

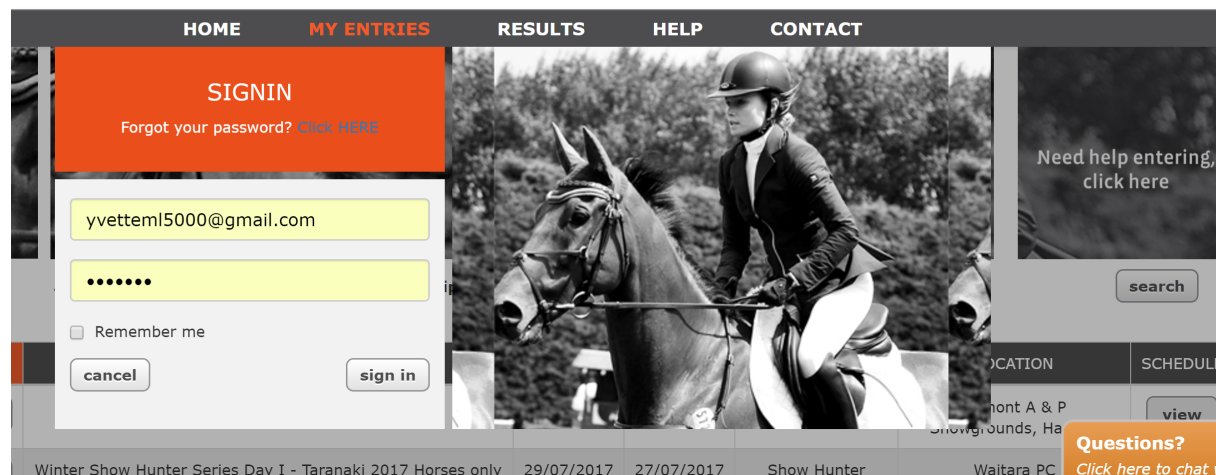
# Uploading Breeding Papers and Height Certificates

Sign in to your Evo Events Account



register

sign in



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	<a href="#">detail</a> <a href="#">unassign</a>	<a href="#">add</a>	<a href="#">view</a>
A third test horse	N/A	N/A	<a href="#">detail</a> <a href="#">unassign</a>	<a href="#">add</a>	<a href="#">view</a>

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	<a href="#">detail</a> <a href="#">unassign</a>	<a href="#">add</a>	<a href="#">view</a>

**Upload Document**

Description:  [Choose File](#) No file chosen

[upload](#)

[hide](#)

**Documents List**

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

**1. Enter description** (points to Description input)

**2. Select Type of Document** (points to Choose File button)

**3. Press to select document to upload** (points to Choose File button)

**4. Press to Upload** (points to upload button)

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>