

## The Shift: Arena/Stadium Event Document Alternatives

### Webinar Recording

- <https://elitesupportcenter.ungerboeck.com/hc/en-us/articles/18380708791831>

### Setup/Pre-Requisites

- [Event tags](#) - 'Ready' and 'Revised'
- [Permissions needed](#)
  - Documents – View (Can view documents and document links shared with them)
  - Document – Edit (Can upload and remove documents and links)
  - Operations (Can view the Operations Daily View)
- [Document Folders](#) (Optional) – for better file organization and a dedicated place for these documents to live

### Workflow

- Create the template for the event in preferred system of record (e.g., Word, Excel)
- Update sharing permissions for the document. Link will automatically be copied.
- In Elite, click into the Documents tab and click the plus sign.
- Select 'Link' in the drop down and paste the link.
- Continue to work in Word until you are ready to finalize the document.
- When you are ready to finalize export the document as a PDF and upload it to Elite as a document.
- In the slider, click the 3-dot menu and select 'Edit Info'.
- Add a 'Ready' tag to display on the event. *Note: If you are adding Event Tags for the first time you will also need to ensure they are set to display on the calendar in your display options).*

### Changes & Revisions

- When changes inevitably happen, download another PDF of the document with the latest changes.

- Remove the previous document (or remove sharing permissions) and upload the new one to the event.
- In the slider, click the 3-dot menu and select 'Edit Info'.
- Add a 'Revised' tag to display on the event.

### Deeper Workflow Considerations

- [Upload the document to the function so it can be visible in the Operations Daily View](#). Utilize the Operations Daily View for tracking changes and new revisions being uploaded to the event.
- Communicate changes and/or revisions to your team [by sending change notifications](#).
  - Work with your IT Team to create a distribution list e-mail. By adding a new user with this e-mail address, you can select this user when sending mass change notifications.