

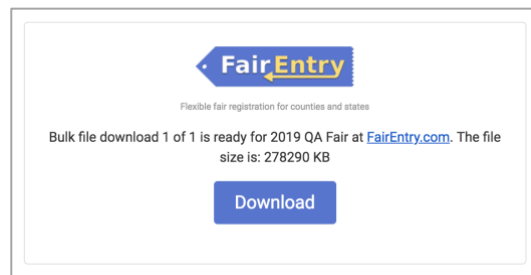
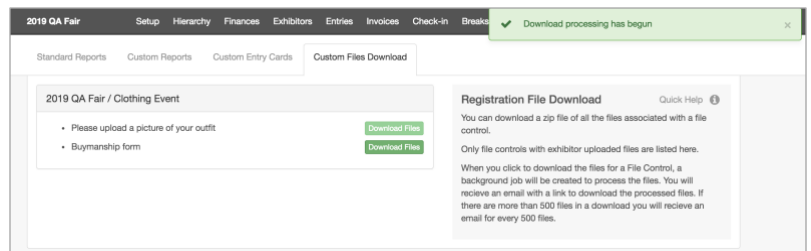
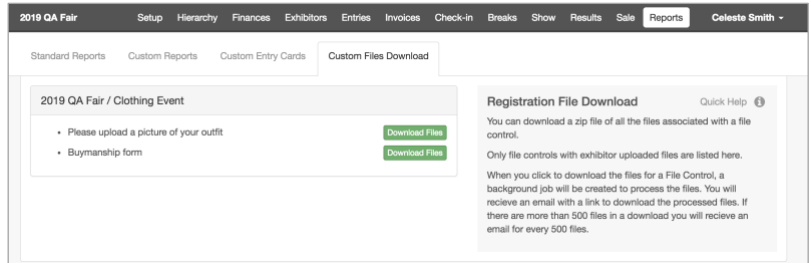
Managing Uploaded Files

If you have set up Custom Files for your exhibitors to upload, follow the steps below to retrieve those files in bulk from FairEntry or view a list of files that have been uploaded on a report.

Download Files

1. After entries have been approved, click on the Reports tab.
2. Select the Custom Files Download subtab.
3. Click the “Download Files” button next to the files you would like to download.
4. The system will process your request and send you an email when the files have been retrieved.
5. The email will contain a link to download a .zip file of all of the items. If there are more than 500 files, you will receive a separate email for each group of 500 files.

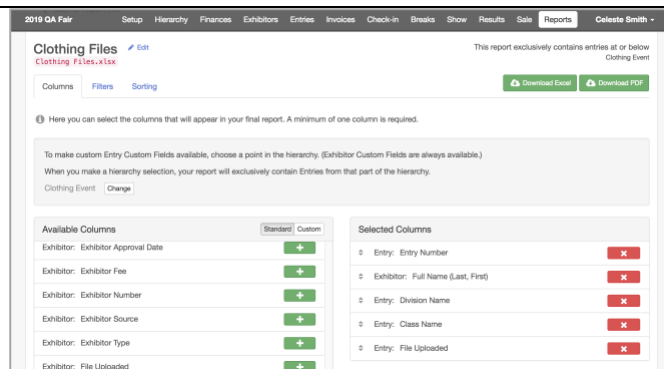
NOTE: The email will be sent to the email address associated with the account you have used to log in to the system. Please be sure this is a valid email address that you can access.



Reports for Files

If you only need to verify that a form has been uploaded, you may include the “Entry: File Uploaded” field on a Custom Report.

The Report will show the name of any files that were uploaded with that specific entry.



Entry Number	Full Name (Last, First)	Division Name	Class Name	File Uploaded
4	Blue, Tommy	Fashion Revue	Jr. Fashion Revue	Buymanship form
4	Blue, Tommy	Fashion Revue	Jr. Fashion Revue	Please upload a picture of your outfit
6	Blue, Tommy	\$15 Challenge	Jr. \$15 Challenge	Please upload a picture of your outfit
82	Purple, Nancy	Fashion Revue	Jr. Fashion Revue	Please upload a picture of your outfit

