



INSTRUCTION TO UPLOAD THE PARTICIPANT ATTENDANCE LIST

Procedure for uploading the Participant Attendance while making a new Training / Workshop request at spoken-tutorial.org
(FOR ORGANIZERS)



It is necessary to upload the Participant Attendance list while requesting for a new Training (or) Workshop without which your request will NOT be approved.

The following instruction will help you in easily uploading the Participant Attendance List.

- Type <http://spoken-tutorial.org/offline-attendance-app/> on your browser and download the **Offline Participant Attendance App** and do the following steps.

Note: There will be two versions of the App available, i) for Linux ii) for Windows, make the appropriate selection and proceed further.

- i. The file which you download will be a zip file, you have to Extract / Unzip the content of the file to a folder.
- ii. Double click on the "Offline-Participant-Attendance-App.exe" file for Windows or "Offline-Participant-Attendance-App.jar" file for Linux Operating Systems, right click on the file and click "Open with Java Runtime Environment", a Registration window will open.
- iii. Enter the (required) details in the window and click 'Submit'. At a given time only one entry can be done. So for entering detail of more participants click on 'Submit' and repeat the process until the detail of last participant is entered.
- iv. In the same folder where the "Offline-Participant-Attendance-App.jar" file is present there will be a "StudentRegistration.xml" file.
- v. Make use of the "StudentRegistration.xml" file to upload the attendance at spoken-tutorial.org

(Goto spoken-tutorial.org ->> login with your Organiser ID -->> click 'Software Training' ->> Training / Workshop Dashboard ->> Pending Training / Workshop Request ->> Locate the relevant Training / Workshop then Click 'Attendance' ->> click 'Upload Data' ->> Submit)

NOTE: Before conducting new Trainings, Please make sure that you delete the old "StudentRegistration.xml" file which you have created for previous Training / Workshop.

You will get a notification mail in your Inbox/Spam regarding the approval of the Training / Workshop which will give you the information about the (**ONLY** if you have uploaded the Participant Attendance List) confirmation along with a Workshop Code. In case you if you did not get the notification mail then please login in your (spoken-tutorial.org) Organizer account and check by using the following link

<http://spoken-tutorial.org/software-training/training/organiser/approved/>