



## BluePanda Asset Upload Tutorial

The following guide will help you upload documents into BluePanda

1. Log In to BluePanda and go to you Current Events





A screenshot of the BluePanda web application interface. At the top left is the BluePanda logo. Below it is a navigation bar with a "Group:" dropdown menu and a "Refresh" button. The main content area is divided into two sections. The top section is a registration form with fields for "Name:", "Organization:", "Address:", "Phone Number:", and "Fax Number:", all of which are currently redacted with yellow boxes. The bottom section is titled "My Events" and contains two tabs: "Current Events" (selected) and "Invoices". Under the "Current Events" tab, there is a table with one row. The first column is labeled "CONFERENCE NAME" and contains a redacted entry. The second column is labeled "Submitted" and contains a redacted entry. Below the table, there is a green "Review" button and an orange "Additional Items Due: 2/2" button.

2. You will see a button at the bottom that says Additional Items Due. The numbers indicate how many items need to be uploaded for your chapter based on your registration.

A close-up screenshot of the "Additional Items Due: 2/2" button from the previous image. The button is orange with white text and is highlighted with a red rectangular border. Above it are the "Submitted" label and a redacted yellow box, and the "Review" button.



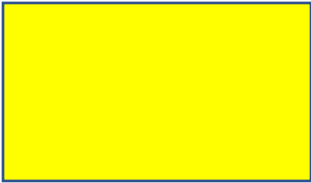
- Once you click on this box it will open up the items that need to be uploaded for your students based on what they are registered for in the system.

| CONFERENCE NAME            |          | Items Due   |   |
|----------------------------|----------|---|---|
| Item Due ↑                 | Due By ↑ | Entry   | Asset   |
| Business Ethics Case Study |          |  | Please Click Button To Upload  |
| Business Ethics Case Study |          |  | Please Click Button To Upload  |

- Click on the Upload Button to open the Upload Window

### Business Ethics - Case Study

Item Due: Business Ethics Case Study

Entry: 

File:

- You will then select the file from your desktop and save.
- You are done!