

## Uploading a Document



There are now three places to upload documents, depending on the purpose.

1. For an event ie scratching vet certificate, qualification information etc
2. For a rider ie a photo (note Evo Events will be implementing a place to display photos in the future). There is no current facility to utilize a rider's photo
3. For a horse ie Hanoverian papers, height certifications, photos etc

### 1. Procedure for an Event

Sign in to your Evo Events Account



register

sign in

HOME MY ENTRIES RESULTS HELP CONTACT

### SIGNIN

Forgot your password? [Click HERE](#)



☐ Remember me

Need help entering, click here

LOCATION SCHEDULE

mont A & P Showgrounds, Ha

**Questions?**  
[Click here to chat](#)

Winter Show Hunter Series Day I - Taranaki 2017 Horses only 29/07/2017 27/07/2017 Show Hunter Waitara PC

Select "My Entries"

Click the "More" button on the left of the event that you wish to upload a document for

my account

sign out

HOME MY ENTRIES RESULTS HELP CONTACT

MY ENTRIES ordered by descending date

ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS
<input type="button" value="more"/>	Test 3 Day Event - Sept	18/12/2017	<input type="button" value="Request Invoice"/>	Not Paid	<input type="button" value="Entries"/>
<input type="button" value="more"/>	APL Showjumping Waikato Festival of Jumping	3/11/2015	<input type="button" value="Request Invoice"/>		<input type="button" value="Results"/>

Enter Description of File

Click Choose File

MY ENTRIES ordered by descending date

ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS
<div>more</div>	Test 3 Day Event - Sept	18/12/2017	<div>Request Invoice</div>	Not Paid	<div>Entries</div>

Upload Document

Test Document

Choose File

No file chosen

upload

ENTRIES

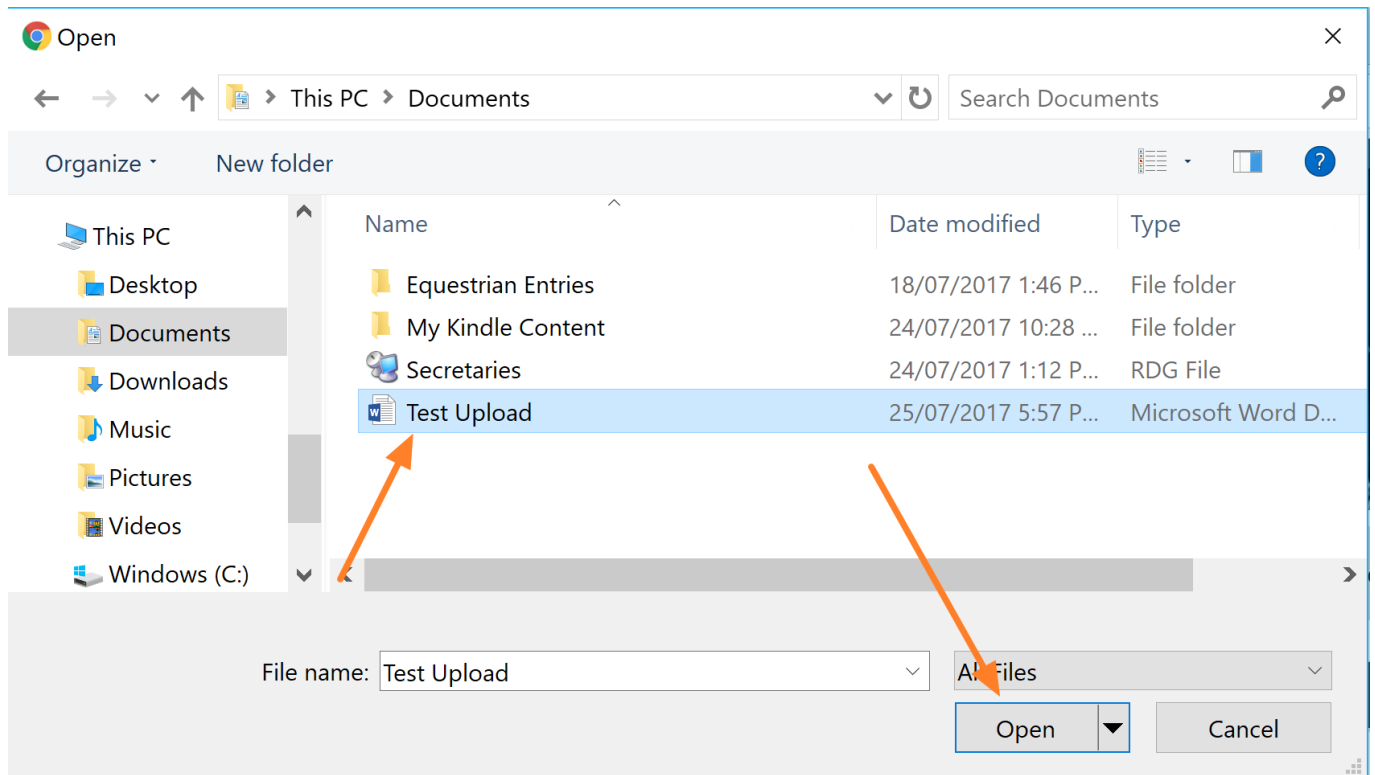
hide

BACK #	HORSE	RIDER	CLASS	STATUS	CHANGE ENTRY	MORE DETAILS
	Sir Testing	Yvette Lawson	7 SJ 1.20 m	entered	<div>change</div>	<div>more</div>

A pop up window will appear where you can select the file you want to upload from your computer

Find and select the file

Click "Open"



The file name will now appear between the Choose File button and the Upload button

## Select Upload

ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS
<a href="#">more</a>	Test 3 Day Event - Sept	18/12/2017	<a href="#">Request Invoice</a>	Not Paid	<a href="#">Entries</a>

**Upload Document**

[Choose File](#)

Test Upload.docx

[upload](#)

<b>ENTRIES</b> <a href="#">hide</a>						
BACK #	HORSE	RIDER	CLASS	STATUS	CHANGE ENTRY	MORE DETAILS
	Sir Testino	Yvette Lawson	7 SJ 1.20 m	entered	<a href="#">.</a>	<a href="#">.</a>

You will now get a message saying "Upload Successful"

## 2. For a Rider

Sign in to your Evo Events Account



The image shows the equestrianentries website interface. At the top, there is a logo for "equestrianentries" with the tagline "your complete online competition resource". To the right of the logo, there are two buttons: "register" and "sign in". An orange arrow points from the "sign in" button to the "SIGNIN" section of the website. The "SIGNIN" section is highlighted in orange and contains the text "Forgot your password? [Click HERE](#)". Below this, there are two input fields: one for the email address "yvetteml5000@gmail.com" and one for the password, represented by dots. There is a checkbox labeled "Remember me" and two buttons: "cancel" and "sign in". The background of the website features a black and white photo of a rider on a horse. On the right side, there is a search bar and a "Need help entering, click here" link. At the bottom, there is a table with event information, including "Winter Show Hunter Series Day I - Taranaki 2017 Horses only", dates "29/07/2017" and "27/07/2017", and the event type "Show Hunter". There is also a "Questions?" link and a "Click here to chat" link.

Select "My Account"

Scroll down to the area called Upload Documents

You should enter a description for the document, select the document type (only Photo is an option at the moment), press the button which opens a pop-up where you select the file on your own computer and then press the upload button.

**Upload Document**

Description  Photo  No file chosen

1. Enter a description 2. Select type of document 3. Chose file to upload 4. Press to Upload

**Documents List**

DESCRIPTION	FILE TYPE	FILE NAME	DATE UPLOADED
live beta	Photo	Penguins_29122017_65914.jpg	29/12/2017
rider doc live beta	Photo	Penguins_7122017_17347.jpg	7/12/2017

You will now get a message saying "Upload Successful" and you should see the new document on your list of uploaded documents.

### 3. For a Horse

Sign in to your Evo Events Account



register

sign in

HOME MY ENTRIES RESULTS HELP CONTACT

**SIGNIN**  
Forgot your password? [Click HERE](#)

yvetteml5000@gmail.com

.....

☐ Remember me

Need help entering, click here

search

LOCATION SCHEDULE

mont A & P  
Showgrounds, Ha

**Questions?**  
[Click here to chat](#)

Winter Show Hunter Series Day I - Taranaki 2017 Horses only 29/07/2017 27/07/2017 Show Hunter Waitara PC

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	<input type="button" value="detail"/> <input type="button" value="unassign"/>	<input type="button" value="add"/>	<input type="button" value="view"/>
A third test horse	N/A	N/A	<input type="button" value="detail"/> <input type="button" value="unassign"/>	<input type="button" value="add"/>	<input type="button" value="view"/>

You now get a pop-up where you can upload a document that is stored against this horse for all future shows.

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>

No file chosen

1. Enter description

2. Select Type of Document

3. Press to select document to upload

4. Press to Upload

Documents List

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=37>