

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.

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.

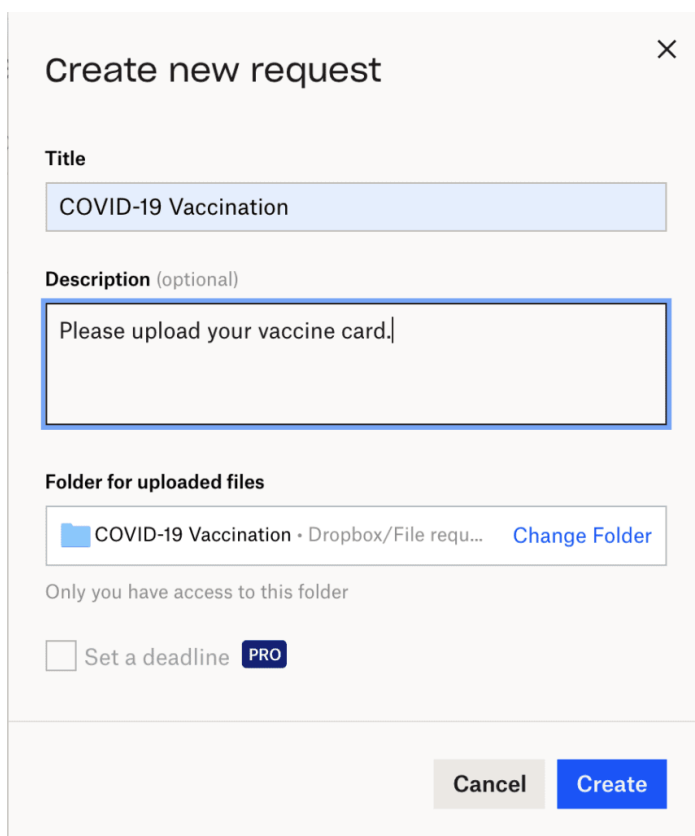
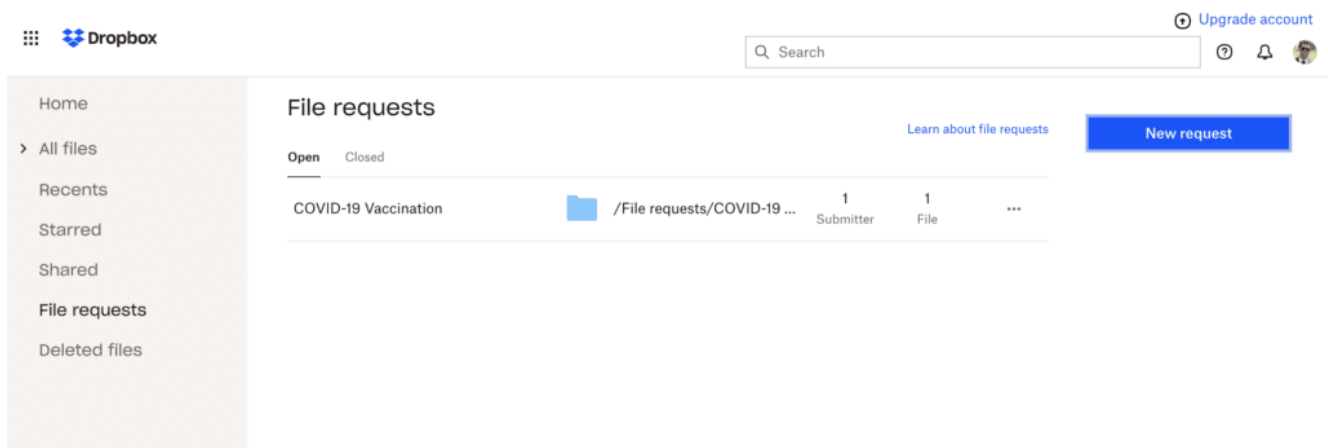
Please click this [link](#) to upload your photo.

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

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

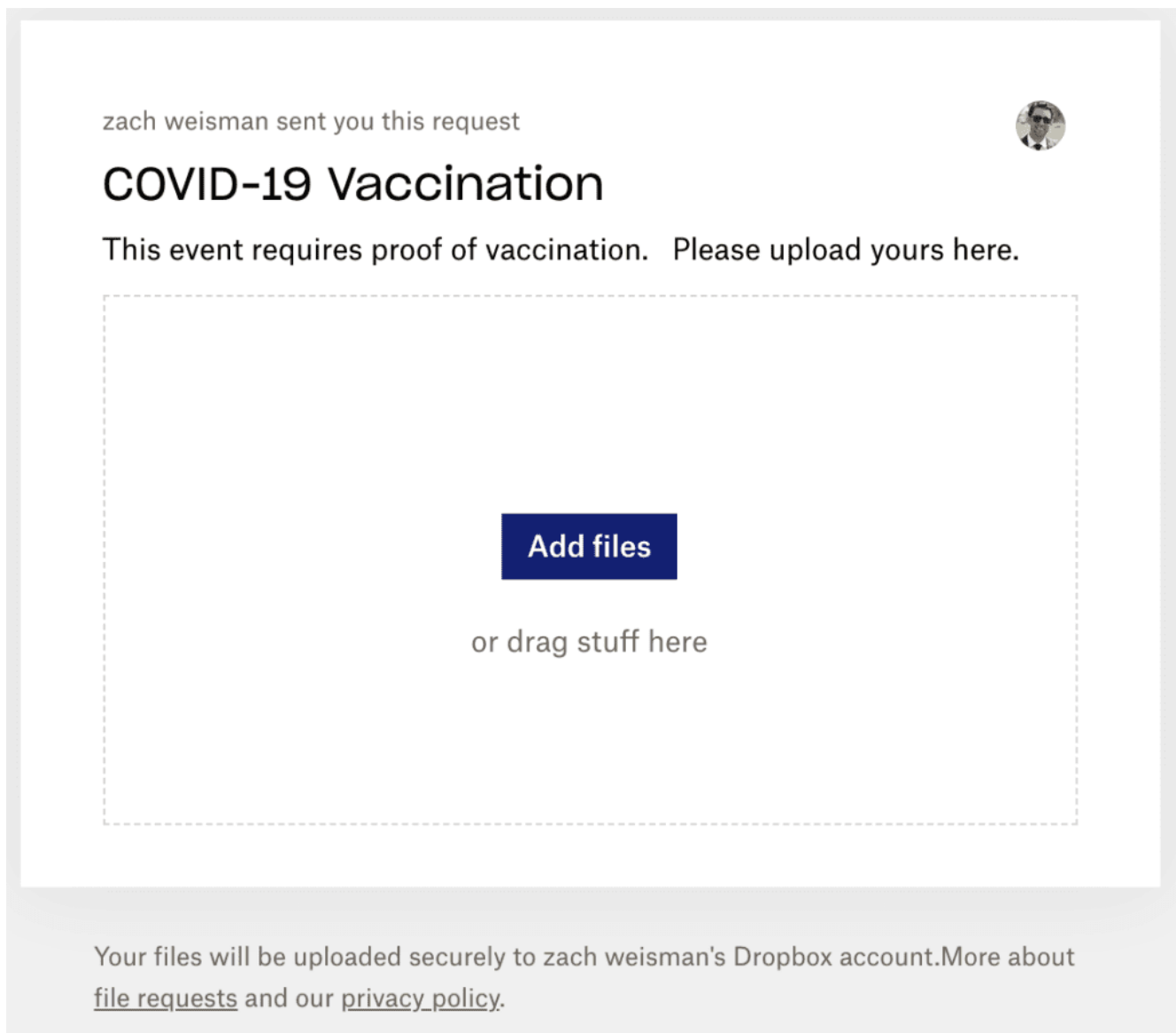
Dropbox

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'. The description field contains 'Please upload your vaccine card.'. The folder for uploaded files is set to 'COVID-19 Vaccination · Dropbox/File requ...'. There is a 'Change Folder' link next to the folder name. Below the folder selection, it says 'Only you have access to this folder'. There is a checkbox for 'Set a deadline' with a 'PRO' label next to it. At the bottom, there are 'Cancel' and 'Create' buttons.

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" with a small circular 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 with the text "Add files" and the text "or drag stuff here" below it. At the bottom of the interface, 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.