

Adding a Document

Updated: July 6, 2016

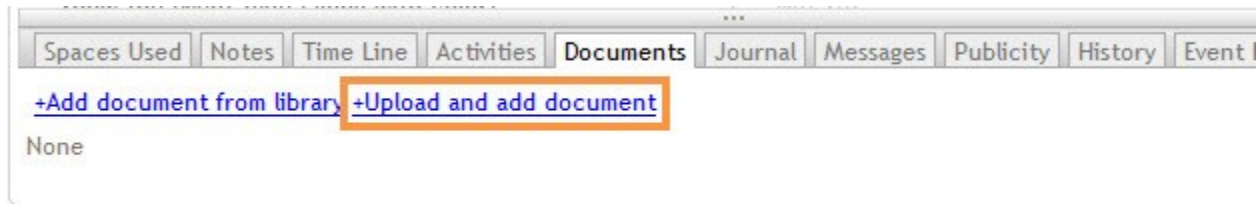
In order to upload and add a document to an event, go to the event's details page and click the **Documents** tab.

The screenshot shows the eventbooking.com interface. At the top, there is a navigation bar with links: Home, Calendars, Sales, AddressBook, Resources, Reports, and My Website. Below the navigation bar is the eventbooking.com logo and a search bar. The main content area is divided into two columns. The left column contains two sections: 'Last Viewed' and 'Most Viewed'. The 'Last Viewed' section lists five items, with the first item, '1. New World of Glory: Gospel Tour', highlighted in blue. The 'Most Viewed' section lists five items, with the first item, '(24) Home of the Brave', highlighted in yellow. The right column displays the details for the 'New World of Glory: Gospel Tour' event (id=505488). The details include: Event Name: New World of Glory: Gospel Tour; Where: Theater; When: 11/3/2011 4:00 AM - 11:59 PM (Thu); Status: Pending; Event Type: Not Set; Decision Date: Not Set; Avails Display: Show the event type (along with color). Below the details is a tabbed interface with tabs for Spaces Used, Notes, Time Line, Activities, Documents, and Journ. The 'Documents' tab is highlighted in an orange box. Below the tabs is a 'Sort By: Calendar Rank' dropdown menu. At the bottom, there is a table with columns: Where, When, and Status. The table contains one row: Theater, 11/3/2011 4:00 AM - 11:59 PM (Thu), Pending.

Where	When	Status
Theater	11/3/2011 4:00 AM - 11:59 PM (Thu)	Pending

If the image has not been previously added to your media:

1. Click **+Upload and add document**.



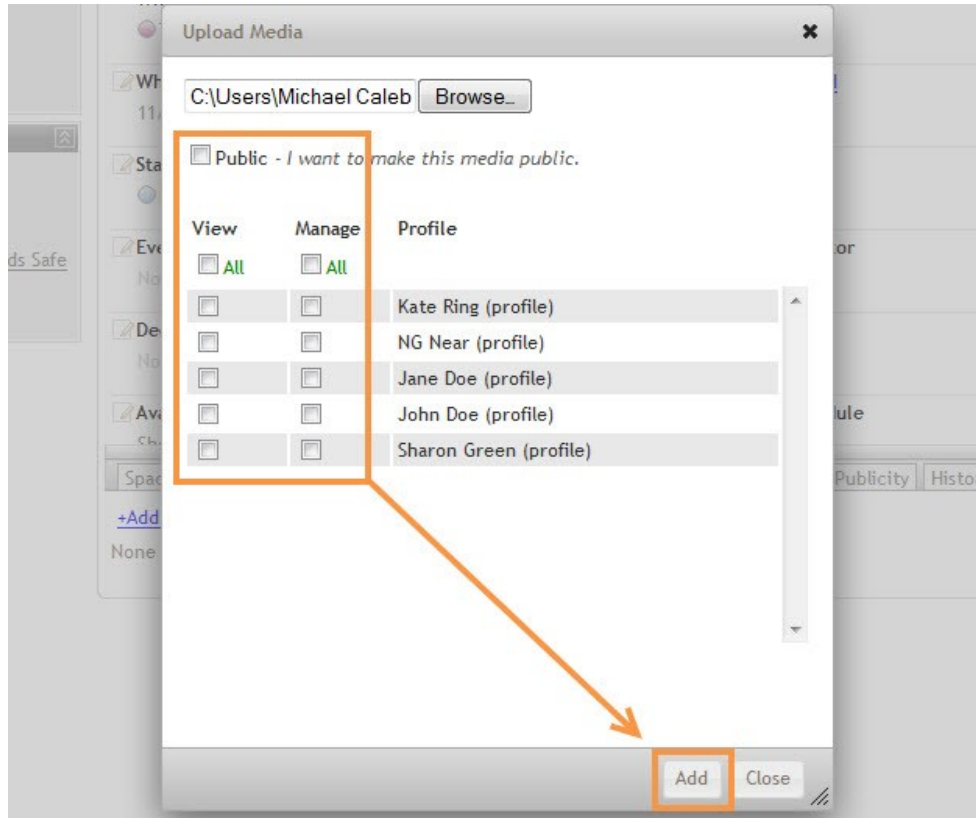
2. In the Upload Media window, click **Browse...** then navigate to and select your file.



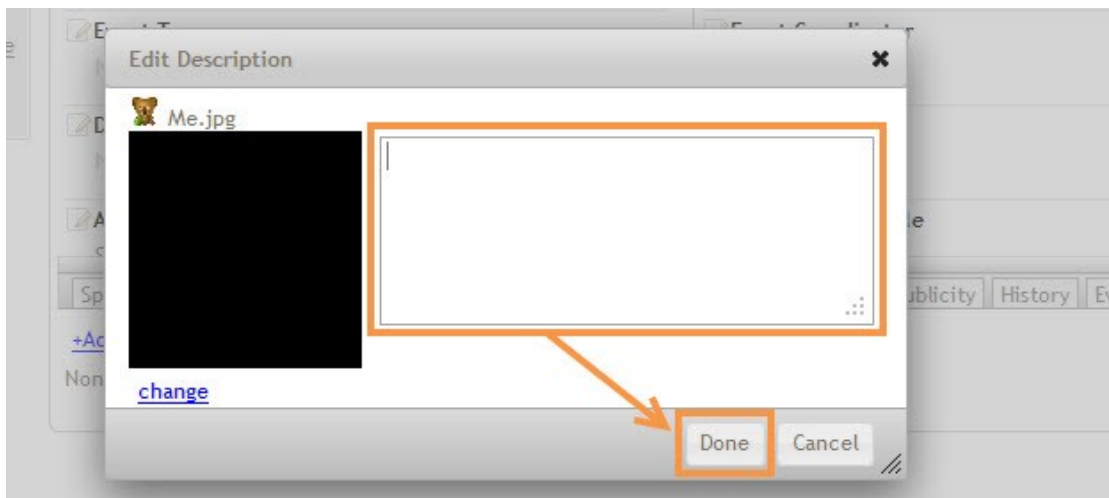
3. Select whether you would like the file to be public or give only certain users the ability to view or manage it, then click **Add**.

We are able to create sharing profiles to simplify sharing with all your users, or to share by permission level, department, or even individuals. Give us a call or email!

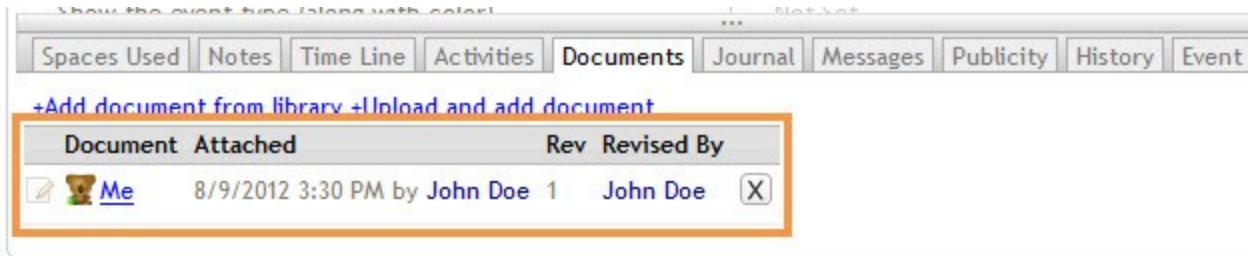
NOTE: Documents marked Public have NO restrictions on who can see them. Since these documents are hosted in the cloud, this means that they are accessible to anyone - whether they are logged into your EB account or not. While the chances are slim that someone would do an online search and find your documents, it is possible. We recommend that ONLY IMAGES should be public. If you would like to share documents with everyone at your facility, please check the "All Users" option.



4. Type in a description and click **Done**.

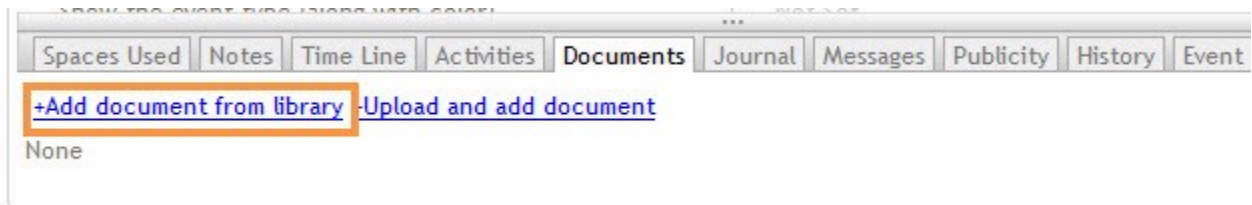


5. Note that the file has been added to the event.

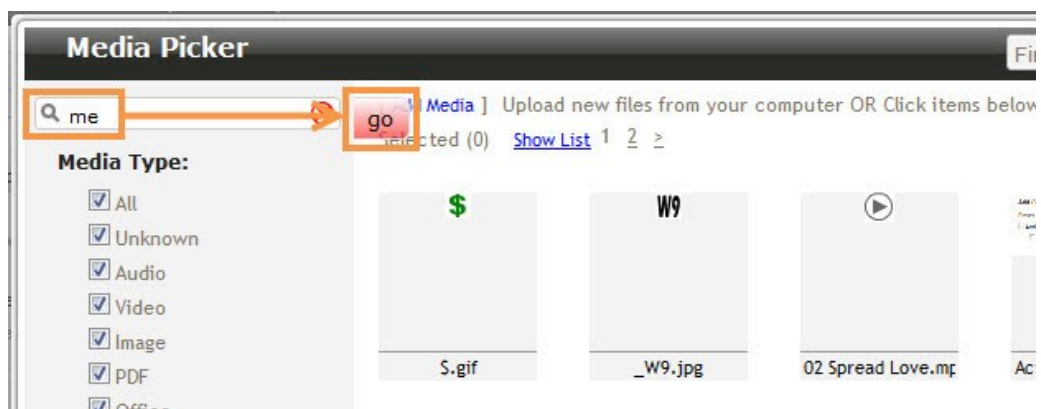


If the image has been previously added to your media:

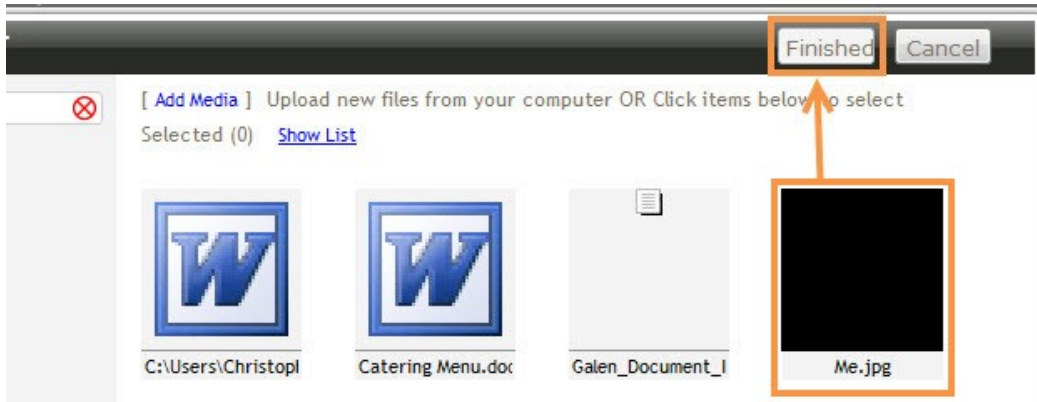
1. Click +Add document from library.



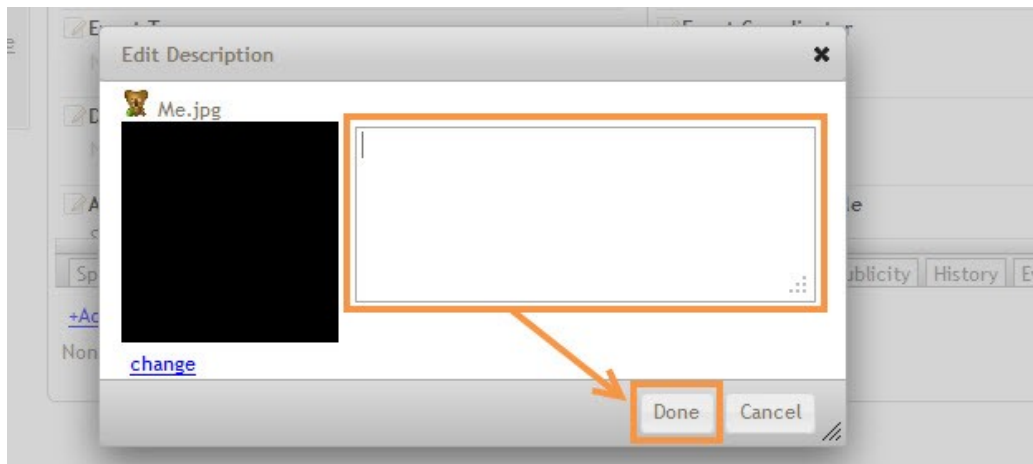
2. Type a term to search for in the **Search Field** and click **go**.



3. Select your file and click **Finished**.



4. Type in a description and click **Done**.



5. Note that the file has been added to the event.

