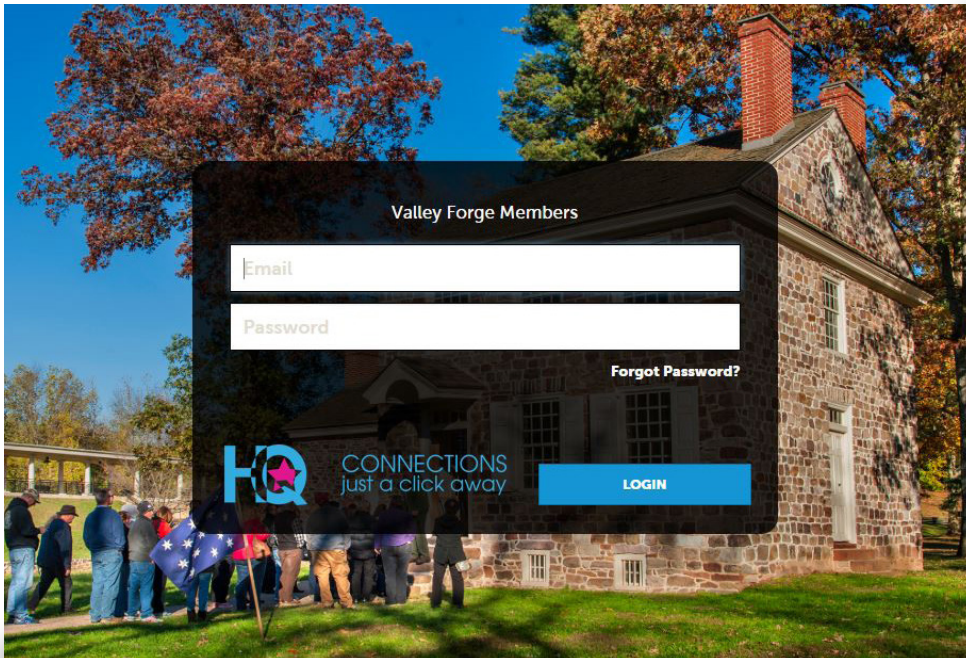
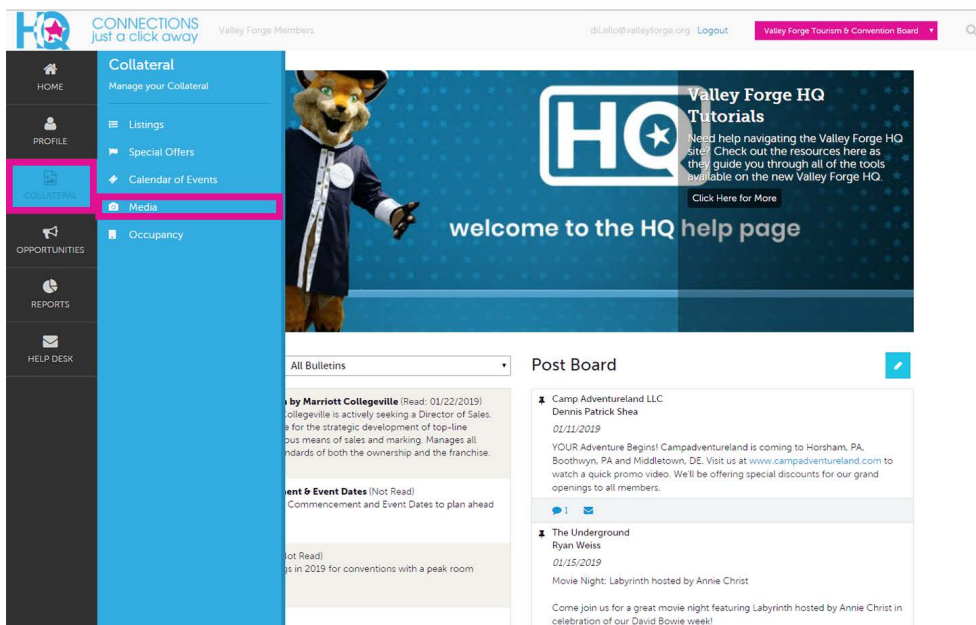


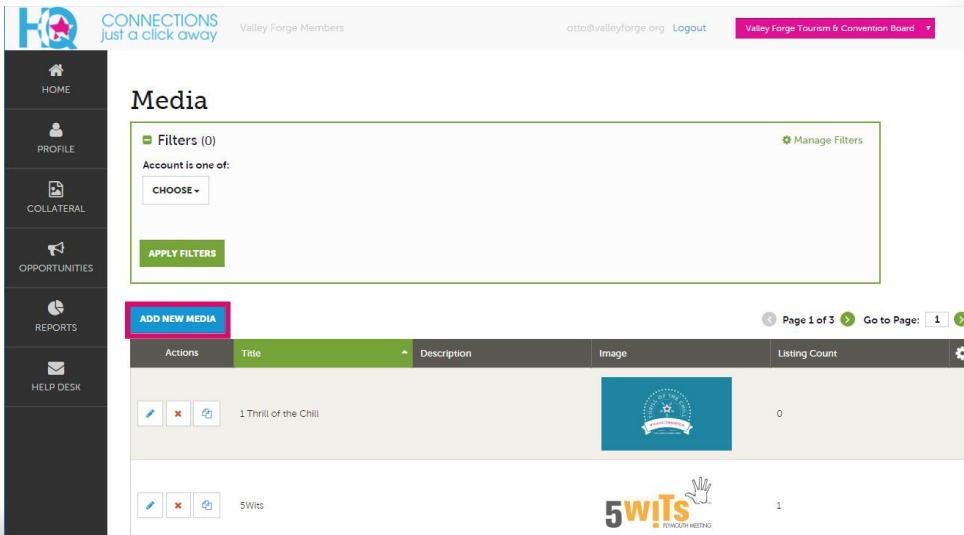
1. Log into HQ at valleyforge.org/hq.



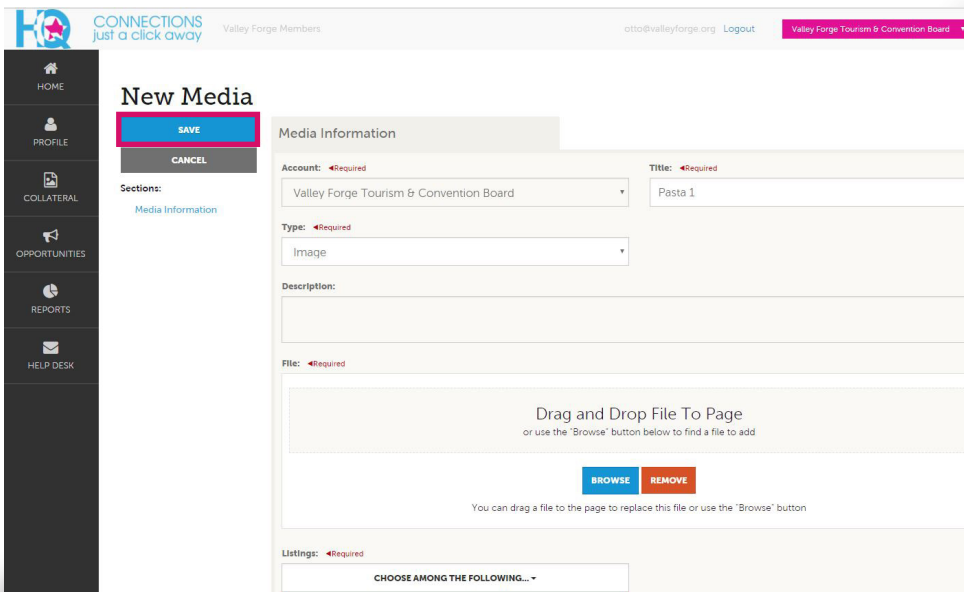
2. Once on the home page, Click Collateral then Media.



3. Select **Add New Media**.



4. Complete **Media Information**.



- Be sure to complete all required fields.
- Under “Type” always select “Image” from the drop down.
- Images should be **460 x 285 pixels and horizontal** for best results.

5. Hit **SAVE** to submit the offer for review. The VFTCB team has to approve offers before they can appear on the website.

Please contact **Katie Otto, Event Services and Membership Coordinator**, if you are in need of any assistance at otto@valleyforge.org.