

Uploading a Document

37 [Yvette Lawson](#) October 16, 2018 [Making an Entry](#) 12049

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



Select "My Entries"

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







equestrianentries
your complete online competition resource

my account

sign out

[HOME](#) [MY ENTRIES](#) [RESULTS](#) [HELP](#) [CONTACT](#)

MY ENTRIES ordered by descending date

ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS
<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">more</div>	Test 3 Day Event - Sept	18/12/2017	<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">Request Invoice</div>	Not Paid	<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">Entries</div>
<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">more</div>	APL Showjumping Waikato Festival of Jumping	3/11/2015	<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">Request Invoice</div>		<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">Results</div>

Enter Description of File

Click Choose File

MY ENTRIES ordered by descending date

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<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">more</div>	Test 3 Day Event - Sept	18/12/2017	<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">Request Invoice</div>	Not Paid	<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">Entries</div>

Upload Document

Test Document

Choose File

No file chosen

upload

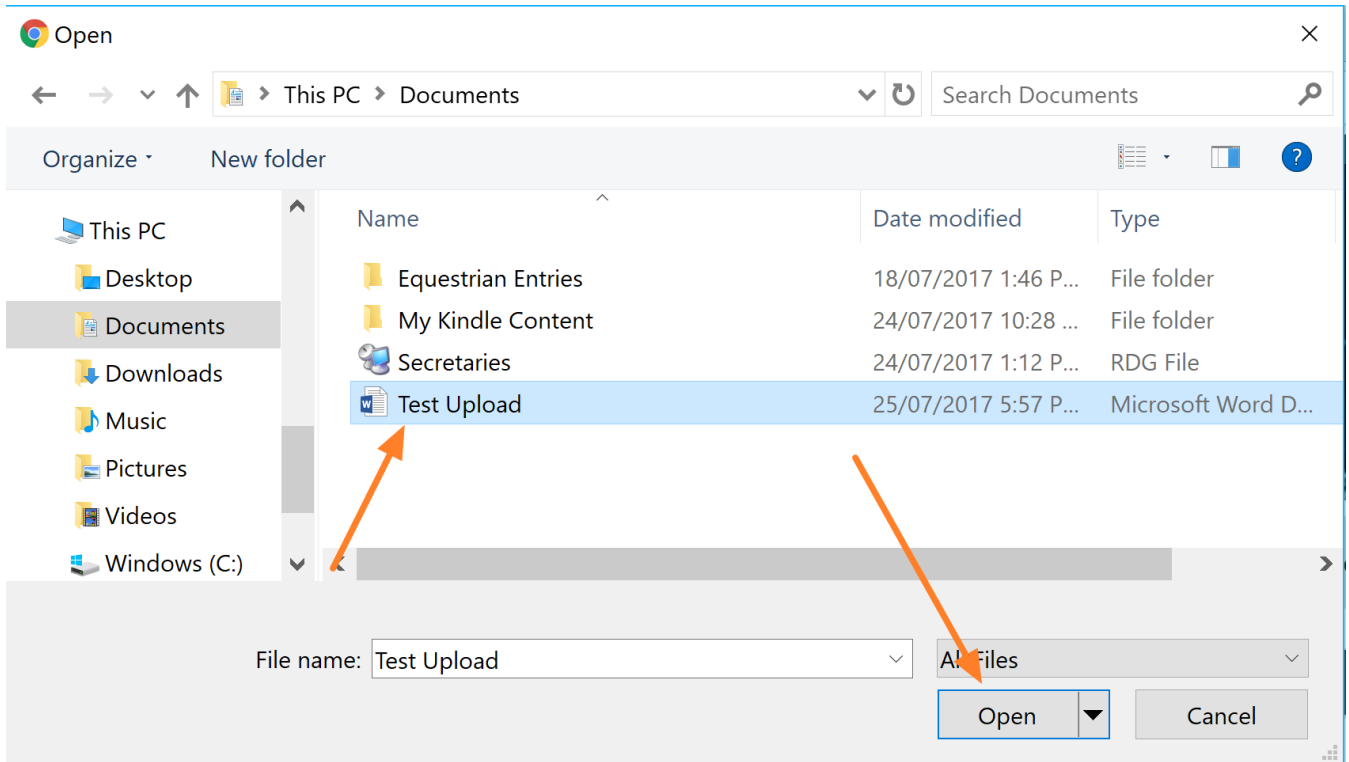
hide

BACK #	HORSE	RIDER	CLASS	STATUS	CHANGE ENTRY	MORE DETAILS
	Sir Testing	Yvette Lawson	7 SJ 1.20 m	entered	<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">change</div>	<div style="background-color: #ccc; padding: 2px 5px; border-radius: 3px;">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
more	Test 3 Day Event - Sept	18/12/2017	Request Invoice	Not Paid	Entries

Upload Document

[Choose File](#)

Test Upload.docx

[upload](#)

ENTRIES							hide
BACK #	HORSE	RIDER	CLASS	STATUS	CHANGE ENTRY	MORE DETAILS	
	Sir Testina	Yvette Lawson	7 SJ 1.20 m	entered	-	+	

You will now get a message saying "Upload Successful"

2. For a Rider

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

Winter Show Hunter Series Day I - Taranaki 2017 Horses only 29/07/2017 27/07/2017 Show Hunter Waitara PC [Questions? Click here to chat](#)

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

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



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	detail unassign	add	view
A third test horse	N/A	N/A	detail unassign	add	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	detail unassign	add	view

Upload Document

[Choose File](#) No file chosen

[upload](#)

Documents List [hide](#)

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 Hanoverian Papers dropdown)
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=37>