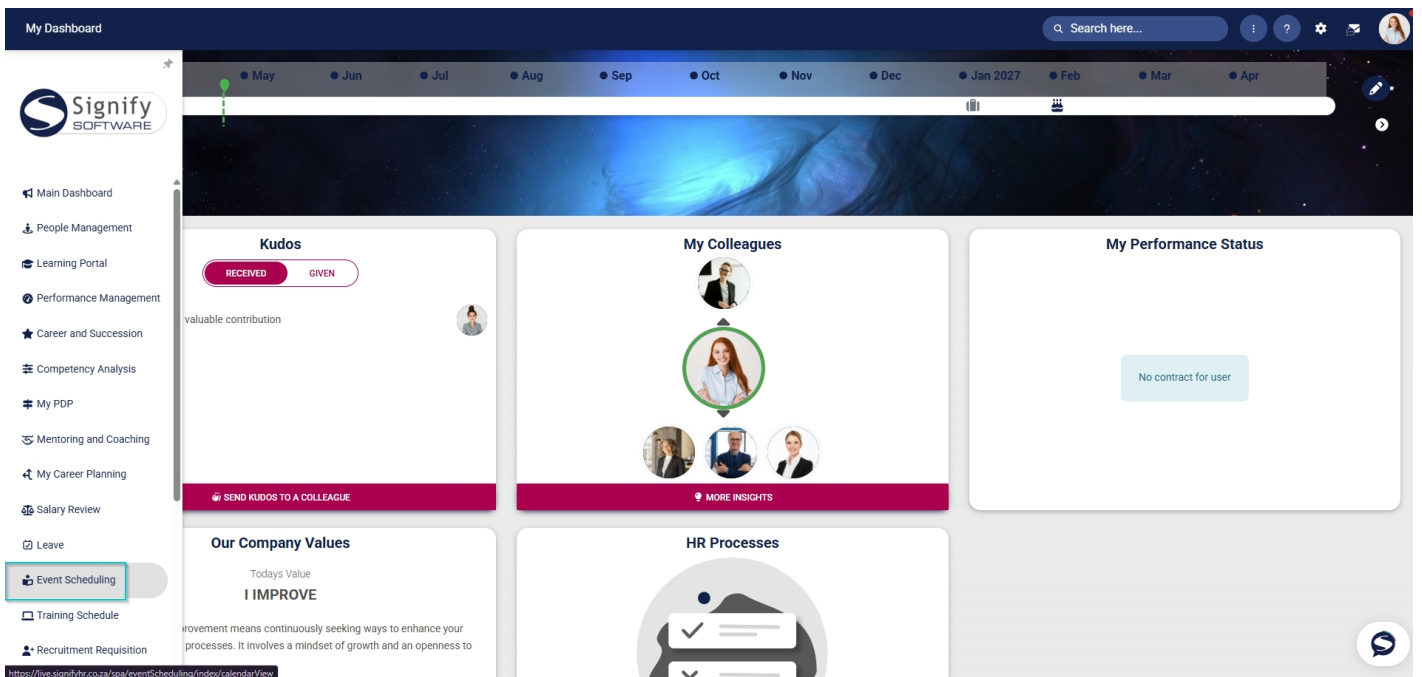


# Upload Documents to an Event

- Hover over the **sidebar** menu, then click **Event Scheduling**.



- Navigate to the **List View** tab and expand the **course** you would like to edit by clicking on its name.

Event Scheduling

CALENDAR VIEW **LIST VIEW** SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

Course: Select from the list...

COURSE	EVENTS
Junior Development Program	1
Microsoft Office Suite   Advanced	1
Microsoft Office Suite   Intermediate	1
<b>Senior Development Program</b>	<b>2</b>

+ EVENT

- Click on the **name** of the event you would like to edit.

Event Scheduling

CALENDAR VIEW LIST VIEW SCAN QR CODE

SHOW EVENTS DURING:

Search here...

04/05/2026 - 29/05/2026

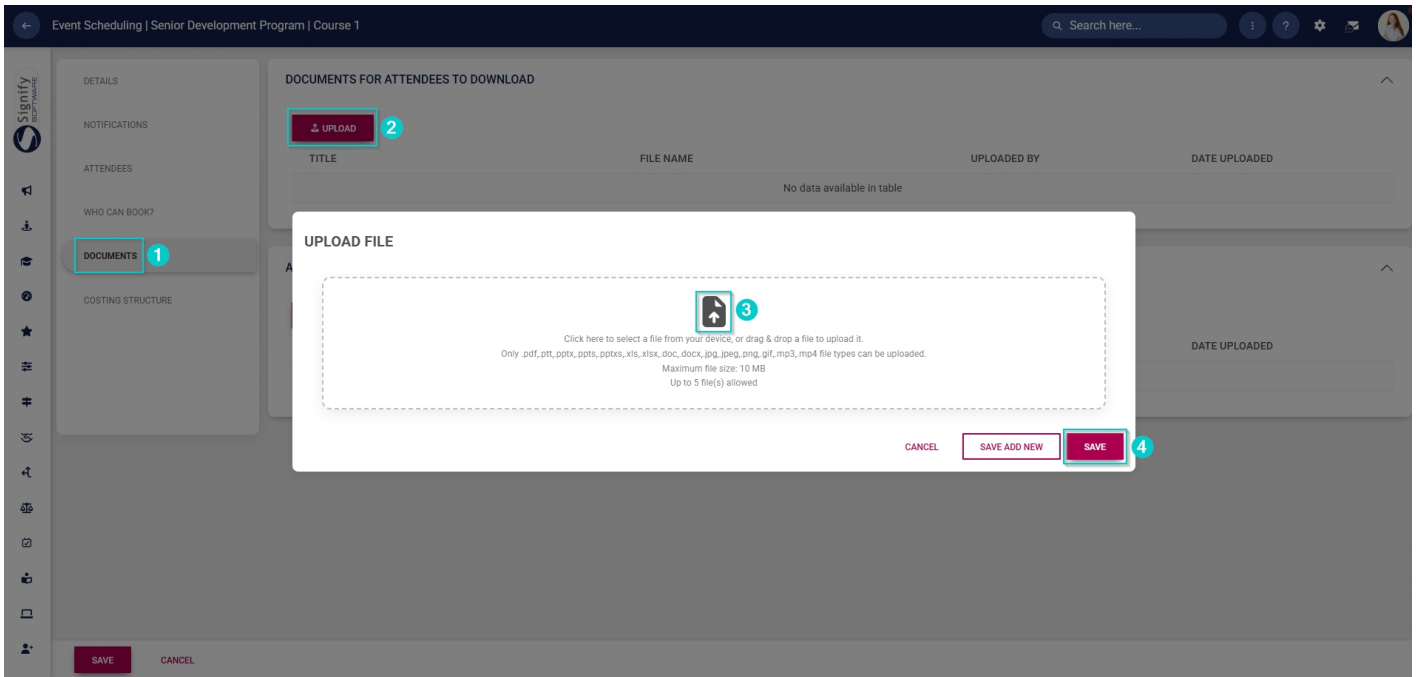
Course: Select from the list...

Senior Development Program 2

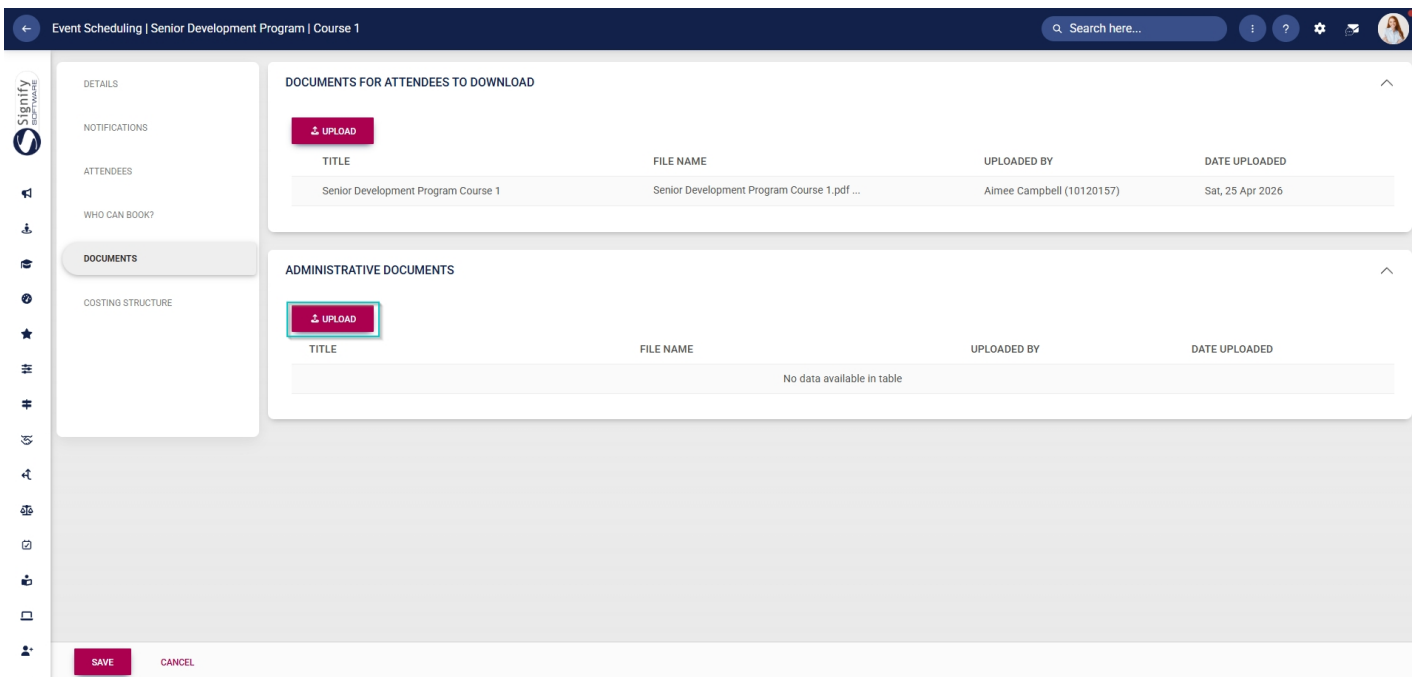
ATTENDEES	FIRST DAY LAST DAY	SESSIONS	STATUS	VENUE AND ROOM	ATTENDANCE RECORDS	OVERALL STATUS UPDATED   NOT UPDATED
Senior Development Program   C...	Mon, 4 May 2026 Wed, 6 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	5/5	5/0
Senior Development Program   C...	Mon, 18 May 2026 Wed, 20 May 2026	3	Confirmed	Head Office – Sandton Training Room 1	0/5	0/5

+ EVENT

- In the **left-hand menu**, click **Documents**.
- Click **UPLOAD** to link a file to this event so attendees can download it.
- Choose the file you would like to upload.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another file (up to five files allowed) or click **CANCEL** to discard your edits.



- Click **UPLOAD** to link a file to this event so facilitators or coordinators can download it. This document is not visible to attendees.



- Choose the file you would like to upload. Please note that up to five files are allowed.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another file or click **CANCEL** to discard your edits.

Event Scheduling | Senior Development Program | Course 1

Search here...

Signify SOFTWARE

DETAILS

NOTIFICATIONS

ATTENDEES

WHO CAN BOOK?

DOCUMENTS

COSTING STRUCTURE

DOCUMENTS FOR ATTENDEES TO DOWNLOAD

UPLOAD

TITLE	FILE NAME	UPLOADED BY	DATE UPLOADED
Senior Development Program Course 1	Senior Development Program Course 1.pdf ...	Aimee Campbell (10120157)	Sat, 25 Apr 2026

UPLOAD FILE

Click here to select a file from your device, or drag & drop a file to upload it.  
Only .pdf, .ppt, .pptx, .ppts, .pptxs, .xls, .xlsx, .doc, .docx, .jpg, .jpeg, .png, .gif, .mp3, .mp4 file types can be uploaded.  
Maximum file size: 10 MB  
Up to 5 file(s) allowed

CANCEL SAVE ADD NEW SAVE

SAVE CANCEL



Revision #3

Created 2026-05-07 13:32:03 UTC by Chanan Stenden

Updated 2026-05-07 14:22:05 UTC by Chanan Stenden