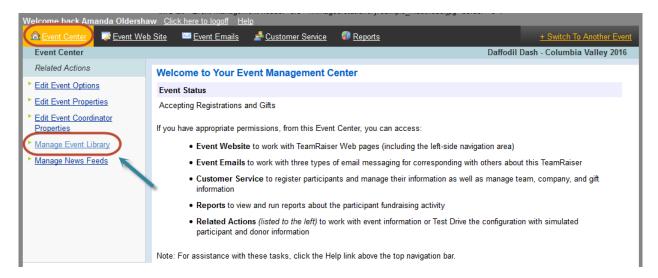


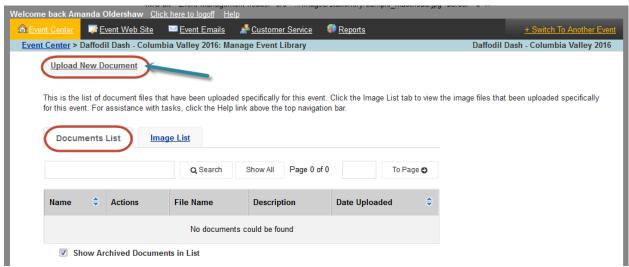
Adding a Document to the Event Library

Documents such as PDF's can be added to the Event Library to be used to link up in Coaching Emails and/or on event webpages.

Login to the EMC and select the event you would like to manage.

- Click on the **Event Centre** tab.
- Click *Manage Event Library*, under the Related Actions menu.
- Click on *Upload New Document*, on the Document List tab.

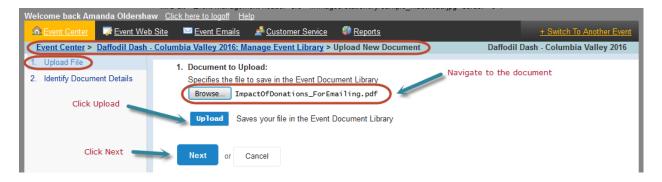




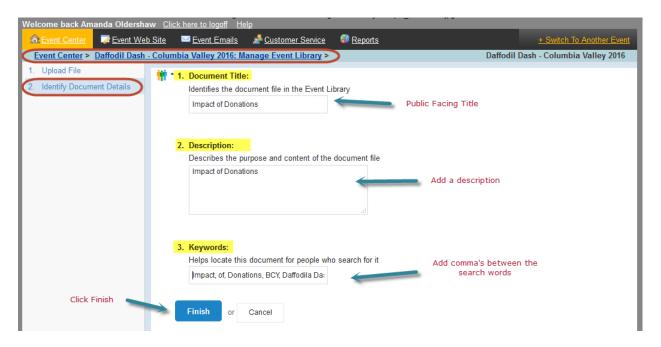


Click Browse

- Navigate to the document, and click open.
- Click Upload.
- Click Next

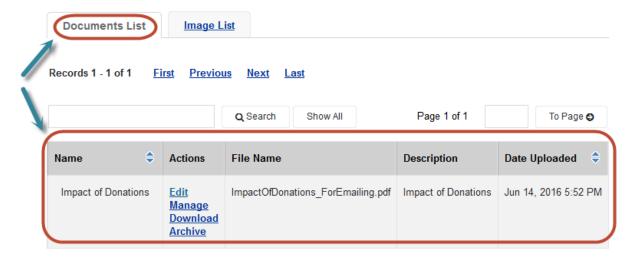


- Add in a **Document Title**
- Add a *Description*.
- Add Keywords for search purposes.
- Click Finish





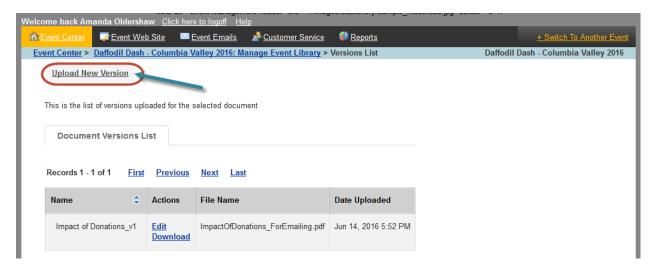
The document is now in the *Event Library* under *Documents List*.



Managing Document Versions

If edits have been made to the document a new version can be uploaded in the existing file.

- Click Manage, on the Documents List screen
- Click Upload New Version





- Add in the Document name and the Version number
- Add a Description.
- Click Browse and search for updated file.
- Click Open
- Click Upload
- Click Finish
- Click *Make Active*, under the Action column of the updated document.

Note: When a new version is added the document will automatically update wherever it is linked.

