

# Uploading Breeding Papers

116 Vicki Lawson December 13, 2018 Creating an Evo Events account 7739

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	<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.

The screenshot shows a web interface for uploading documents. At the top is a table with columns: NAME, ESNZ #, FEI, ACTION, EMAIL OWNER, and DOCS. Below this is an 'Upload Document' section with a 'Description' input field, a dropdown menu for document type (currently showing 'Hanoverian Papers'), a 'Choose File' button, and an 'upload' button. Red arrows point to these elements with the following instructions: 1. Enter description (points to the Description field), 2. Select Type of Document (points to the dropdown menu), 3. Press to select document to upload (points to the Choose File button), and 4. Press to Upload (points to the upload button). Below the upload section is a 'Documents List' table with columns: DESCRIPTION, FILE TYPE, FILE NAME, and DATE UPLOADED. The table contains one entry: 'live beta', 'Pony Height Certificate', 'Tulips\_29122017\_7017.jpg', and '29/12/2017'. A 'hide' button is located to the right of the table header.

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](#)

1. Enter description

2. Select Type of Document

3. Press to select document to upload

4. Press to Upload

**Documents List** [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: <http://kb.evoevents.co.nz/article.php?id=116>