INSTRUCTION TO UPLOAD PARTICIPANT ATTENDANCE LIST

Detailed procedure for uploading the Participant Attendance

(for Organizers)

Steps:

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

1	2	3	4	5
S.No.	First Name	Last Name	Email ID	Gender

PS : You can copy paste the data for Column 2,3 and 4 from any existing file.

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 Organser ID

- Click 'Software Training' -

- Select *Training / Workshop Dashboard*

- Select *Pending Training / Workshop* Request

- Locate the relevent Training / Workshop then Click '*Attendance*'

- click '*Upload Data*'

- Submit Attendance.

http://spoken-tutorial.org