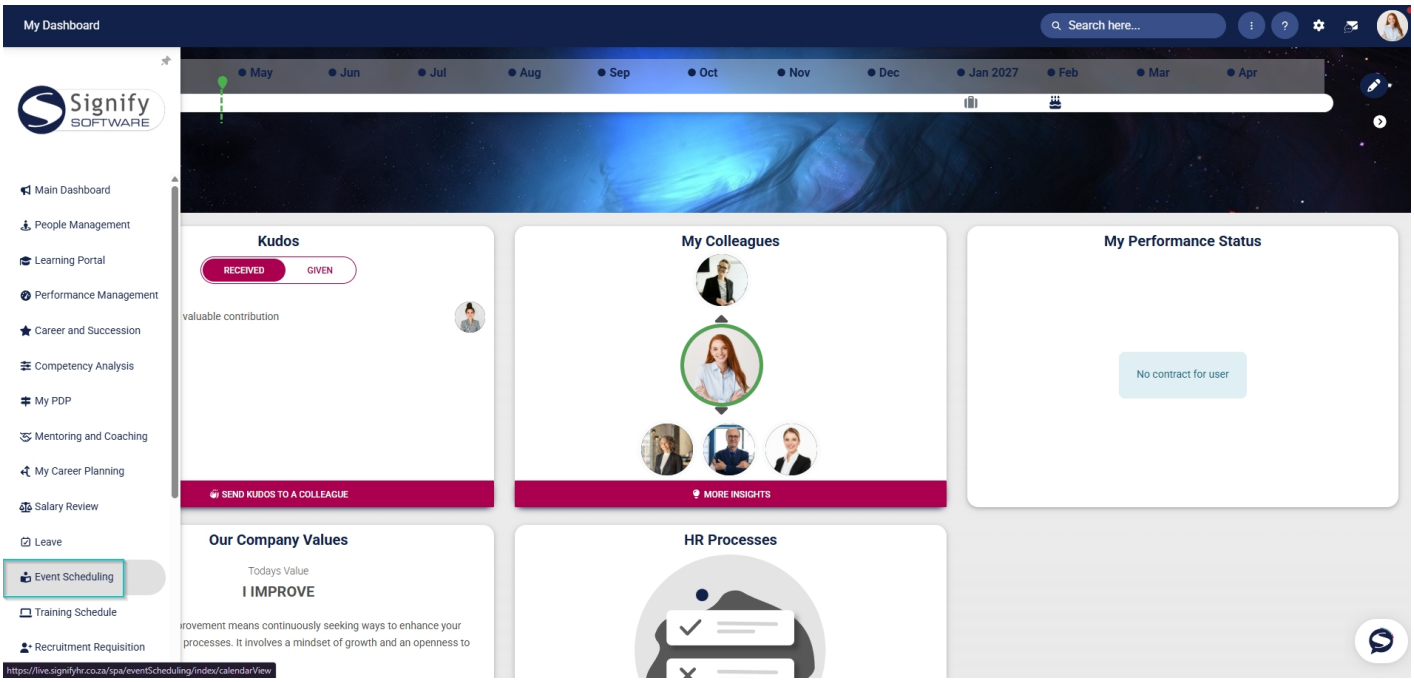
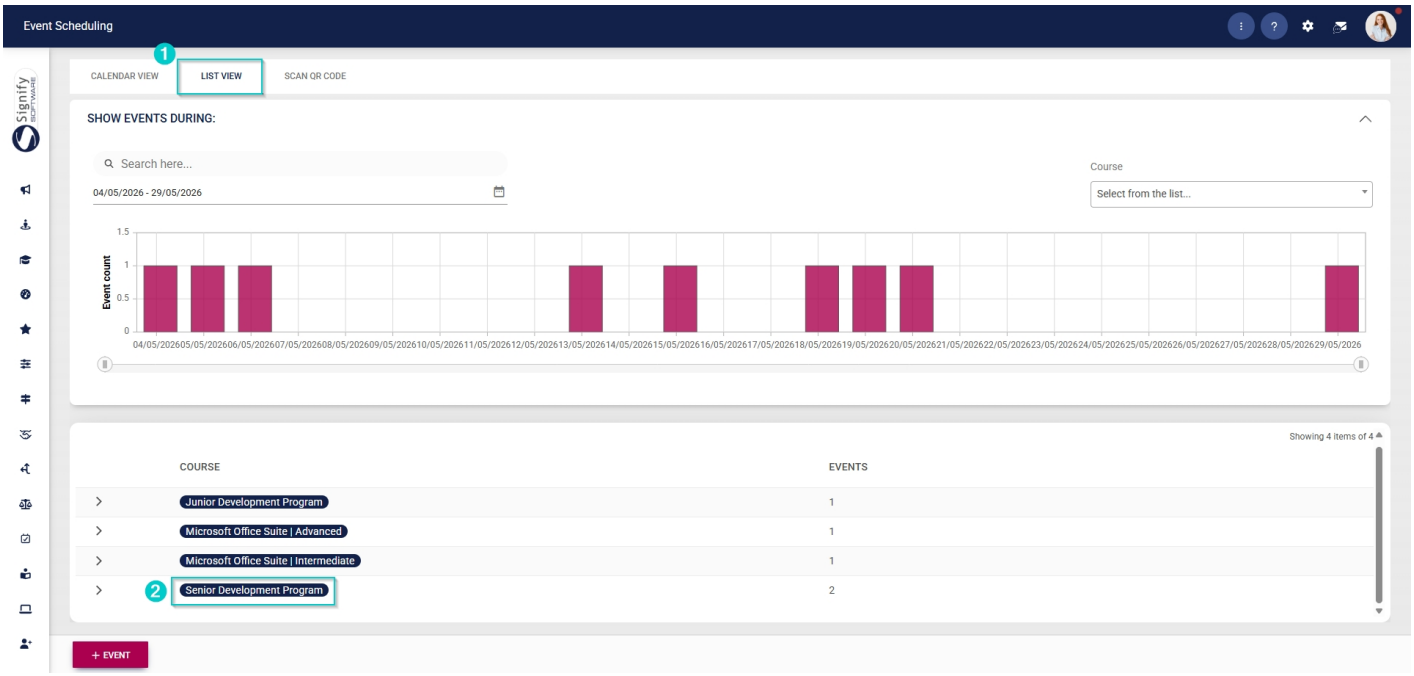
Upload Documents to an Event

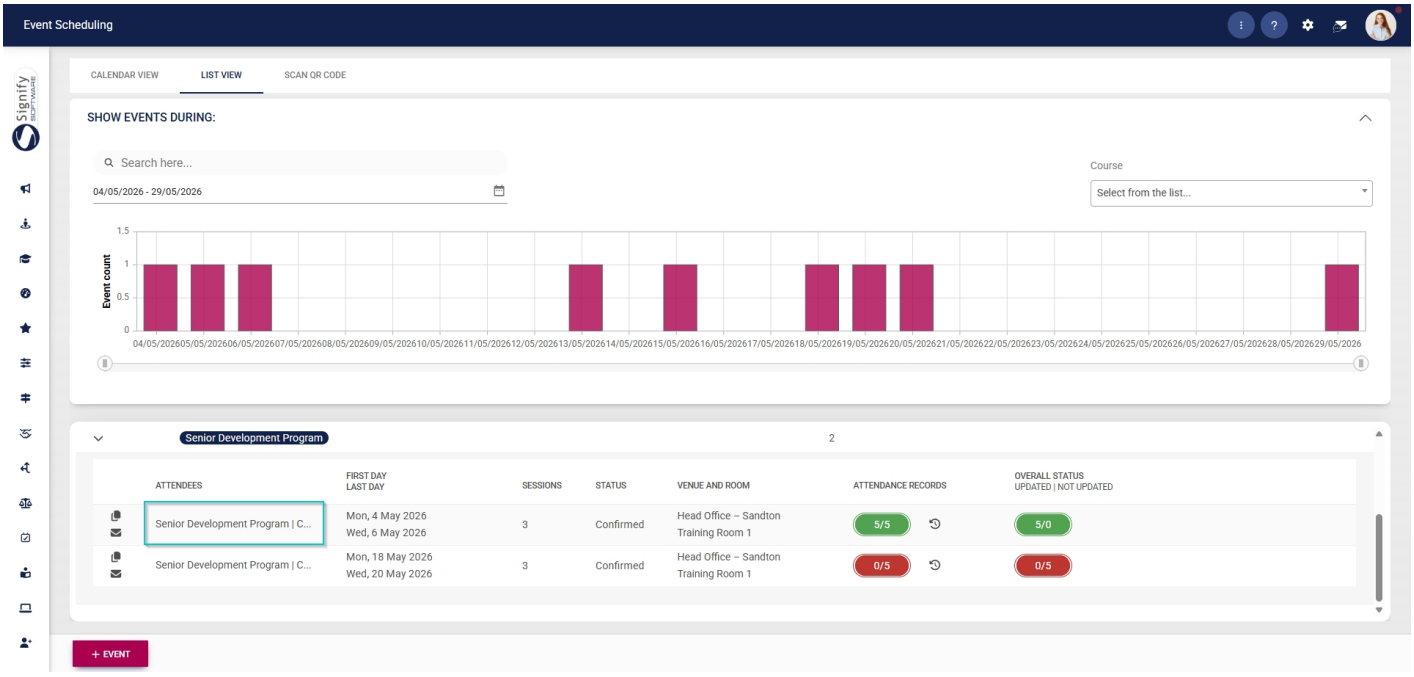
- Hover over the **sidebar** menu, then click **Event Scheduling**.



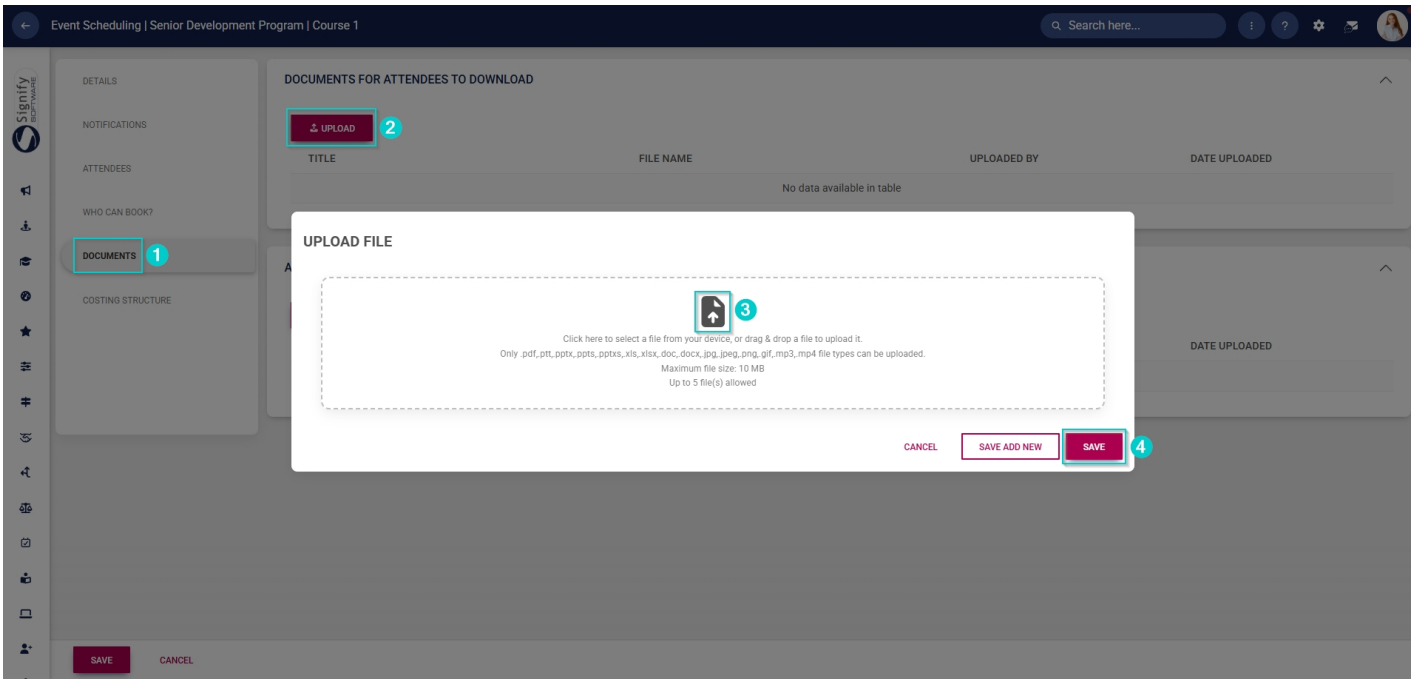
- Navigate to the **List View** tab and expand the **course** you would like to edit by clicking on its name.



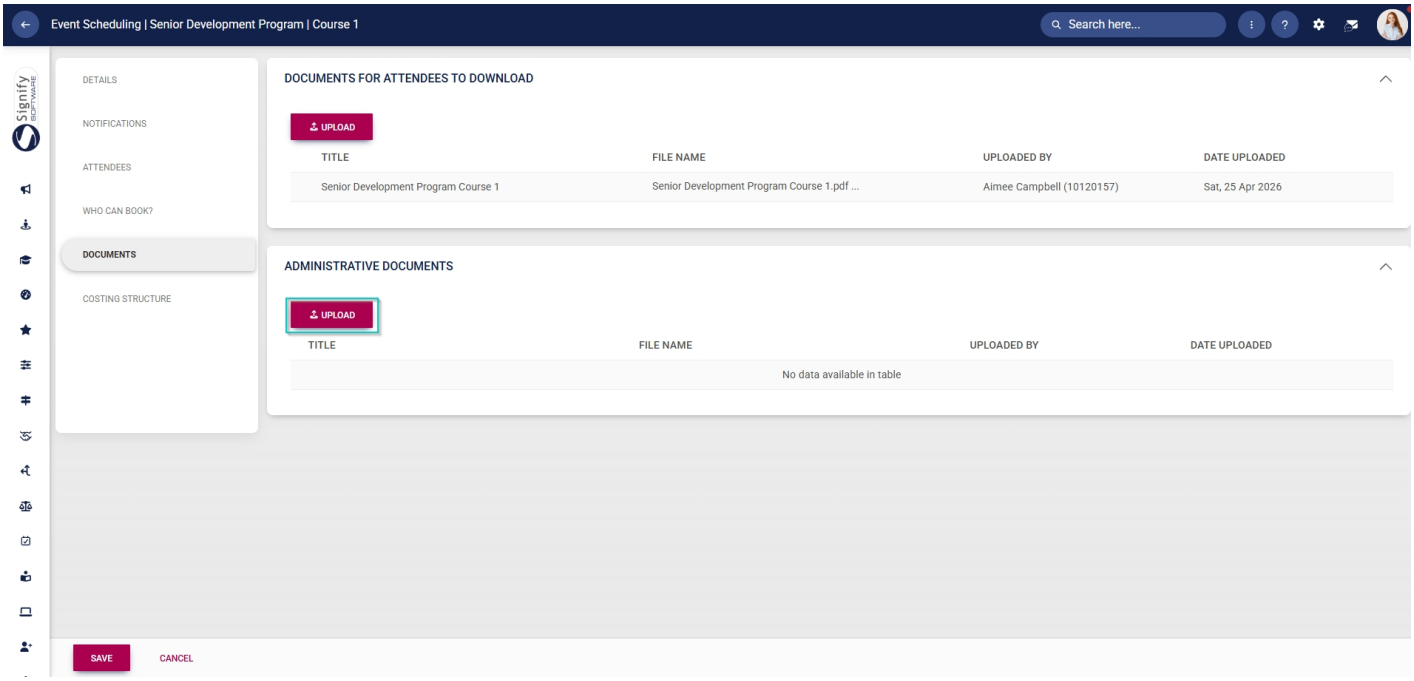
- Click on the **name** of the event you would like to edit.



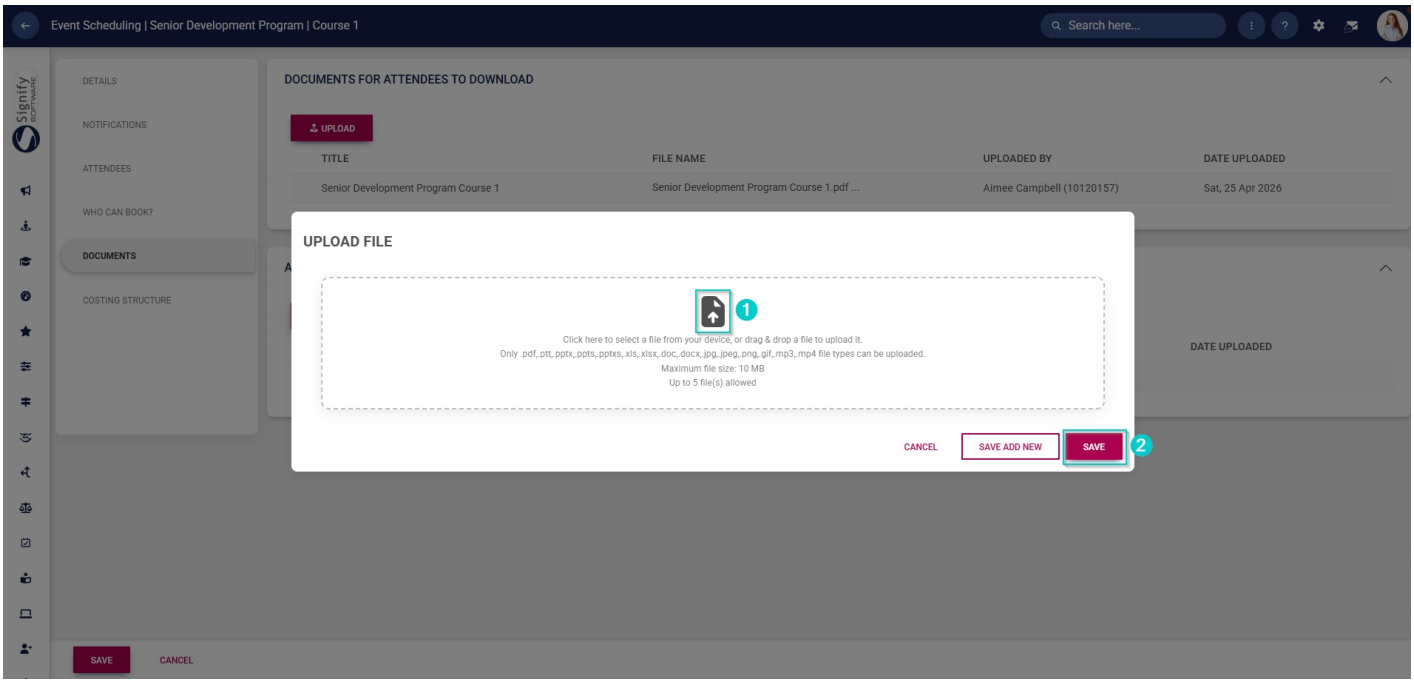
- In the **left-hand menu**, click **Documents**.
- Click **UPLOAD** to link a file to this event so attendees can download it.
- Choose the file you would like to upload.
- Click **SAVE** when you are finished, **SAVE ADD NEW** to add another file (up to five files allowed) or click **CANCEL** to discard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



Revision #4
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