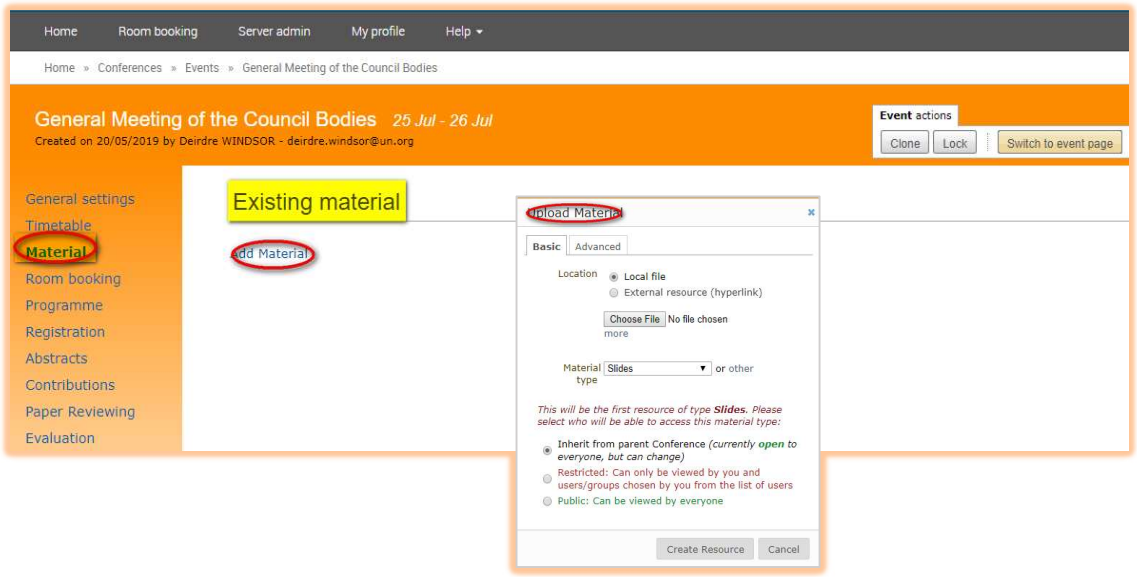
MODULE: MATERIAL

To add material to an event page (i.e. files or URLs), the **Material** module is used.

- Click **Material** in the menu on the left. The **Existing material** pane opens.
- Click **Add Material**. The **Upload Material** pane opens.



Upload material (files)

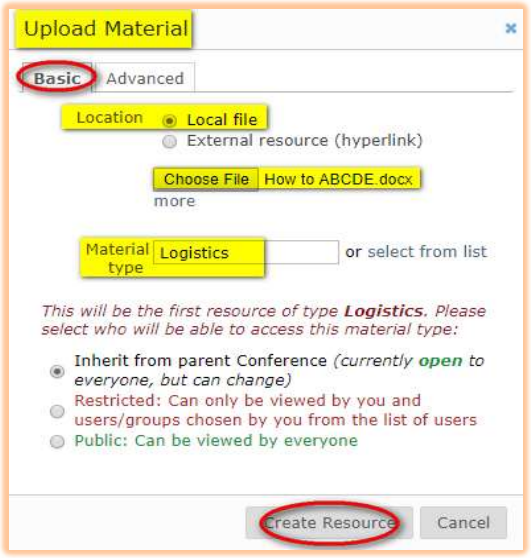
a) On the **Basic** tab, for **Location** select **Local file**.

b) Click **Choose File** and find the file (e.g. How to ABCDE.docx).

c) **Upload** the file. The ***more*** option can be used to add more than one file.

d) Select a **Material type** or class of material from the drop-down list. See the note below for which **Logistics** (for example) has been chosen.

e) Click **Create Resource**.



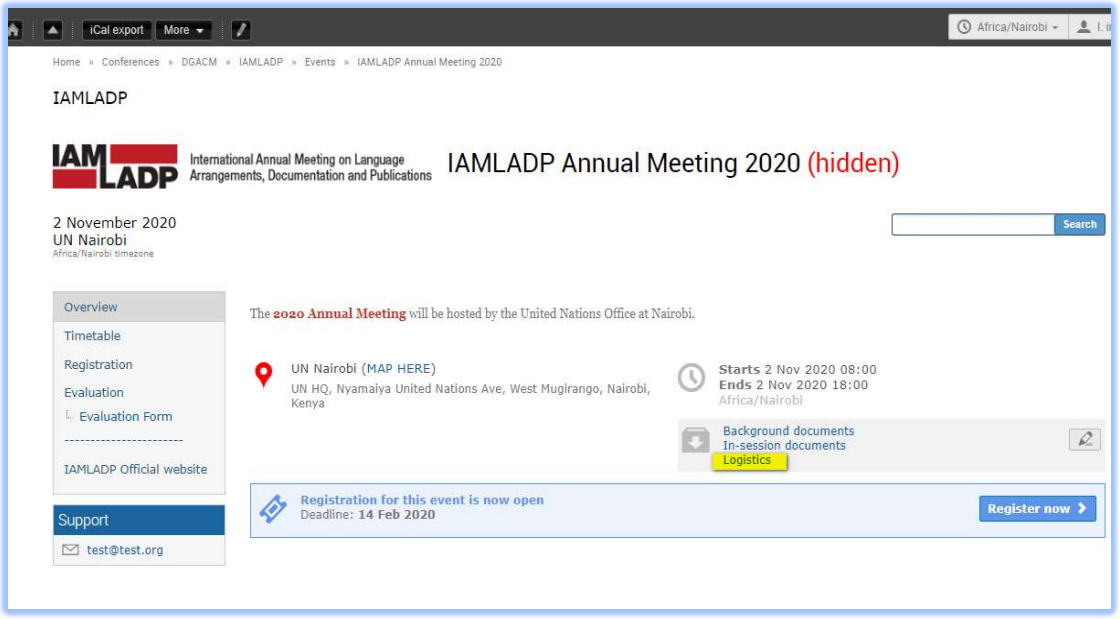
NOTE:
Material Type - there are 6 default classes of material on the list to choose from – Minutes, Notes, Paper, Poster, Slides and Summary. If none suit, create your own class by clicking ***other*** and typing in the class of material being added e.g. Logistics. This becomes a 7th class of material that can be chosen from the list. Add more if you want additional classes of material!

f) Check that the file *How to ABCDE* has been loaded under the Logistics.

Click on this icon to make edits to material type (class) names or file names to be reflected on the event page.

x Click on this icon to delete.

Fig.1
Logistics (and other customized classes of material) as displayed on an event page
Users click on the links to view documents loaded to that class



Load additional files to a class of material

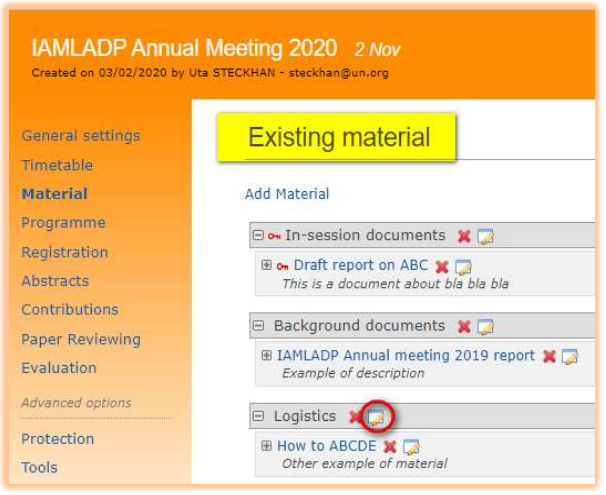
a) If you want to load another file to a class of material e.g. Logistics, follow the same steps as outlined under 1 ensuring that you select the correct "class" that the file will be loaded under. In the example here, a file on hotel and transport has been added under Logistics.

Again, click on this icon to make edits to material type (class) names or file names to be reflected on the event page.

x Click on this icon to delete.

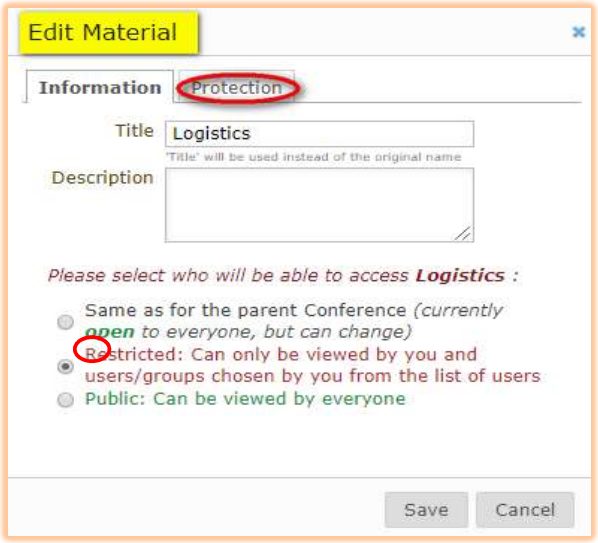
Protect a class of material

a) Click beside the class to protect e.g. Logistics.



b) In the **Edit Material** pane click Restricted: can only be viewed …….

c) Click the **Protection** tab.



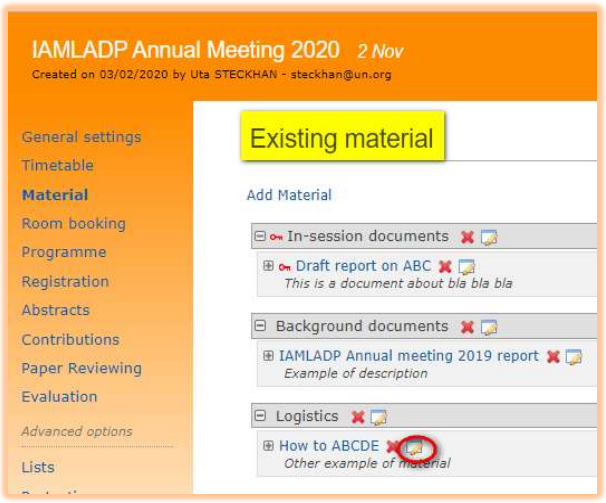
d) On the **Protection** tab, click **Add Indico User/Group** to specify the allowed users who can view the material.

e) Set the type of visibility as: **invisible**. This means that only those listed as allowed users can see the link **Logistics** on the event page.

f) Click **Save**.

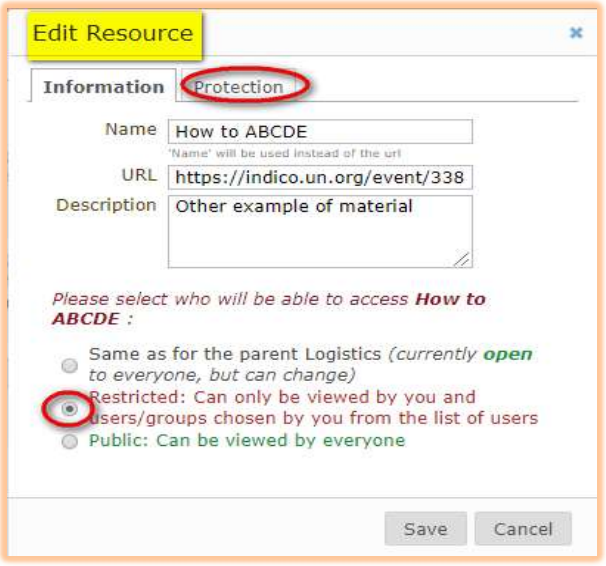
Protect a file within a class of material

a) Should you need to protect only certain files within a class, click beside the file.



b) In the **Edit Resource** pane click: Restricted: can only be viewed ….

c) Click the **Protection** tab.



d) On the **Protection** tab, click **Add Indico User/Group** to specify the allowed users who can view the material.

e) Click **Save**. Now, while the material Class Logistics will be visible to everyone on the event page, when the link is clicked only allowed users will see the protected files. Everyone else won't see them – they will see only those open for view.

Upload material (a hyperlink)

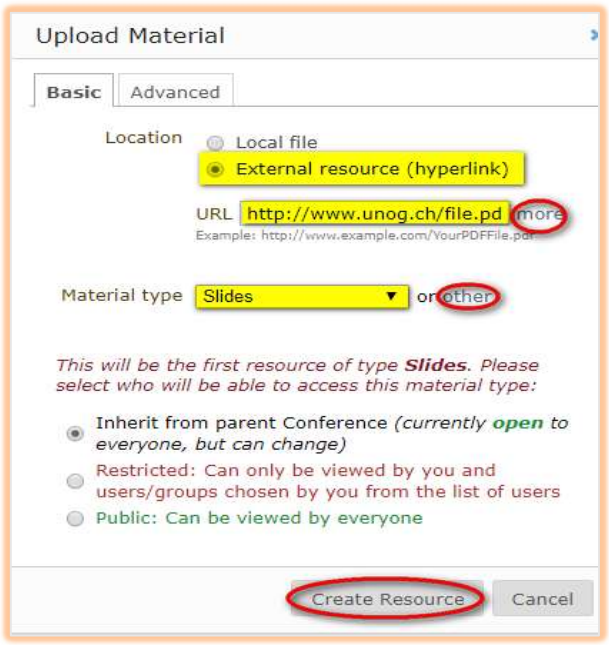
a) For **Location** select **External resource** on the Basic tab.

b) Add the URL to the **URL** field.
More URLs may be added by clicking ***more***.

For **Material type** or class of material, select an option from the drop-down list or click ***other*** to create a new one.

Click **Create Resource**.

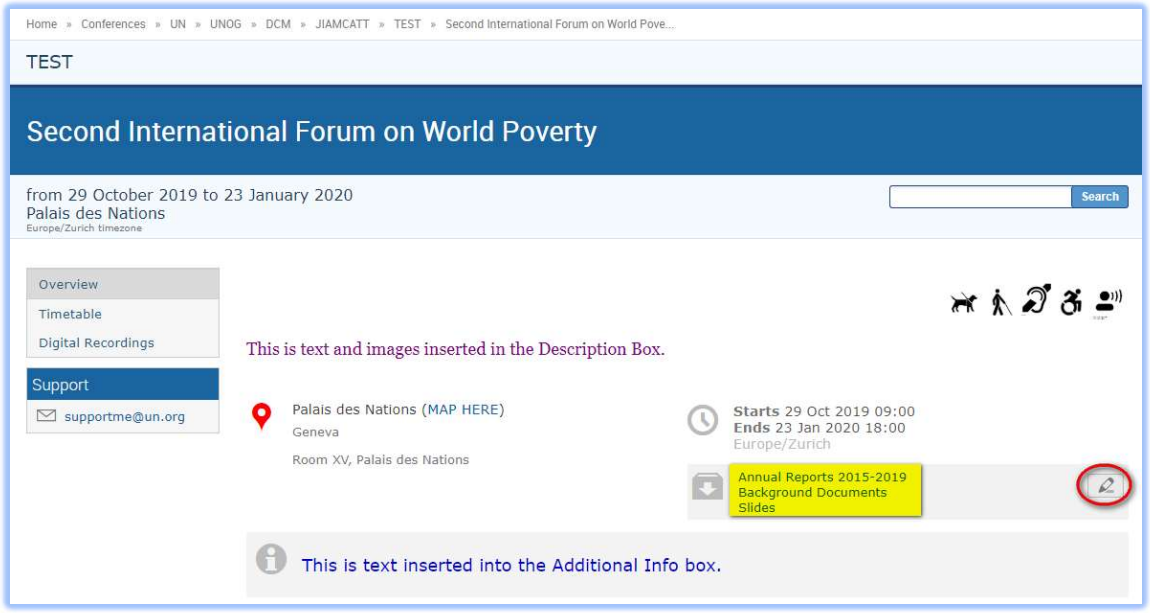
c) You may restrict viewing of a URL in the same way as you would a file by enabling the option Restricted: Can only be viewed ….



The Advanced tab is of little use and should therefore be ignored

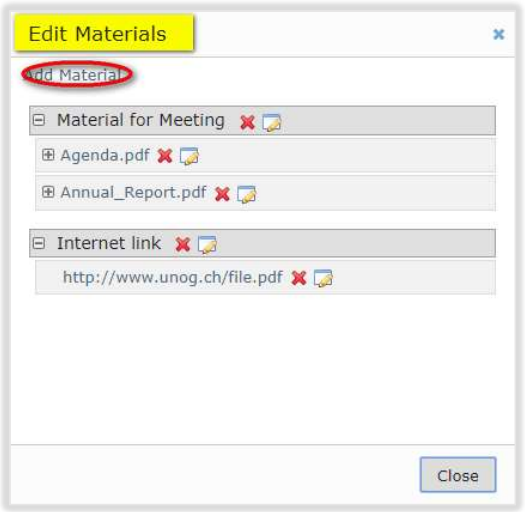
Add material using the pen icon on the event page

As an alternative to managing material in the event management area, the **pen icon** on the event page may be used.



In doing so, an **Edit Materials** panel opens.

- Click **Add Material** to add the material. The steps to follow are the same as already outlined.



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