File Upload Tab - Quick Guide

This section is for uploading all information/(documents) that is relevant to the program/activity and cannot be entered directly onto the form.

You will see a reminder in the tab with a few examples of documents to be uploaded.

The following documents can be uploaded to the *File Upload* tab and linked to the program/activity:

DOCUMENTS	NOTES
Permission/Consent form	This may take the form of hardcopy forms scanned and uploaded OR a spreadsheet compiled of all forms completed online.
Participant Attendance sheet	Attending details of participants.
Spreadsheet of Personnel	If requested, the spreadsheet provided by Integrity Check Services should be uploaded here.
Printed copy of the MAaP Form	Save a completed copy of the Additional Controls.
Travel Plan form	This form can be found in the Info tab in the top right-hand corner of the form once you have clicked back and out of the saved form.
Participants' personal plan	Upload participants' Health Management/ Support Plans, etc. as required.
Any other relevant documents	For example, local government licence to use facility/playground, etc.

Note:
The Upload new file (hyperlink) will only appear once the form has been saved.

This link is not available in View mode nor if the form has been A-rchived, O-verridden or D-eleted.