

EMS – Adding/Removing a Flier

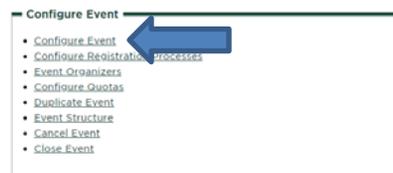
(This document is not fully accessible. If you required an accessible document please contact ANR Event Services at 517-353-3175 or events@anr.msu.edu.)

The Events Management System is limited in the number of files that you can upload related to an event. You can upload a general file in Configure Event and a different file in each registration process created.

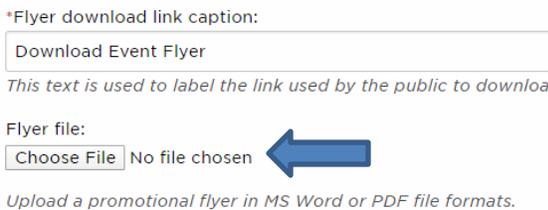
Adding a File in Configure Event

1. On the event dashboard, click the “Configure Event” link.

Event Dashboard: Training



2. Open the “Descriptive Information,” tab, scroll down to the “Flyer file”.
3. Click “Browse” to select the document you would like to upload. Files being uploaded should meet MSU accessibility guidelines and be a PDF.



4. If your file upload is not a flyer be sure to change the Flyer download link caption so it represents what is uploaded.
5. Once uploaded click “Update Event” at the bottom, your flier will appear on the registration page. Please only upload your flier once!

To Delete and Re-upload a File in Configure Event

1. Follow steps 1 and 2 in the Adding a File in Configure Event section.
2. You will see the flier you previously uploaded in red. Click the delete button to remove it.

*Flyer download link caption:

Download Event Flyer

This text is used to label the link used by the public to download

Flyer file is [2020 Confirmation Insert.pdf](#) Delete



Flyer file:

Choose File No file chosen

Upload a promotional flyer in MS Word or PDF file formats.

3. The screen will prompt you to approve the deletion again, click “OK”. If the file does not delete move on to step 4 to override the previous file.
4. Re-upload the new file by selecting the “Browse” button and uploading your new file.
5. Once uploaded click “Update Event” at the bottom, your flier will appear on the registration page. Please only upload your flier once!

Adding a File to a Registration Process

1. On the event dashboard, click the “Configure Registration Processes” link.

Event Dashboard: Training

Event ID: 1000

Public URL: <https://eventstrain.anr.msu.edu/training192/>

Event Summary

- Start Date: 06/22/2019
- End Date: 06/22/2019
- Event is active

Configure Event

- [Configure Event](#)
- [Configure Registration Processes](#)
- [Event Organizers](#)
- [Configure Quotas](#)
- [Duplicate Event](#)
- [Event Structure](#)
- [Cancel Event](#)
- [Close Event](#)



2. Click on “Edit” under the Actions column.
3. Open the “Look & Feel tab, scroll down to the “Flyer file”.
4. Click “Browse” to select the document you would like to upload. Files being uploaded should meet MSU accessibility guidelines and be a PDF. **DO NOT** upload the **same** file you uploaded in the Configure Event section.

* Flyer download link caption:

Download Flyer

This text is used to label the link used by the public to downlo

Flyer file:

Choose File No file chosen



Upload a promotional flyer in MS Word or PDF file formats.

5. If your file upload is not a flyer be sure to change the “download event flyer” caption so it represents what is uploaded.
6. Once uploaded, click “Update Registration Process” at the bottom, your flier will appear on the registration page near the registration button for the process.

To Delete and Re-upload Your Flier in a Registration Process

1. Follow steps 1 and 2 in the Adding a File in Registration Process section.
2. You will see the flier you previously uploaded in red. Click the delete button to remove it.

*Flyer download link caption:

Download Event Flyer

This text is used to label the link used by the public to downloa

Flyer file is 2020 Confirmation Insert.pdf Delete



Flyer file:

Choose File No file chosen

Upload a promotional flyer in MS Word or PDF file formats.

3. The screen will prompt you to approve the deletion again, click “OK”. If the file does not delete move on to step 4 to override the previous file.
4. Re-upload the new file by selecting the “Browse” button and uploading your new file.
5. Once uploaded, click “Update Registration Process” at the bottom, your flier will appear on the registration page near the registration button for the process.