

Uploading Breeding Papers and Height Certificates

Sign in to your Evo Events Account



The screenshot shows the equestrianentries website. At the top, there is a navigation bar with links: HOME, MY ENTRIES, RESULTS, HELP, and CONTACT. Below this, there is a large orange box with the text "SIGNIN" and "Forgot your password? Click HERE". To the right of this box, there is a smaller box with the text "Need help entering, click here". Below the "SIGNIN" box, there is a form with two input fields: one for email (yvetteml5000@gmail.com) and one for password (represented by dots). There is a "Remember me" checkbox and a "sign in" button. To the right of the form, there is a search bar with a "search" button. Below the search bar, there is a "view" button. At the bottom of the page, there is a table with the following data:

Event Name	Date	Location
Winter Show Hunter Series Day 1 - Taranaki 2017 Horses only	29/07/2017	Waitara PC
27/07/2017	Show Hunter	

An orange arrow points from the "register" and "sign in" buttons in the top right corner to the "sign in" button in the sign-in form.

Select "My Account"

Scroll down until you see your horses.

Click on the right hand button called View in the Docs column

Click to view or add new documents					
NAME	ESNZ #	FEI	ACTION	EMAIL OWNER	DOCS
a tenth horse	N/A	N/A	<button>detail</button> <button>unassign</button>	<button>add</button>	<button>view</button>
A third test horse	N/A	N/A	<button>detail</button> <button>unassign</button>	<button>add</button>	<button>view</button>

You now get a pop-up where you can upload a document that is stored against this horse for all future shows. Please follow the steps in order.

When you click the Choose File button you will need to go to wherever you have saved the document on your device.

NAME	ESNZ #	FEI	ACTION	EMAIL OWNER	DOCS
a tenth horse	N/A	N/A	<button>detail</button> <button>unassign</button>	<button>add</button>	<button>view</button>

Upload Document

Choose File No file chosen

upload

1. Enter description

2. Select Type of Document

3. Press to select document to upload

4. Press to Upload

Documents List

hide

DESCRIPTION	FILE TYPE	FILE NAME	DATE UPLOADED
live beta	Pony Height Certificate	Tulips_29122017_7017.jpg	29/12/2017

You will get a confirmation if the upload is successful and the new upload will show in the list of uploaded documents.

Online URL: <https://kb.evoevents.co.nz/article.php?id=116>