

# INSTRUCTION TO UPLOAD PARTICIPANT LIST

Detailed procedure for uploading the Participant Attendance  
(for Organizers)

1. Create a LibreOffice Calc sheet (or) MS Excel sheet in the given format.

A	B	C	D
First Name	Last Name	Email ID	Gender

PS : You can copy paste the data for Column A, B, C and D from any existing file.

DON'T TYPE the S.No. and heading (First name, last name, email id, gender, etc).

Only enter the **First Name, Last Name, Email ID, Gender** of the participants as shown below.

A	B	C	D
Mohamed	Kasim	mkasimkh@gmail.com	Male
Anushree	Dharmadhika	dharmadhikarianushree@	Female
Vidya	Kadam	stmaharashtra@gmail.co	Female

Note: Please enter the valid (individual) email id of the Participants.

2. After entering all the details, save the file in **.CSV** file format.

Instructions given below.

- Goto **File**
- Click '**Save As**'
- Enter the desired / preferred **filename**
- Select **Format** as **.CSV**
- Click **Save**

*General Format: "filename.csv"*

3. The process to upload the **.CSV** file in the participant attendance interface as follows,

- Goto spoken-tutorial.org - login with your Organiser ID
- Goto - <http://spoken-tutorial.org/software-training/training/organiser/request/>
- Select the Training type.
- Click '**Upload Participant Data**' (browse and select the .csv file which you have generated)
- Complete the details present in the form.
- Click '**Submit**'.