

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

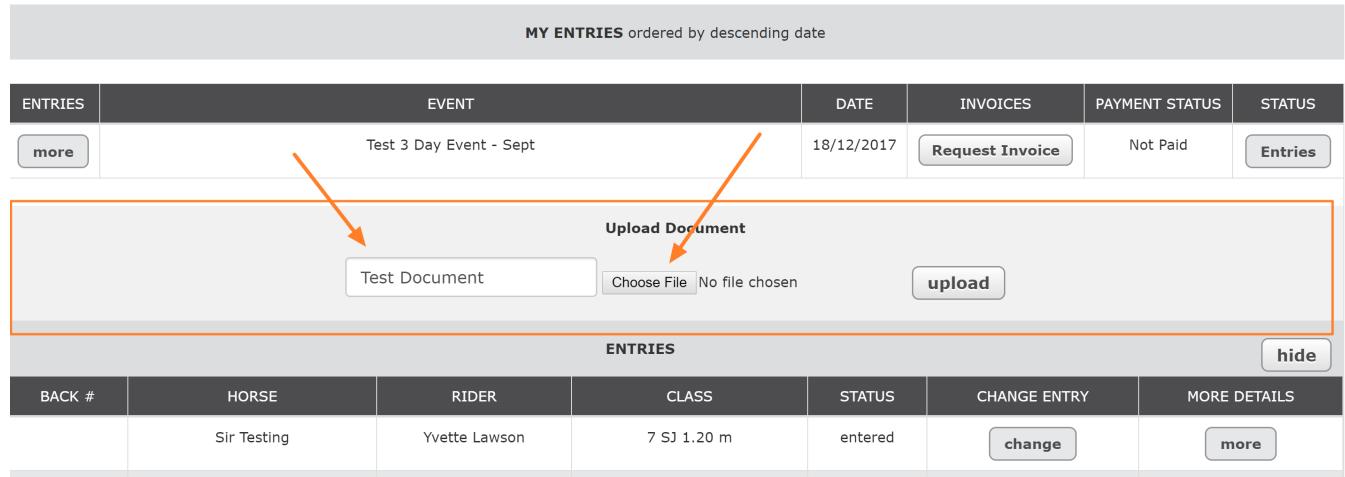
Select "My Entries"

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

ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS
more	Test 3 Day Event - Sept	18/12/2017	Request Invoice	Not Paid	Entries
more	APL Showjumping Waikato Festival of Jumping	3/11/2015	Request Invoice		Results

Enter Description of File

Click Choose File



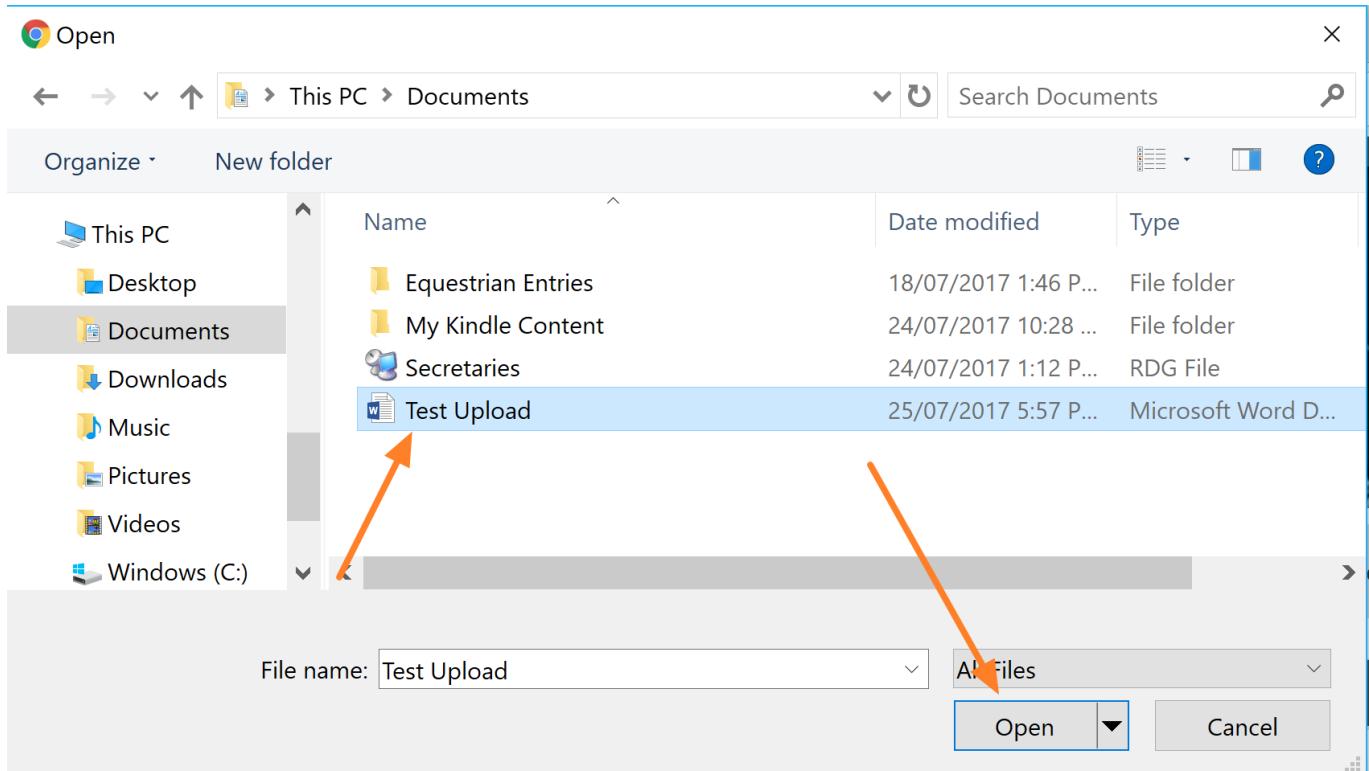
MY ENTRIES ordered by descending date

ENTRIES	EVENT	DATE	INVOICES	PAYMENT STATUS	STATUS
more	Test 3 Day Event - Sept	18/12/2017	Request Invoice	Not Paid	Entries
<div style="border: 2px solid orange; padding: 10px; text-align: center;"><p>Upload Document</p><p><input type="text" value="Test Document"/> <input type="button" value="Choose File"/> No file chosen <input type="button" value="upload"/></p></div>					
ENTRIES					
BACK #	HORSE	RIDER	CLASS	STATUS	CHANGE ENTRY
	Sir Testing	Yvette Lawson	7 SJ 1.20 m	entered	change more

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

A screenshot of a software interface for managing event entries. At the top, there is a table with columns: ENTRIES, EVENT, DATE, INVOICES, PAYMENT STATUS, and STATUS. The EVENT row shows 'Test 3 Day Event - Sept', DATE '18/12/2017', INVOICES 'Request Invoice', PAYMENT STATUS 'Not Paid', and STATUS 'Entries'. Below this is a section titled 'Upload Document' with a 'Choose File' button containing 'Test Upload.docx'. An orange arrow points from the 'Choose File' button to the file name. To the right is an 'upload' button. At the bottom, there is a table titled 'ENTRIES' with columns: BACK #, HORSE, RIDER, CLASS, STATUS, CHANGE ENTRY, and MORE DETAILS. The HORSE row shows 'Sir Testina', RIDER 'Yvette Lawson', CLASS '7 SJ 1.20 m', STATUS 'entered', and buttons for CHANGE ENTRY and MORE DETAILS. An orange arrow points from the 'upload' button in the 'Upload Document' section to the 'upload' button in the file list.

You will now get a message saying "Upload Successful"

2. For a Rider

Sign in to your Evo Events Account



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

1. Enter a description

2. Select type of document

3. Choose file to upload

4. Press to Upload

hide

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](#)

yvettem1500@gmail.com

.....

Remember me

[cancel](#) [sign in](#)

Need help entering, [click here](#)

search

LOCATION SCHEDULE

front A & P Showgrounds, Ha

view

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	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

No file chosen

4. Press to Upload

Documents List

3. Press to select document to upload

2. Select Type of Document

1. Enter description

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=37>