Collect File Uploads

Jlive 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.

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: www.photouploadform.com   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?

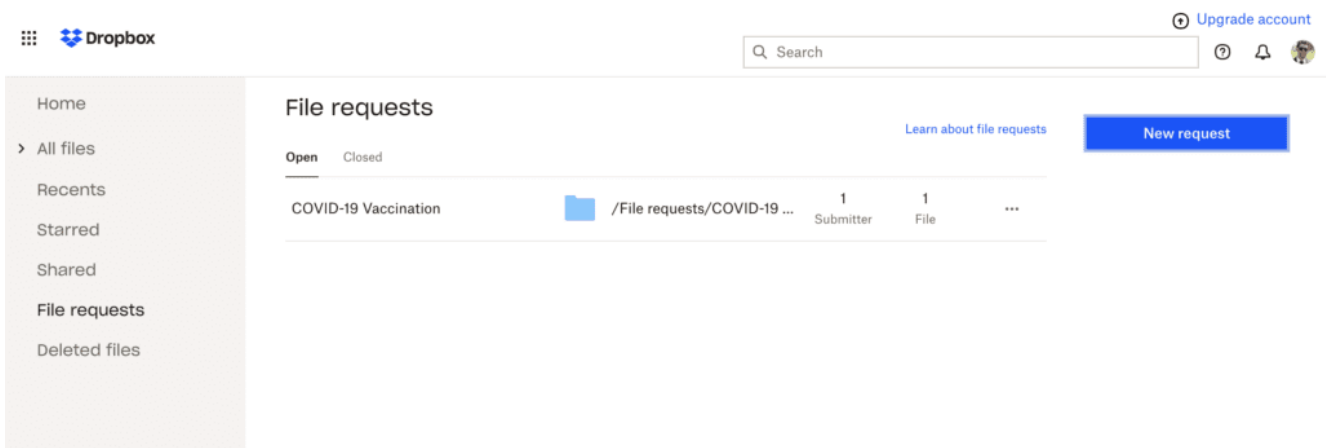Here is how that will look to people filling out the Registration Form.

Upload photo here.

Please click this link to upload your photo.

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

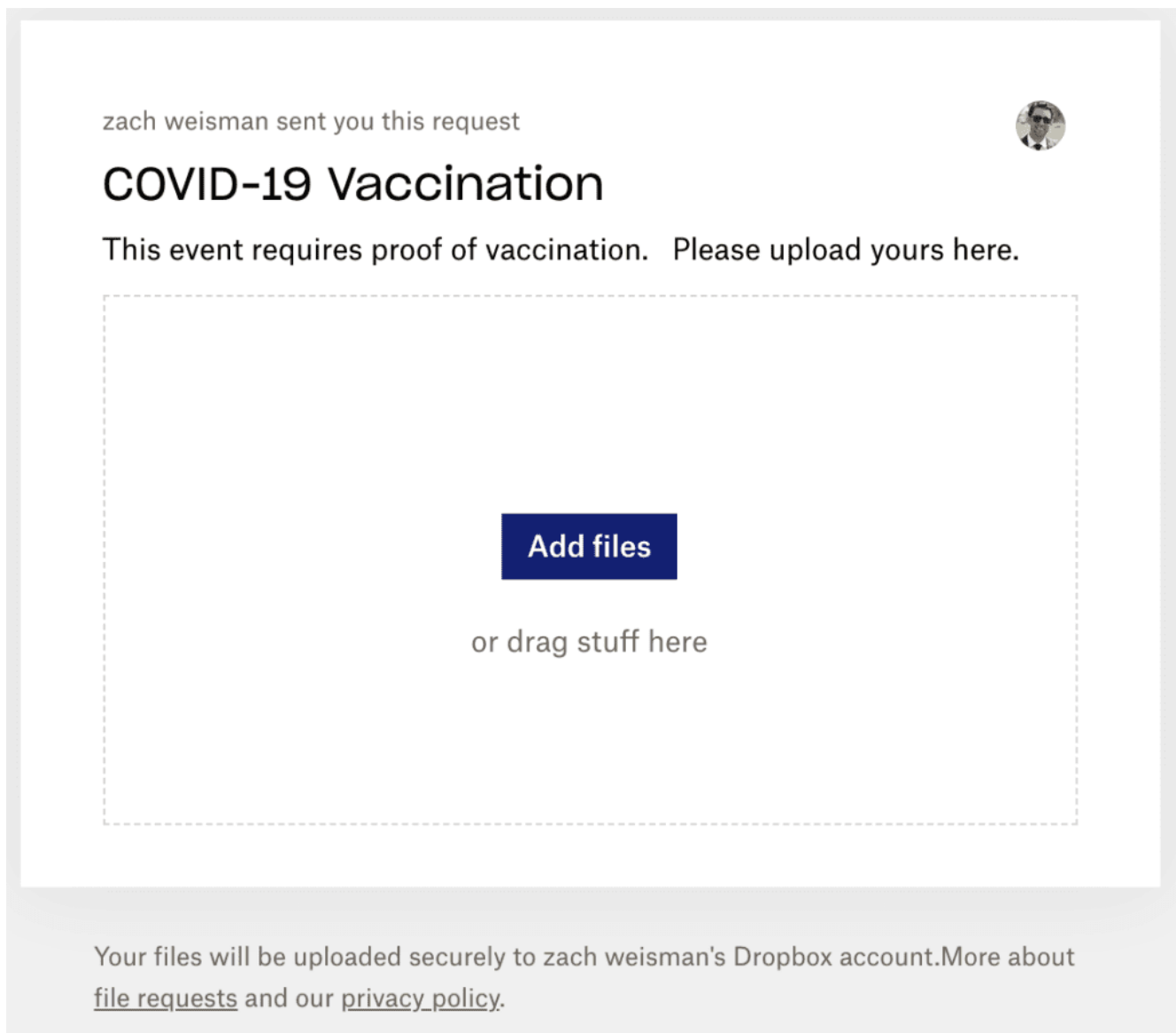# What 3rd party tools can I use to accept the file uploads?

Dropbox

1.Login

2. Click on File Requess

3. Create a New File Request

4. Copy the URL to that File Request

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

zach weisman sent you this request

COVID-19 Vaccination

This event requires proof of vaccination. Please upload yours here.

Add files

or drag stuff here

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.