

# Collect File Uploads

Jliver makes it possible to collect file uploads from Registrants by using a URL to a third party form.

## Where to include the Question

### Event Details

You can paste the link anywhere on the Event Details page. Here is an example showing a form request within the COVID-19 section.

**Additional info**

PARKING INFO	<input checked="" type="checkbox"/> ARRIVAL / CHECK IN
FORMS	COVID-19
GENERAL UPDATE	CUSTOM

COVID-19

Upload your COVID-19 vaccine card [HERE](#).

39 / 1000 symbols

### Event Questions

When creating registration questions, you can create and Require a Single Answer question and provide a link to a third party form.

## Create Question

for All Attendees

**Title**

Upload photo here.

18 / 150 symbols

**Description**

Please click this link to upload your photo.

Enter link:  Save

44 / 500 symbols

**REMOVE DESCRIPTION**

**Select**

Single answer

**Answers**

1 Yes, I've uploaded my photo using the link above.

**ADD ANSWER OPTION**

Include 'Other' option

Add to question bank

[BACK](#) **ADD**

What is your name?

Here is how that will look to people filling out the Registration Form.

### Upload photo here.

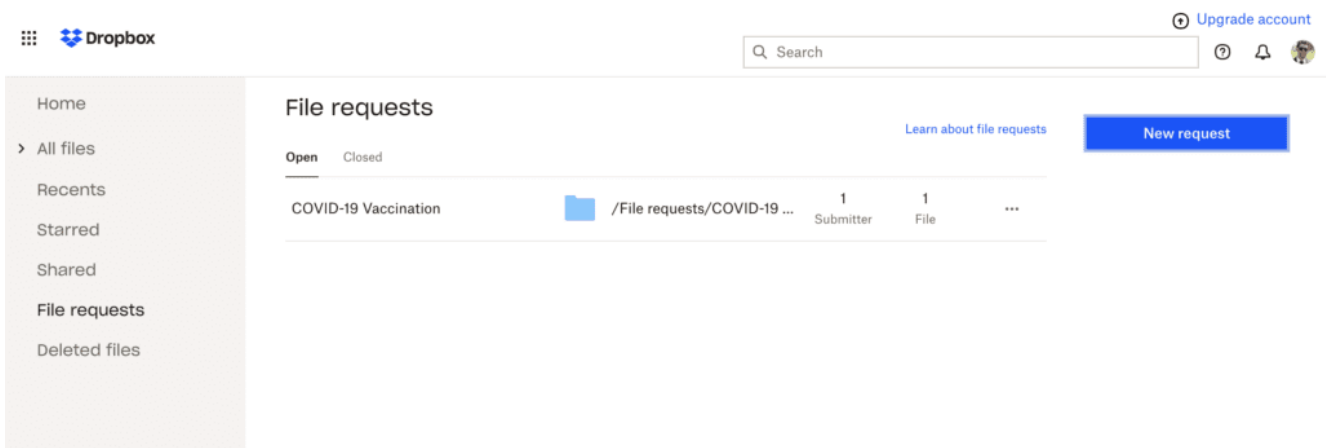
Please click this [link](#) to upload your photo.

- Yes, I've uploaded my photo using the link above.

# What 3rd party tools can I use to accept the file uploads?

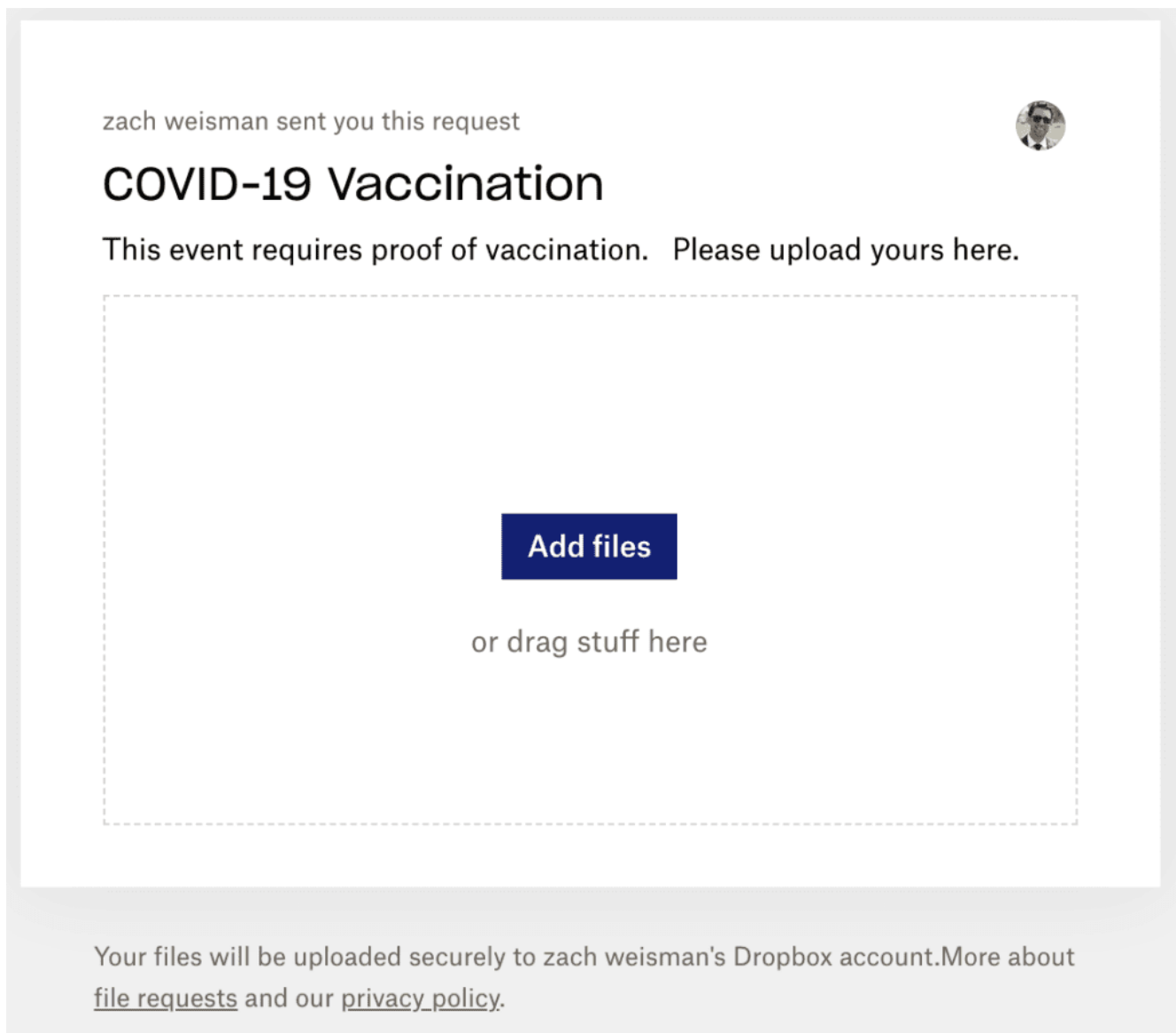
## Dropbox

1. Login
2. Click on File Request
3. Create a New File Request
4. Copy the URL to that File Request



The screenshot shows the 'Create new request' form. It has a title field containing 'COVID-19 Vaccination' and a description field containing 'Please upload your vaccine card.'. Below the description is a 'Folder for uploaded files' section with a dropdown menu showing 'COVID-19 Vaccination · Dropbox/File requ...' and a 'Change Folder' link. At the bottom, there is a checkbox for 'Set a deadline' with a 'PRO' label, and two buttons: 'Cancel' and 'Create'.

The link to the File Request will take people to a File Upload page like this:



The screenshot shows a file upload interface. At the top, it says "zach weisman sent you this request" next to a profile picture of zach weisman. Below that is the title "COVID-19 Vaccination" and the text "This event requires proof of vaccination. Please upload yours here." In the center, there is a large dashed rectangular box containing a blue button labeled "Add files" and the text "or drag stuff here". At the bottom, there is a grey footer area with the text "Your files will be uploaded securely to zach weisman's Dropbox account. More about [file requests](#) and our [privacy policy](#)."


All of the file submissions will be saved in the Dropbox Folder you specified.


## Google Forms

[Get attachments from form respondents](#)

**Allow people to attach files**

**Note:** Respondents will need to sign into Google before they can upload files.

1. In [Forms](#), open a form or quiz.
2. Click Add question  and enter your request for information.

3. Next to the question, click the Down arrow  and select **File upload**.
4. If prompted, review the uploading information and click **Continue**.
5. (Optional) Do any of the following actions:
  - Specify which file types people can upload. Next to **Allow only specific file types**, click Turn on  and select the types.
  - Change the maximum number of files that people can upload.
  - Change the maximum file size.
  - Set a maximum size for all files collected via the form.

## Open attached files

1. In [Forms](#), open a form or quiz.
2. Click **Responses**.
3. If you want to see all of the files received, click **Summary**.
4. (Optional) To see the files in Drive, click **View Folder**.  
In [Drive](#), there's a folder for each form. Files from respondents are stored by question in subfolders.
5. If you want to see an individual's file, click **Individual**.
6. Click a file to open it.