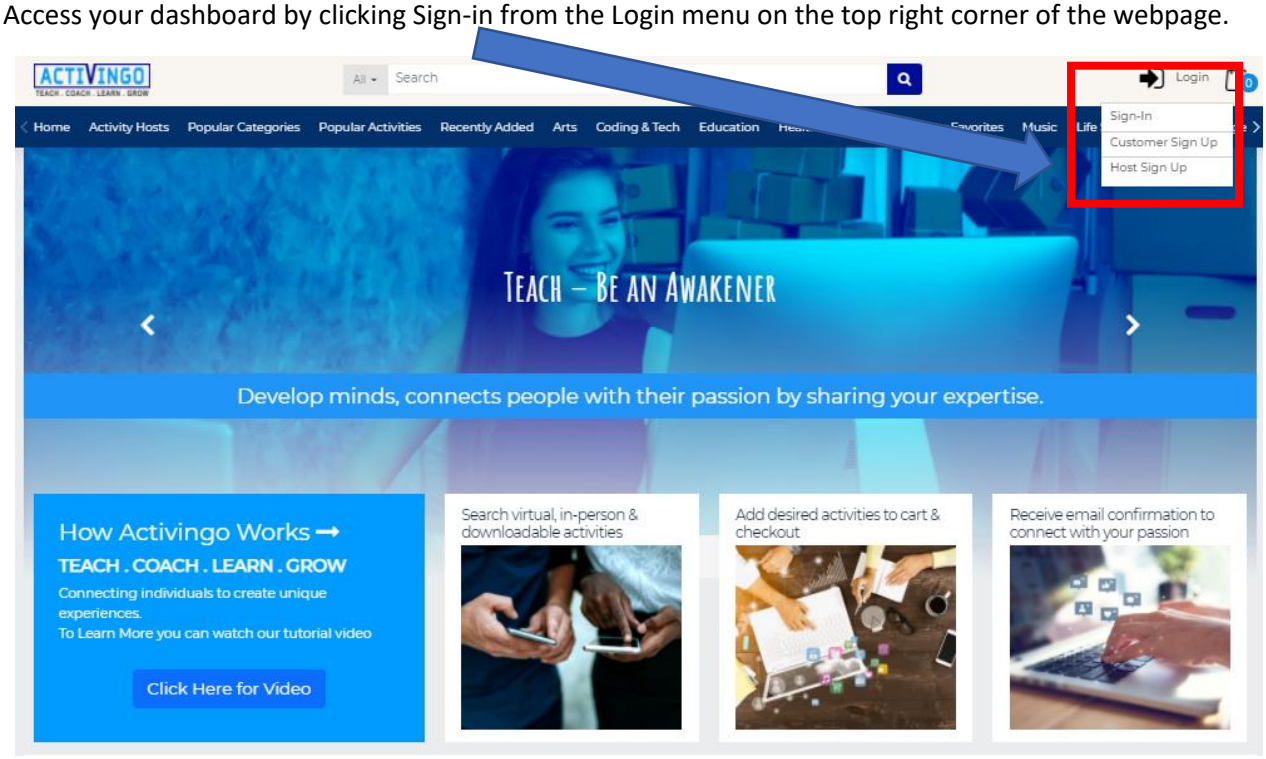
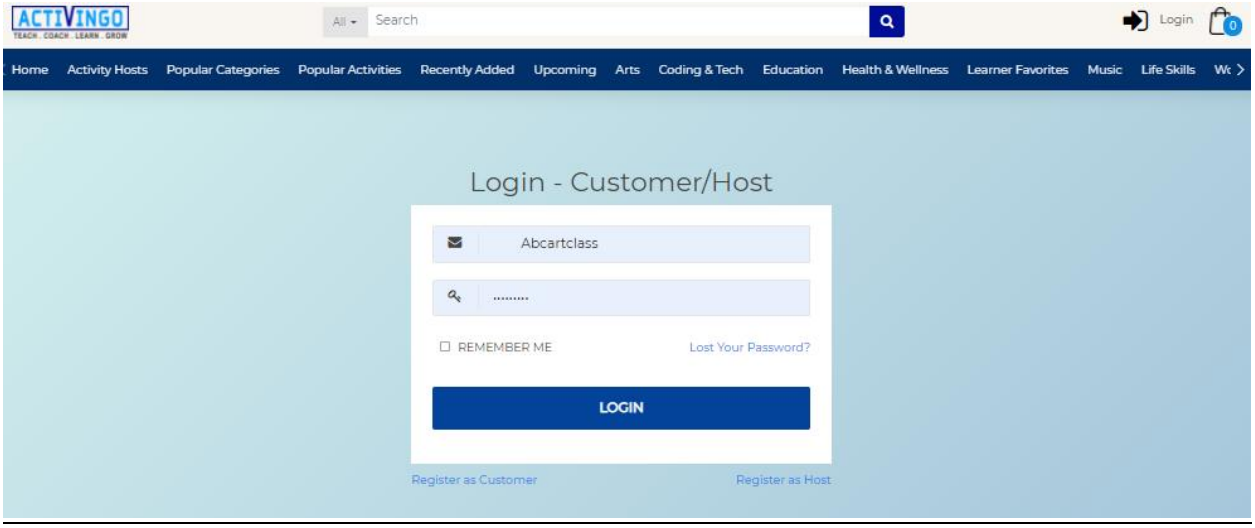
Creating a Downloadable Activity from Host dashboard on Activingo

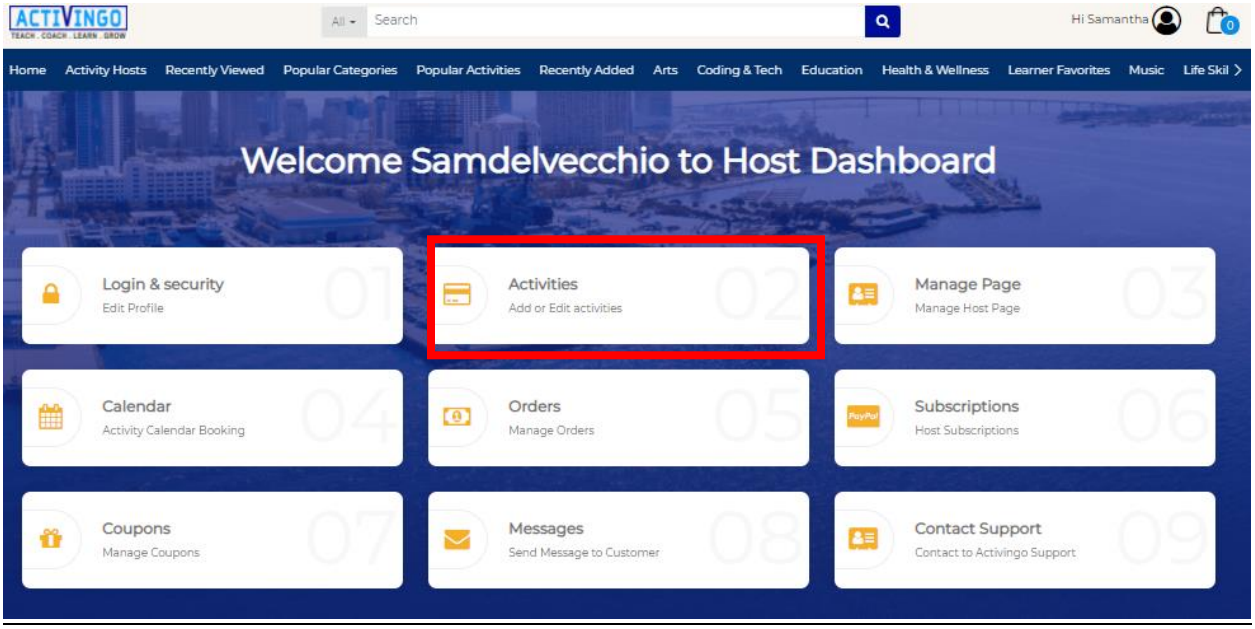
Step1: Access your dashboard by clicking Sign-in from the Login menu on the top right corner of the webpage.



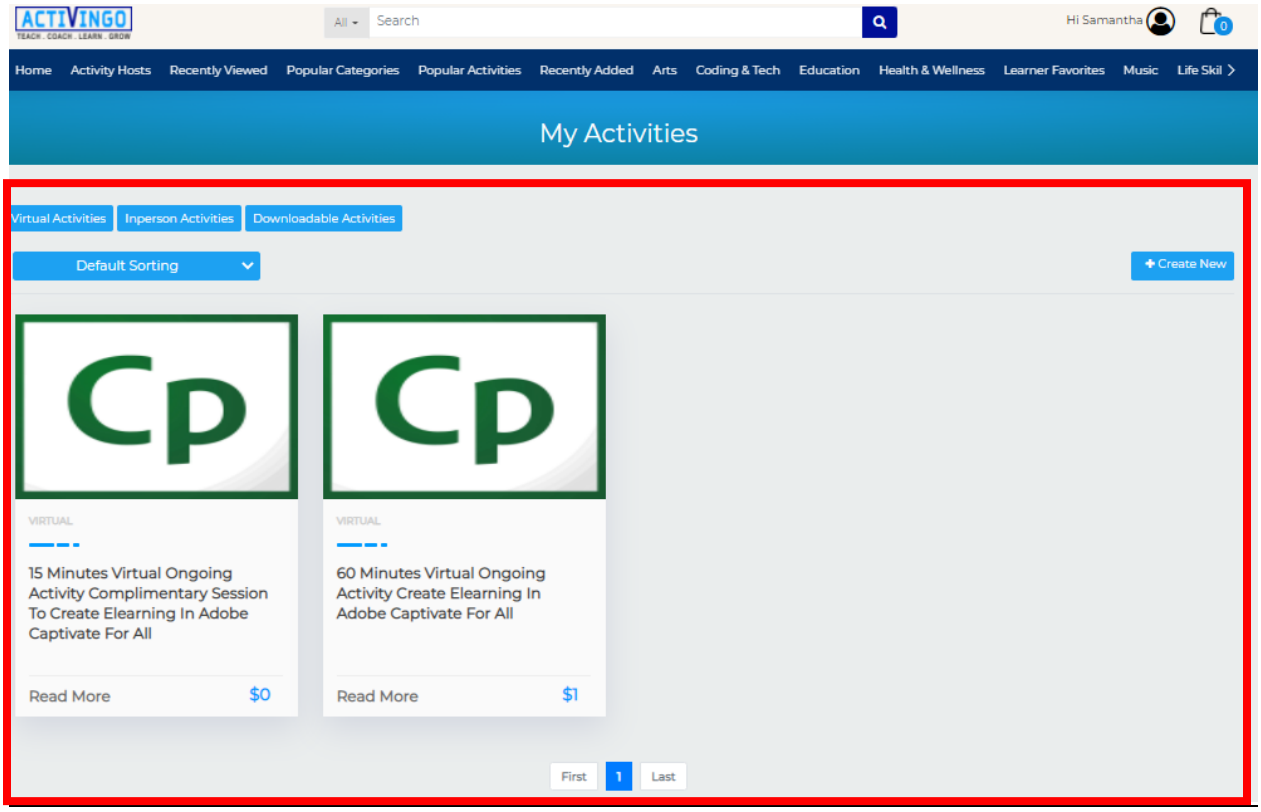
Step 2: Login by putting in your username/email address and password



Step 3: You can access anyone of the 9 modules available to you. To create an Activity, click on “Activities”



Step 4: Once you are in Activities module, you have the option of editing an existing activity, duplicating an activity, deleting an activity or creating a new one.



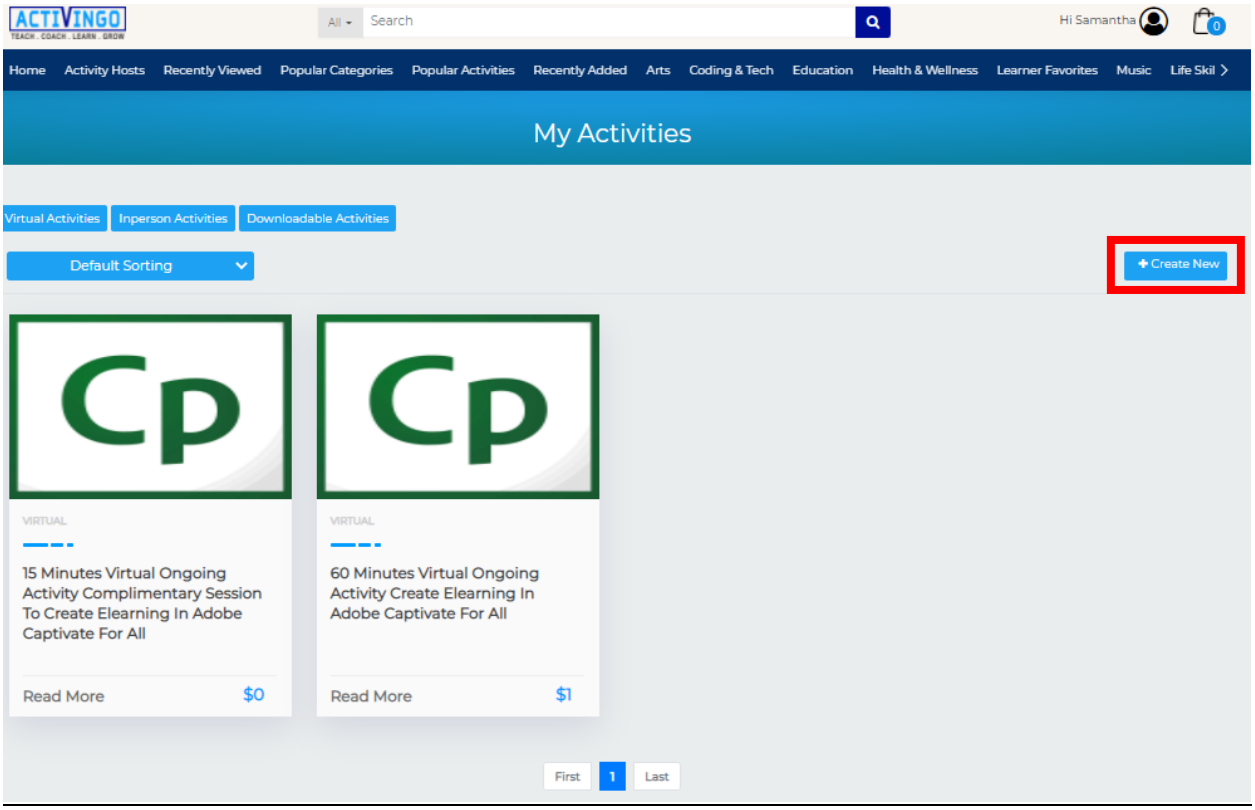
Step 5:

To edit an existing activity hover on the activity and select

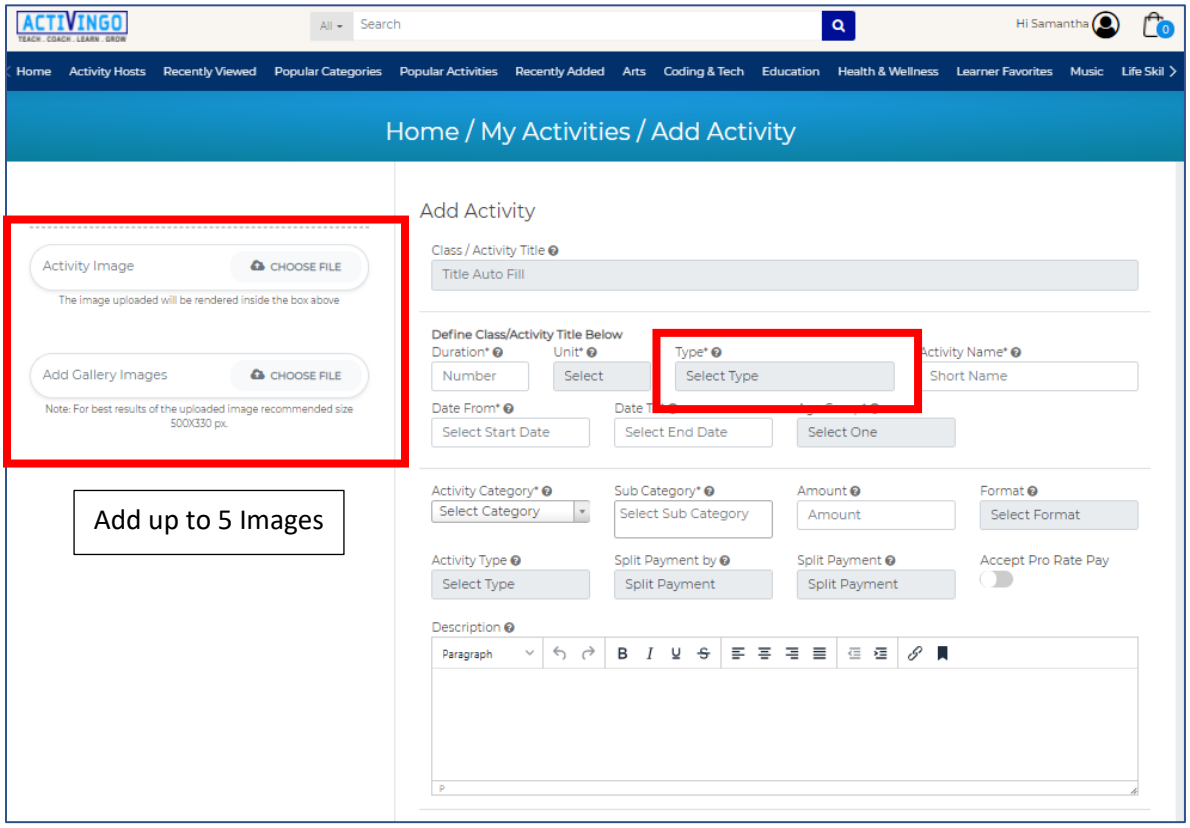
To duplicate an activity, hover on the activity and select

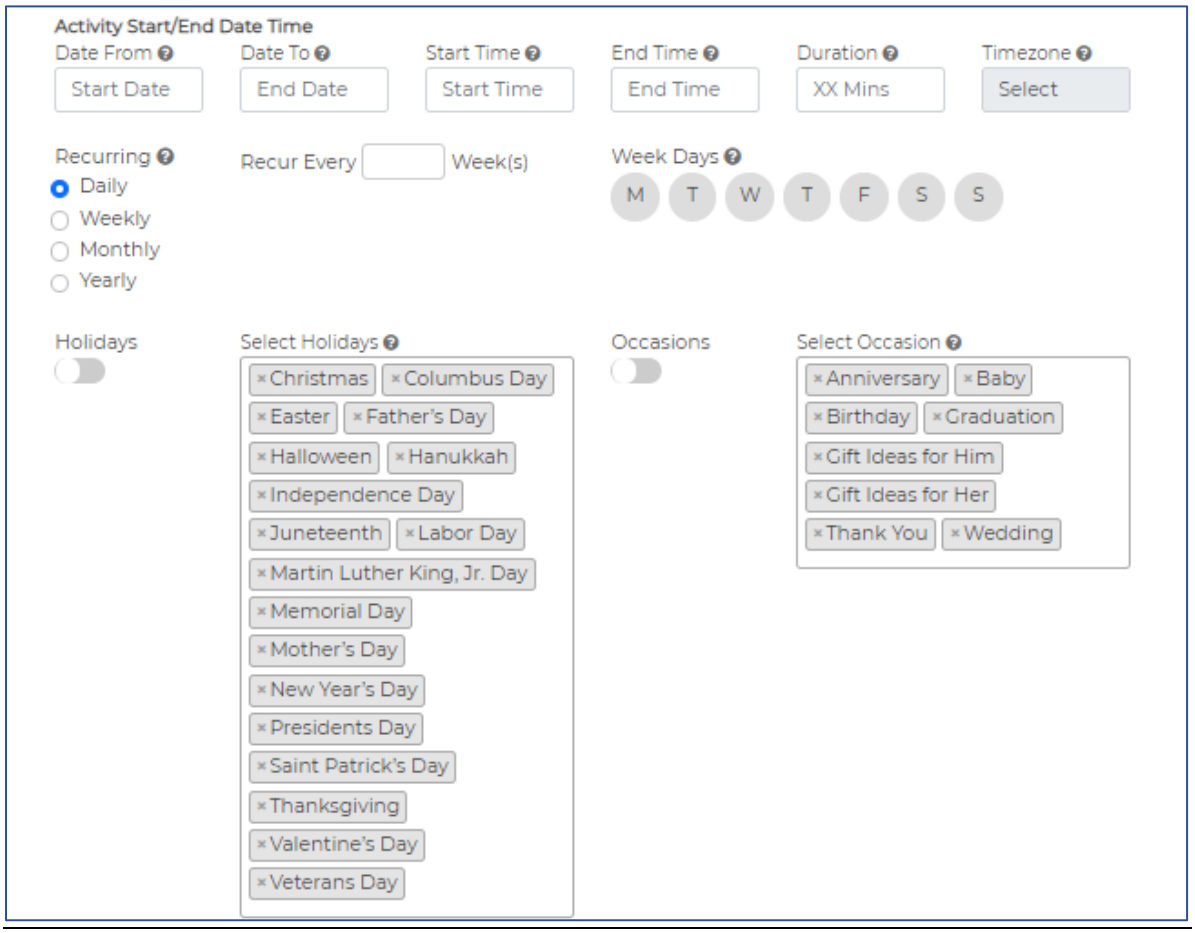
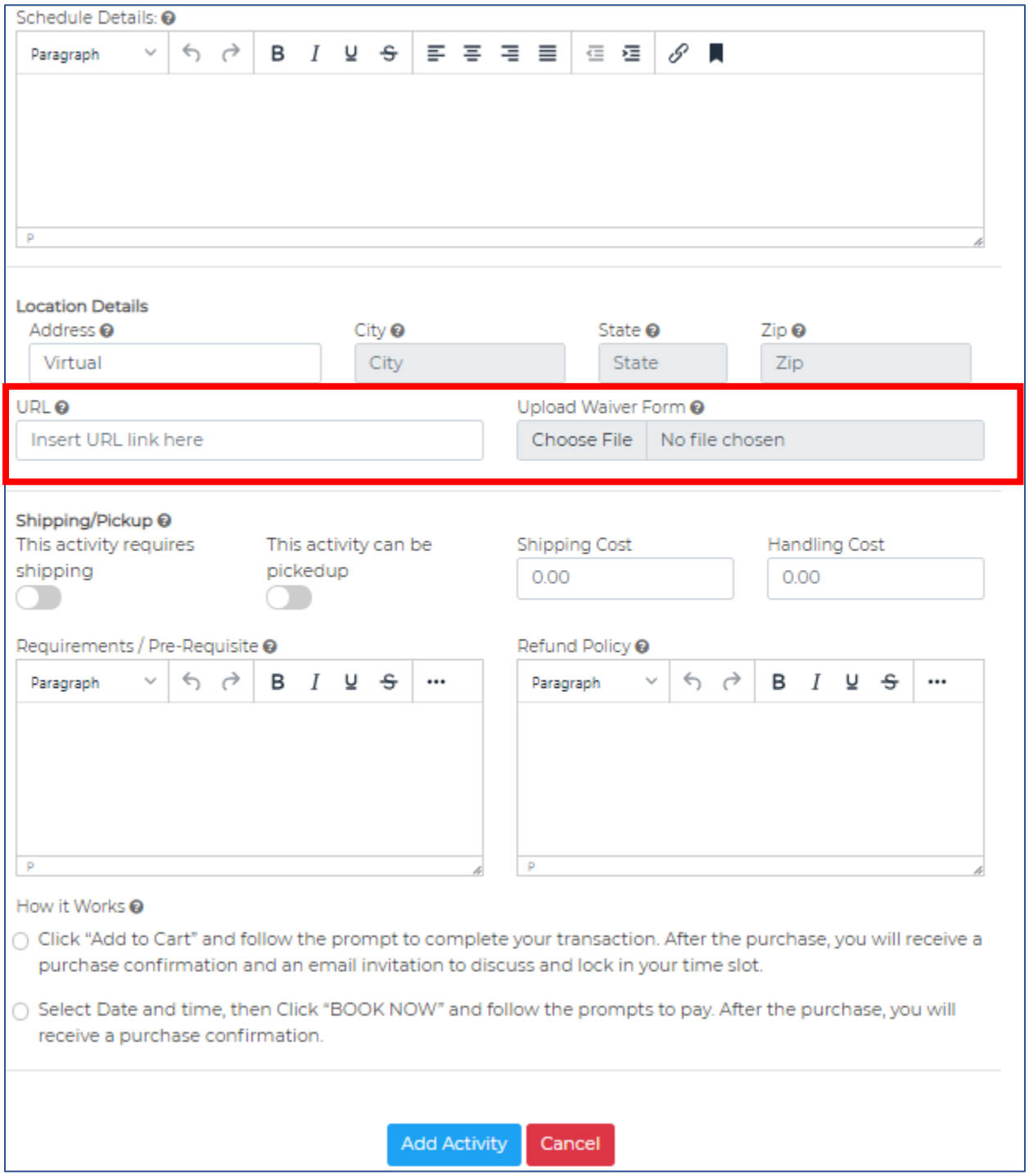
To delete an activity, hover on the activity and select

To create a new activity, click “create New”



Step 6: You can hover over tool tip for explanation for each input box. Select “Downloadable” from the drop-down menu of the box titled “Type”





Step 7: You can add a link to your downloadable file, or you can attach the file. The benefit of attaching a URL link vs. a file, is that if you update the file, you will not have to update the link. Customers will only have access to your link or file once they have purchased your activity. The link or file will be sent to them with their purchase confirmation email.