Handouts Tool for Ticketed Events

Handouts features:
- Regulate access by attendee-only and/or password-protection
- Alert attendees when new handouts have been uploaded and subsequently, via the promotion tool
- Add & remove handouts as needed; before, during, or after the event (from the past events section, under ‘manage events’)
- Link to handouts from other sections of your website, while maintaining access protocols

Step1: Add and manage handouts from the event manager page, under Events Settings:

![Image of event settings page]

21st Annual Nursing Research Conference

Event Settings

- Edit details
- Add or remove tickets
- Edit registration
- Edit registration fields
- Agenda: Configure
- Manage coupons
- Handouts: Add | Publish | Promote
- Add cancellation and refund policy

Attendees

- Registrations (133): View | Send
- Attendee list: Full | Custom report
**Step 2** Upload handouts & configure access:

- **Add Handout Files**
  - [New File](#)
  - [Select file...](#)
  - [File display name](#)
  - [File description](#)

- **Configure Access**
  - Allow anyone to view and download handouts
  - Restrict access to handouts
    - Restrict to registered attendees
    - Restrict access with a password

- [Save handouts](#)

**Step 3** Preview & Publish:

- [Publish handouts now](#)

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Handouts are ready to be published

Please review the details below. Publish these handouts to make them visible on the event page. You can add or update the handout files anytime, even after the handout section is published. However, it is best to wait until you have all the handouts uploaded before you publish them.

**Handout Details**

- File 1: Critical Care in 2019
- Who can access handouts? Access is restricted to:
  - Registered attendees of this event

[Publish later](#)
**Step 4** Promote newly uploaded (or all) handouts to all (or specific) attendees:

- **Who should this message be sent to?**
  - Attendees of 21st Annual Southeastern Conference (133)
  - Deliver only to attendees who purchased specific tickets
    - General Registration (68)
    - Undergraduate Student (5)
    - Poster Presenter (38)
    - 1st Author Oral Presenter (12)
    - 2nd Author Oral Presenter (2)
    - Committee Member (8)

- **What type of message would you like to send?**
  - Announcement of published handouts section
  - Announcement of newly published or updated attachments

- **Which handouts would you like to notify attendees about?**
  - Critical Care in 2019

[Promote handouts later]