

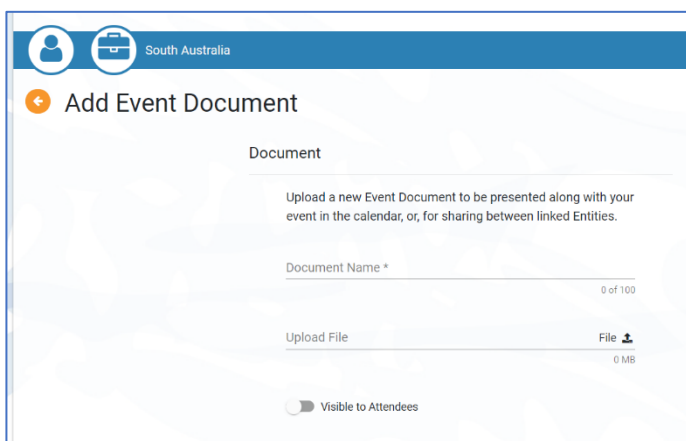
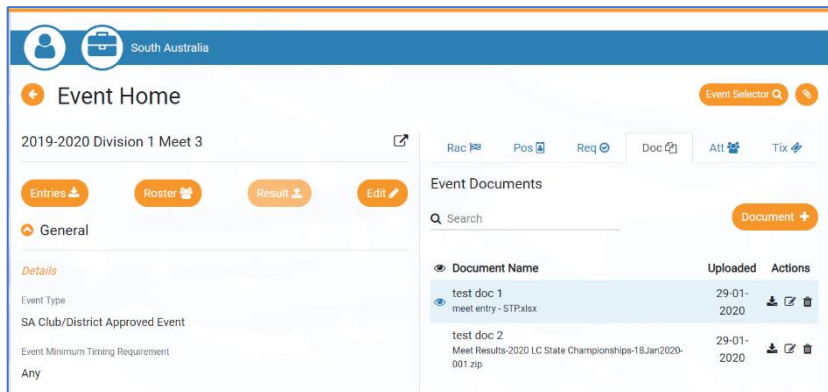
Event Documents Functionality Help Sheet

Purpose

To enable sharing of event documents and results with either or both meet attendees and entities linked to a meet. Enables secure location to share personal data within privacy regulations and relevant to the specific event such as Event Information Book, Confirmed Entrants List & Meet Results

How a Event Host Uploads and Shares a Document

1. Log into Swim Central and navigate to your entity home page
2. Click on Events Icon
3. Click on the relevant event
4. Click on Event Home Icon
5. Click on Doc Tab
6. Click on Document +
7. Upload and Name relevant document
8. Choose to make the document visible to all attendees or just entities only. By default, the document will always be visible to entities linked to the event.

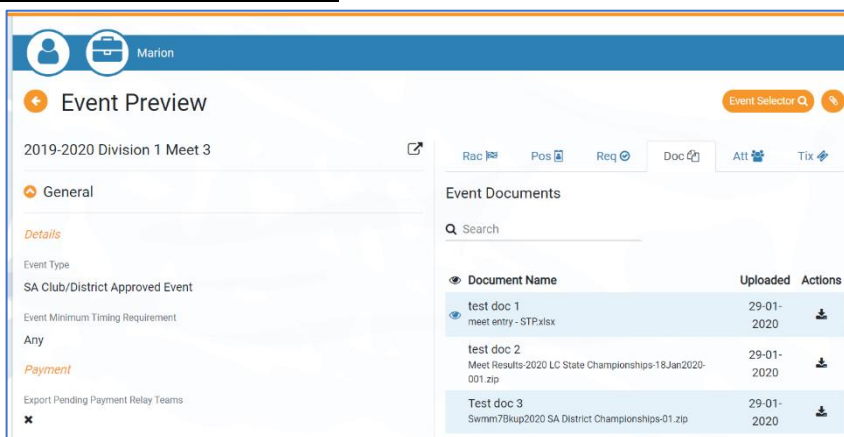


How an Entity (non-event host) views and downloads documents

To view and download documents for an Event you do not host as an entity you need to link the relevant event to your entity events.

View the help sheet for Event Association [Click Here](#)

Once the event is linked you click on the Doc Tab and the event documents will be visible and eligible for download.



How an Attendee views and downloads documents

Attendees can only view and download documents that the meet host has shared with them. They can be viewed from the events calendar.

