

Uploading a Document

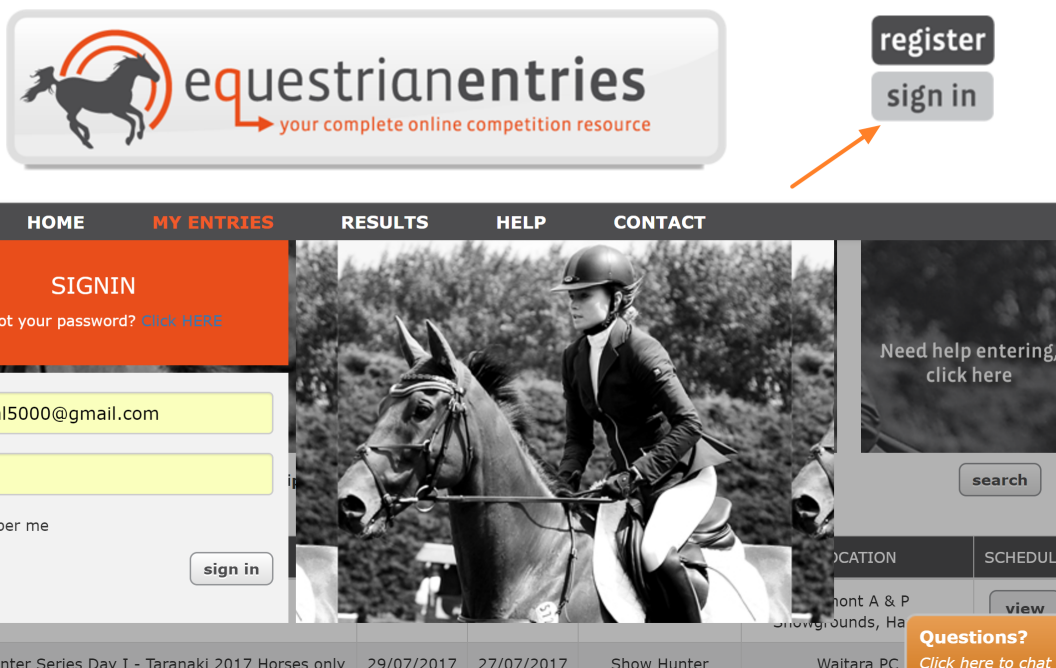
37 [Yvette Lawson](#) October 16, 2018 [Making an Entry](#) 10526

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



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
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

Upload Document

Test Document No file chosen

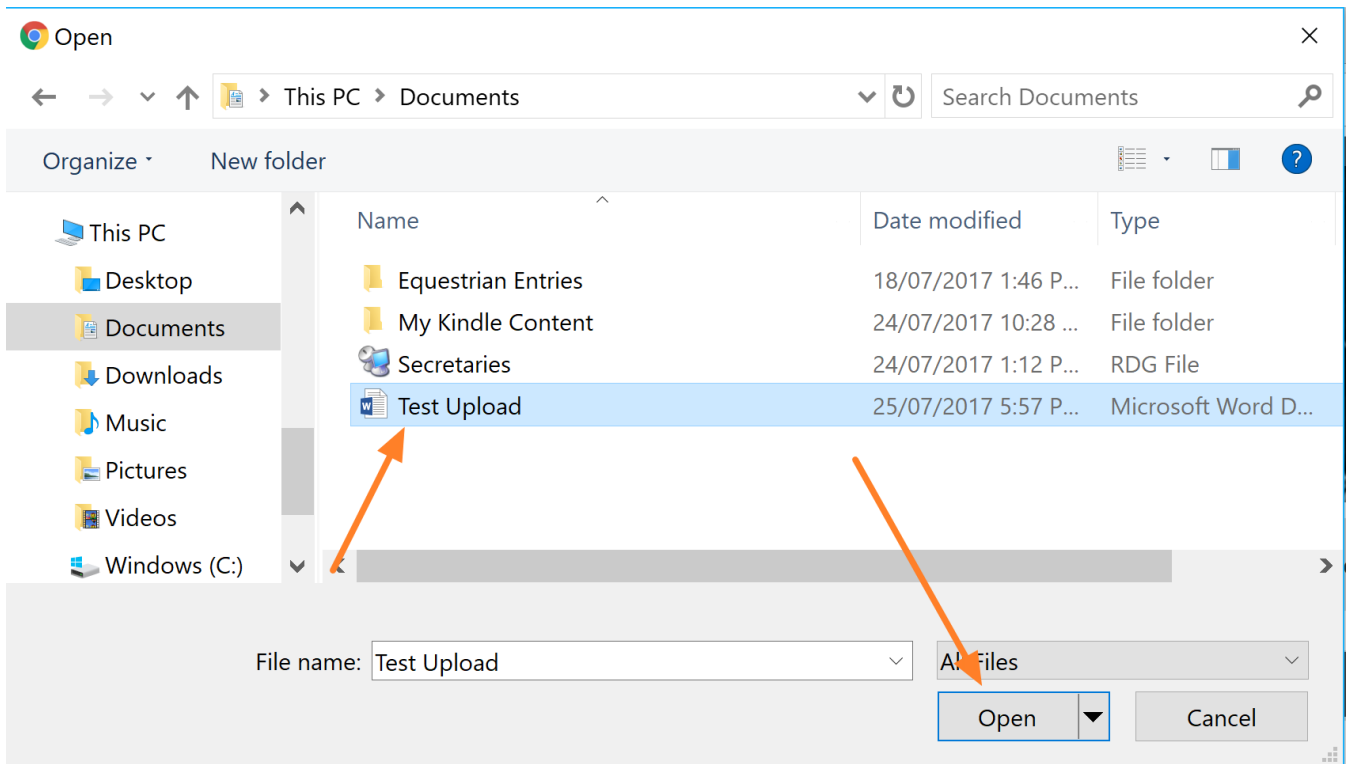
ENTRIES [hide](#)

BACK #	HORSE	RIDER	CLASS	STATUS	CHANGE ENTRY	MORE DETAILS
	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

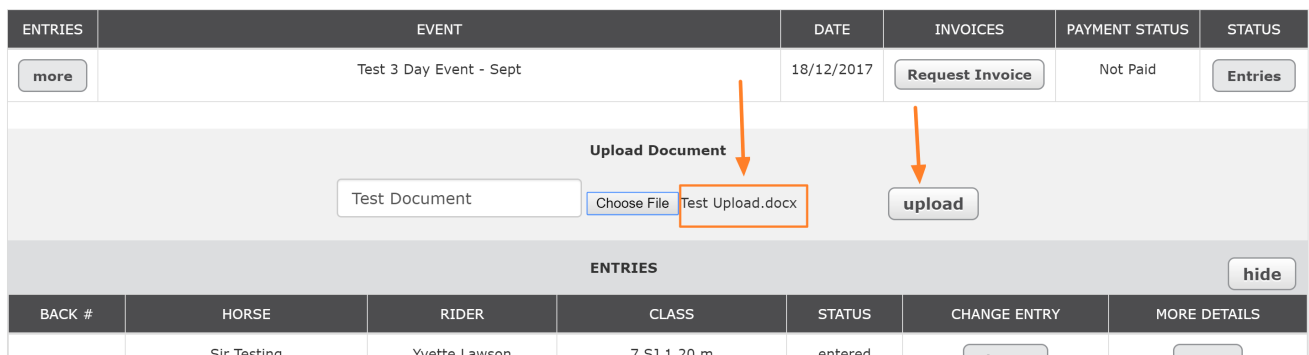
Find and select the file

Click "Open"



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

Select Upload



You will now get a message saying "Upload Successful"

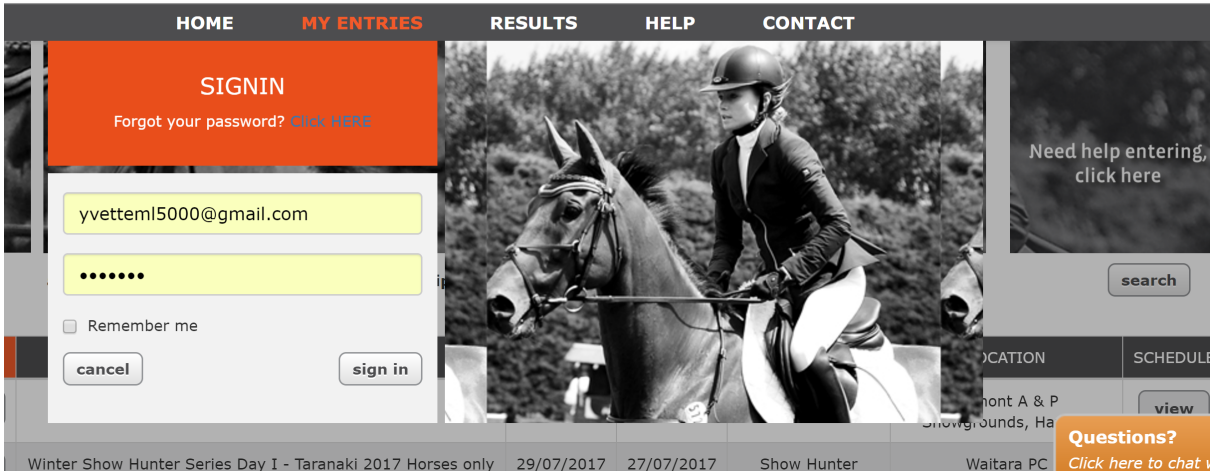
2. For a Rider

Sign in to your Evo Events Account



register

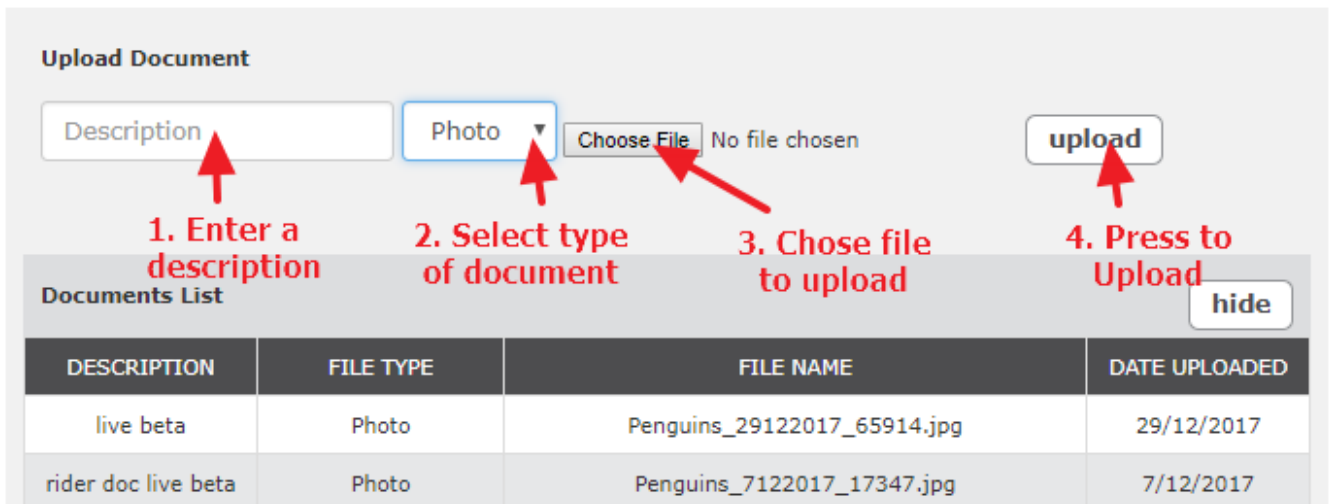
sign in



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.



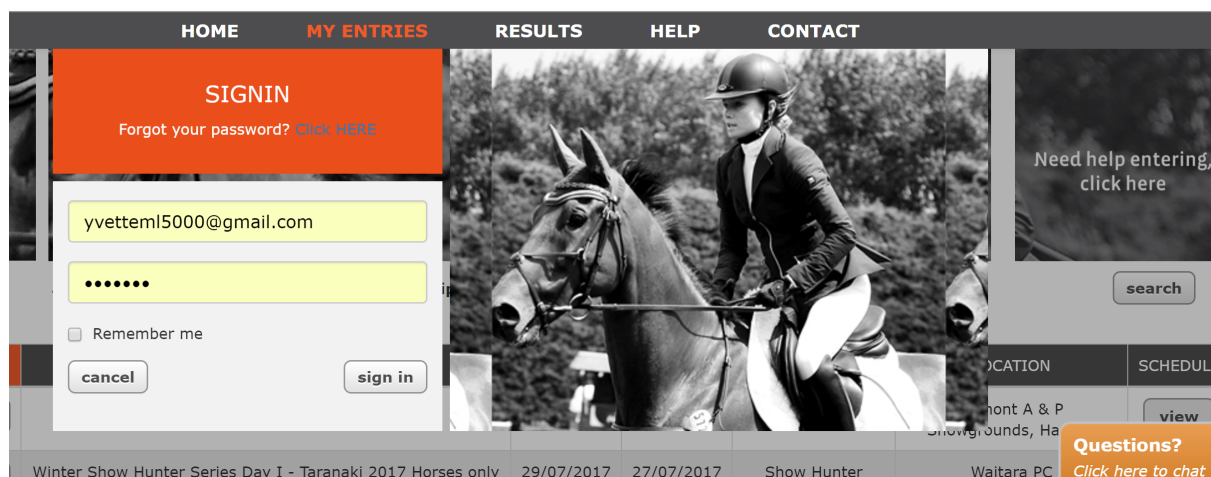
You will now get a message saying "Upload Successful" and you should see the new document on your list of uploaded documents.

3. For a Horse

Sign in to your Evo Events Account



register
sign in



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

Description: No file chosen

Documents List

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

1. Enter description

2. Select Type of Document

3. Press to select document to upload

4. Press to Upload

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>