Steps:

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

1	2	3	4
First Name	**Last Name**	**Email ID**	**Gender**

PS : You can copy paste the data for Column 1, 2 and 3 from any existing file.

	A	B	C	D	E
1	Mohamed	Kasim	mkasimkh@gmail.com	Male	
2	Anushree	Dharmadhika▸	dharmadhikarianushree@▸	Female	
3	Vidya	Kadam	stmaharashtra@gmail.co▸	Female	
4					
5					

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 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*'   (browse and select the .csv file which you have generated)

- **Submit** Attendance.

http://spoken-tutorial.org