region role in the National database
- Only see your own Region's data
- Only see your own role's file
- National Office staff cannot see your data
- Digital file up to 100mb
- Files never really deleted
- Presentation will be online for reference



Why Use It?

- It's secure
- It's backed up
- It tracks who did what
- It's an archive for important files
- It's a way to organize and manage files
- It's a means for information continuity as volunteers leave positions and new volunteers take over the role
- It's a quick flip of the switch by the National Office for access



Contact Details

Glovebox “Feedback or Questions” box

FEEDBACK OR QUESTIONS


Cindy Jacisin
vicepresident@pca.org

Robert Forsyth
robertf@national.pca.org



LOG IN

<https://glovebox.pca.org>



A login form on a blue background. At the top is the PCA logo, which is a circular emblem with 'POSCHE' at the top, 'CLUB OF AMERICA' at the bottom, and 'pca' in the center. Below the logo are two input fields: the first is labeled 'username' and the second is labeled 'password'. Below these fields is a button labeled 'login'.

username

password

login

- Enter your PCA username and password



UPLOAD NEW FILE

UPLOAD NEW FILE

- Click UPLOAD NEW FILE

File Title

Choose File Browse

Select Category

- Click “Browse” and select the document from your file list
- Click the arrow to select the desired Category
- Click “File Title” to type in the document title
- Click “UPLOAD”



MANAGE YOUR FILES

- Sort by clicking any column heading

CATEGORY

FILE TYPE

FILE SIZE

UPLOADED ON



- “Edit” to change the file name, add, change or delete a Category
- “Audit” to view who touched the file
- “Delete” any file from the screen

FEEDBACK OR QUESTIONS

- Log Out: Click the down arrow next to your name



