



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.

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Event Center Daffodil Dash - Columbia Valley 2016

Related Actions

- ▶ [Edit Event Options](#)
- ▶ [Edit Event Properties](#)
- ▶ [Edit Event Coordinator Properties](#)
- ▶ [Manage Event Library](#)
- ▶ [Manage News Feeds](#)

Welcome to Your Event Management Center

Event Status
Accepting Registrations and Gifts

If you have appropriate permissions, from this Event Center, you can access:

- **Event Website** to work with TeamRaiser Web pages (including the left-side navigation area)
- **Event Emails** to work with three types of email messaging for corresponding with others about this TeamRaiser
- **Customer Service** to register participants and manage their information as well as manage team, company, and gift information
- **Reports** to view and run reports about the participant fundraising activity
- **Related Actions** (listed to the left) to work with event information or Test Drive the configuration with simulated participant and donor information

Note: For assistance with these tasks, click the Help link above the top navigation bar.

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[Event Center](#) > Daffodil Dash - Columbia Valley 2016: Manage Event Library Daffodil Dash - Columbia Valley 2016

[Upload New Document](#)

This is the list of document files that have been uploaded specifically for this event. Click the Image List tab to view the image files that been uploaded specifically for this event. For assistance with tasks, click the Help link above the top navigation bar.

[Documents List](#) [Image List](#)

Page 0 of 0

Name	Actions	File Name	Description	Date Uploaded
No documents could be found				

Show Archived Documents in List



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**.

Records 1 - 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

Search Show All Page 1 of 1 To Page

Name	Actions	File Name	Description	Date Uploaded
Impact of Donations	Edit Manage Download Archive	ImpactOfDonations_ForEmailing.pdf	Impact of Donations	Jun 14, 2016 5:52 PM

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**

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[Event Center](#) > [Daffodil Dash - Columbia Valley 2016: Manage Event Library](#) > Versions List Daffodil Dash - Columbia Valley 2016

[Upload New Version](#)

This is the list of versions uploaded for the selected document

Document Versions List

Records 1 - 1 of 1 [First](#) [Previous](#) [Next](#) [Last](#)

Name	Actions	File Name	Date Uploaded
Impact of Donations_v1	Edit Download	ImpactOfDonations_ForEmailing.pdf	Jun 14, 2016 5:52 PM



- 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.

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Event Center > Daffodil Dash - Columbia Valley 2016: Manage Event Library > Impact of Donations > Impact of Donations

1. Create Version

*** 1. Version Name**
Identifies the version of this document file
Impact of Donations_v2 ← Add the document name and the version number

2. Description
Describes the purpose and content in this version of the document file
Impact of Donations_v2 ← Add a description

3. Document to Upload:
Specifies the file to save in the Event Document Library
 ImpactOfDonations_ForEmailing.pdf ← Browse for the updated file

Saves your file in the Event Document Library

Click Finish or

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Event Center > Daffodil Dash - Columbia Valley 2016: Manage Event Library > Versions List

[Upload New Version](#)

This is the list of versions uploaded for the selected document

Document Versions List

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Name	Actions	File Name	Date Uploaded
Impact of Donations_v1	Edit Download	ImpactOfDonations_ForEmailing.pdf	Jun 14, 2016 5:52 PM
Impact of Donations_v2	Edit Download Make Active	ImpactOfDonations_ForEmailing.pdf	Jun 17, 2016 12:14 PM

Click Make Active on the new version

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