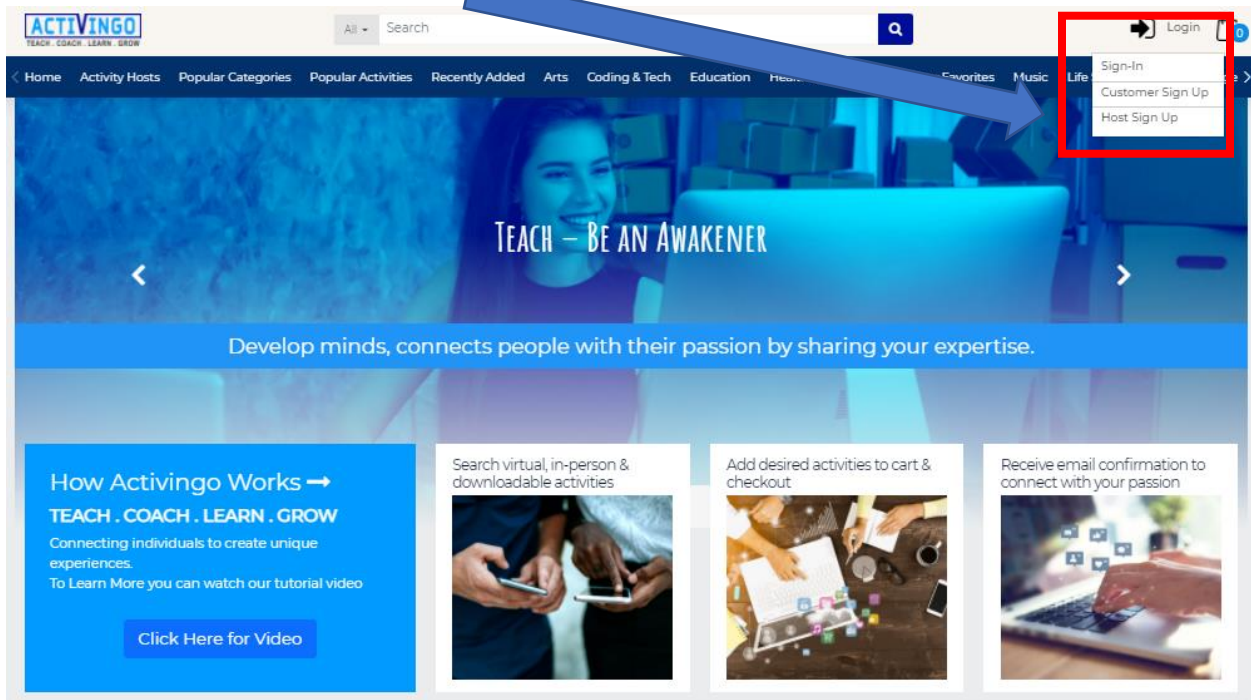
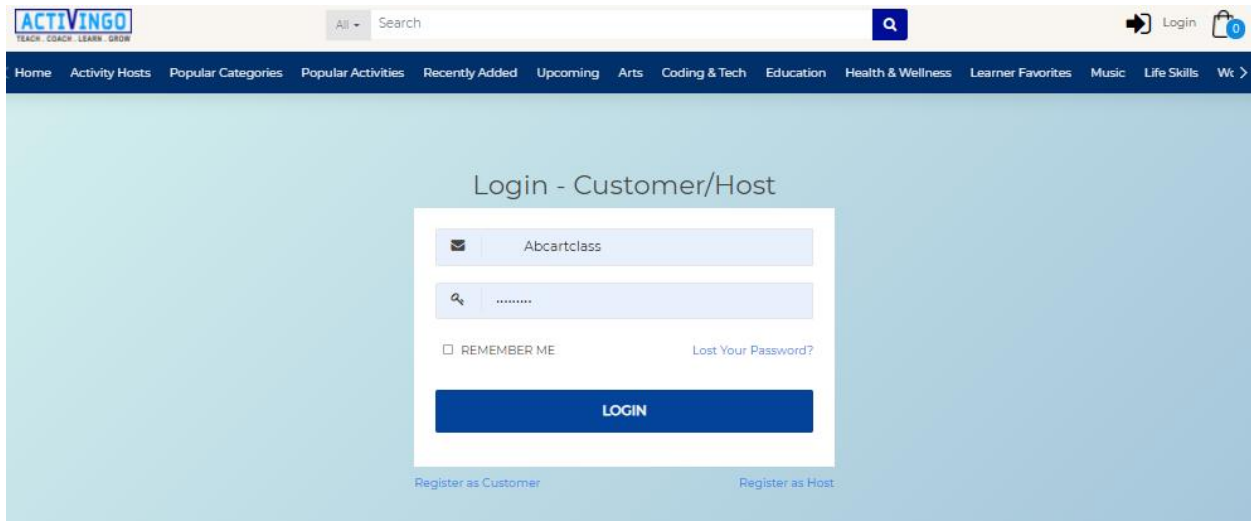


Creating a Downloadable Activity from Host dashboard on Activingo

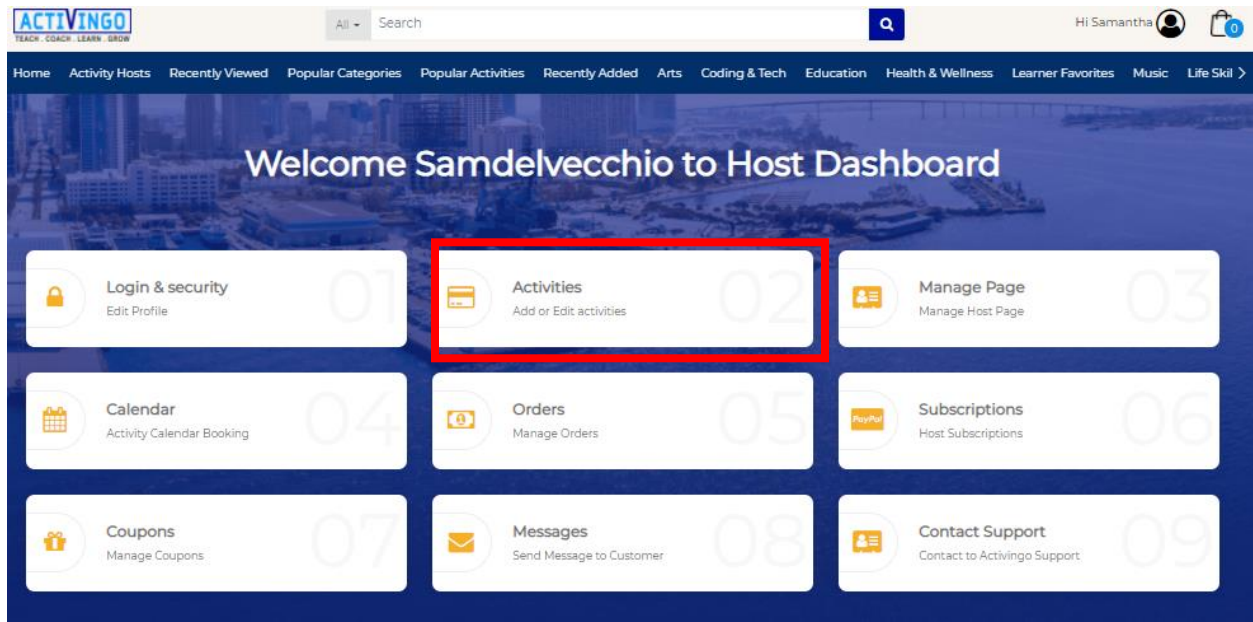
Step1: Access your dashboard by clicking Sign-in from the Login menu on the top right corner of the webpage.



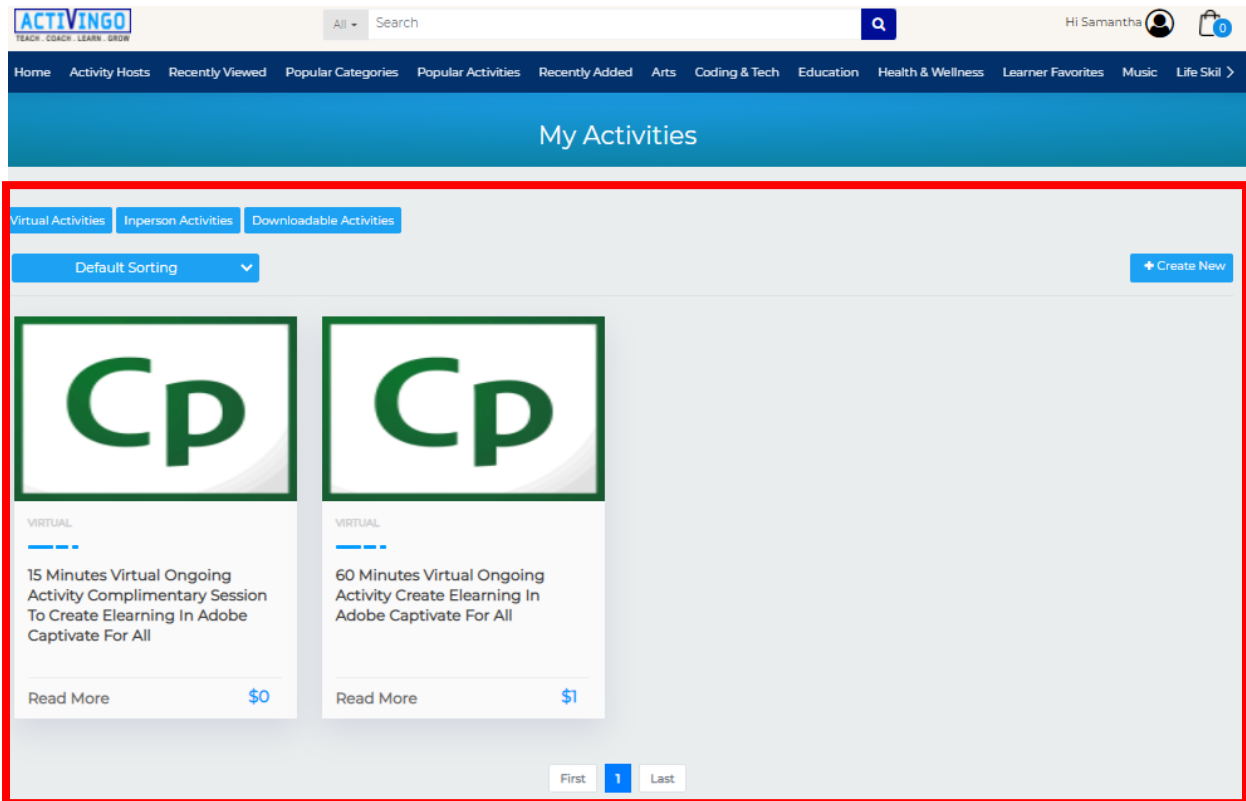
Step 2: Login by putting in your username/email address and password




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.



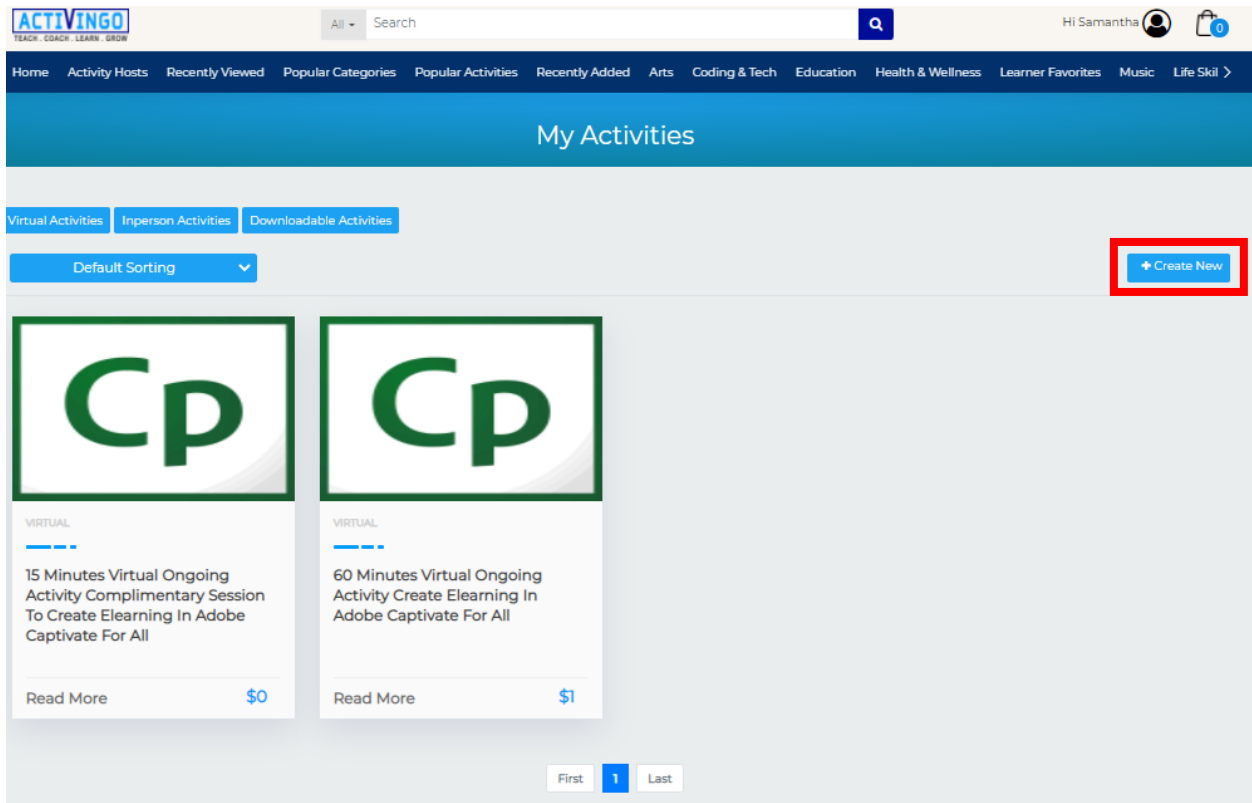
Step 5:

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”



ACTIVITYNGO
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Default Sorting

+ Create New

Cp

VIRTUAL

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Cp

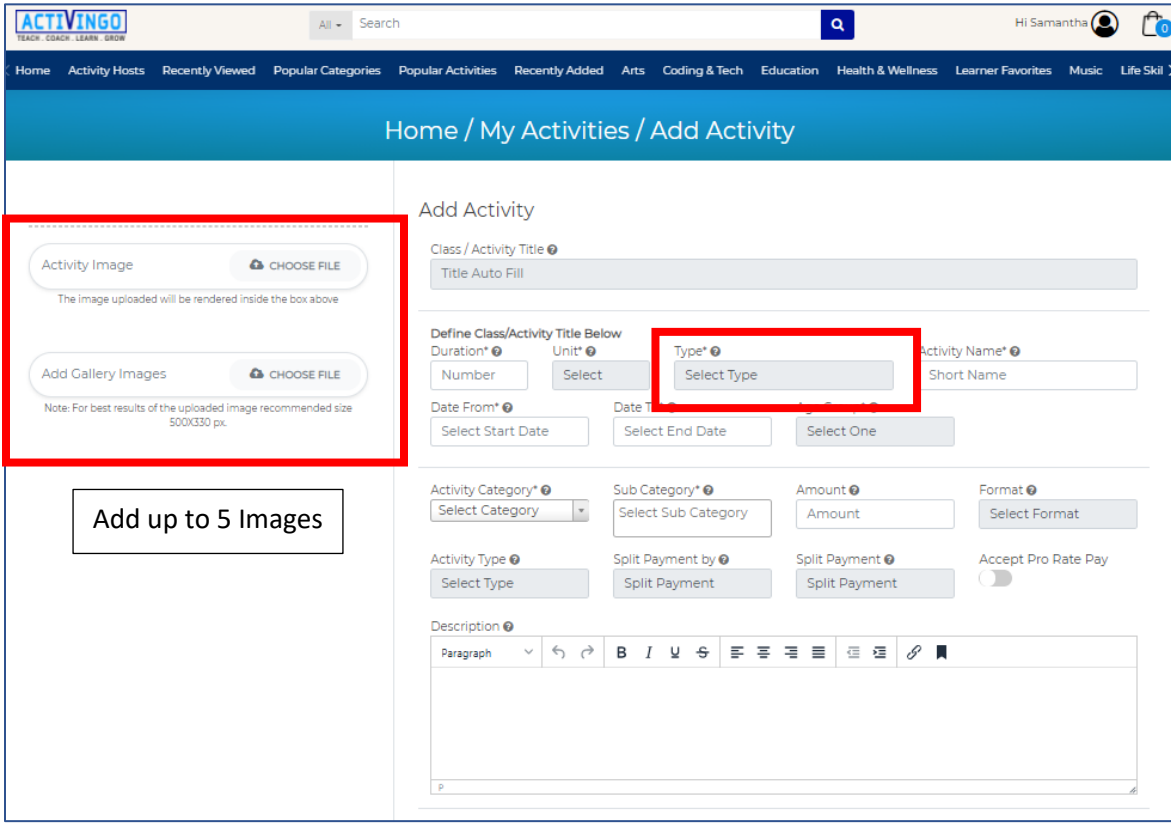
VIRTUAL

60 Minutes Virtual Ongoing Activity Create Elearning In Adobe Captivate For All

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First 1 Last

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”



Activity Image

The image uploaded will be rendered inside the box above

Add Gallery Images

Note: For best results of the uploaded image recommended size 500(330 px)

Add up to 5 Images

Add Activity

Class / Activity Title

Define Class/Activity Title Below

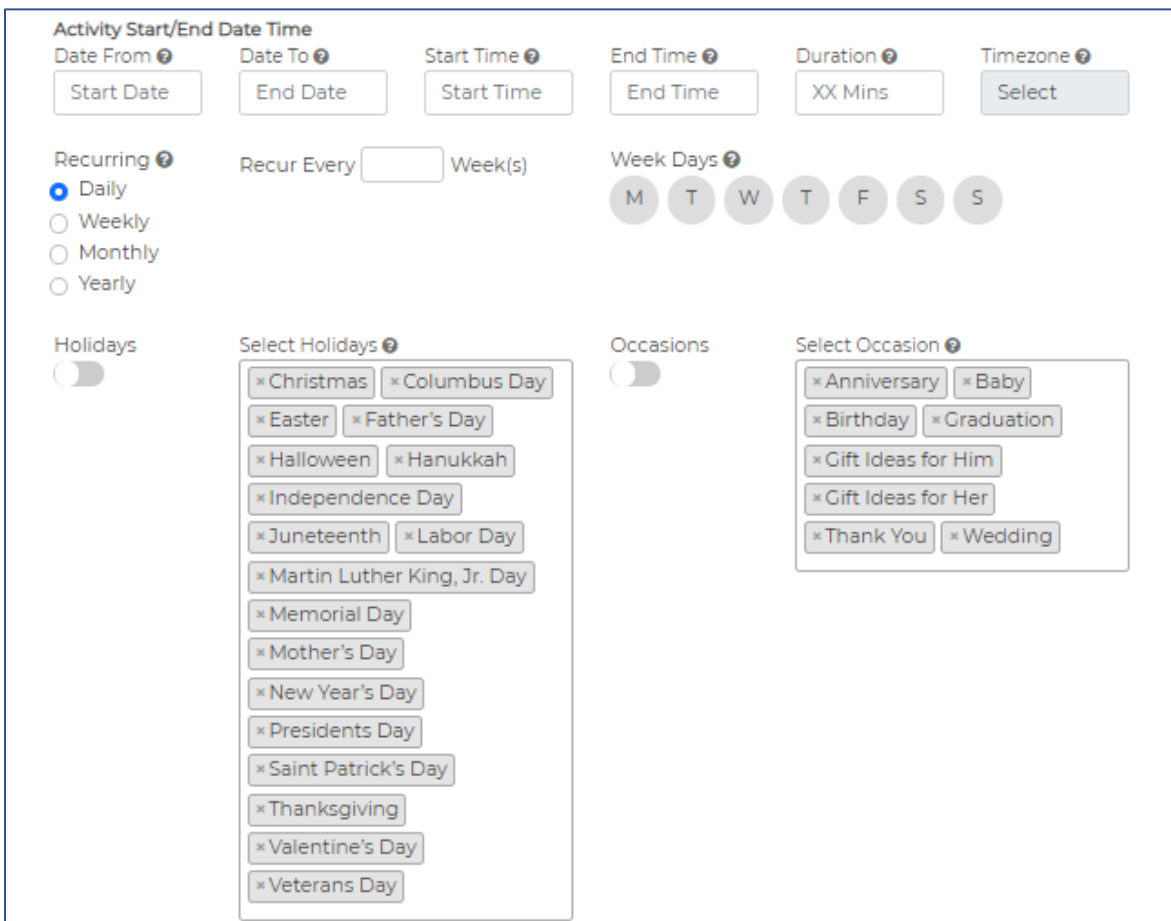
Duration* Unit* Type* Activity Name*

Date From* Date To*

Activity Category* Sub Category* Amount Format

Activity Type Split Payment by Split Payment Accept Pro Rate Pay

Description



Activity Start/End Date Time

Date From Date To Start Time End Time Duration Timezone

Recurring Daily Weekly Monthly Yearly

Recur Every Week(s)

Week Days M T W T F S S

Holidays

Select Holidays

Occasions

Select Occasion

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.

Schedule Details: ?

Paragraph **B** *I* U ~~S~~

Location Details

Address ? City ? State ? Zip ?

URL ? Upload Waiver Form ?

Shipping/Pickup ?

This activity requires shipping This activity can be picked up

Shipping Cost Handling Cost

Requirements / Pre-Requisite ? Refund Policy ?

How it Works ?

- Click "Add to Cart" and follow the prompt to complete your transaction. After the purchase, you will receive a purchase confirmation and an email invitation to discuss and lock in your time slot.
- Select Date and time, then Click "BOOK NOW" and follow the prompts to pay. After the purchase, you will receive a purchase confirmation.