



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



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







3. Select Add New Media.

| | CONNECTIONS ust a click away | Valley Forge Members | | otto@valleyforge.org Logout | Valley Forge Tourism & Convention Board 🔹 C |
|------------|-----------------------------------|-----------------------|-------------|-----------------------------|---|
| НОМЕ | Media | | | | |
| PROFILE | Filters (0) Account is one of: | | | | 🌣 Manage Filters |
| COLLATERAL | CHOOSE + | | | | |
| | APPLY FILTERS | | | | |
| | ADD NEW MEDIA | | | | 🔇 Page 1 of 3 👂 Go to Page: 1 👂 |
| | Actions | Title | Description | Image | Listing Count |
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| | × 2 | 5Wits | | 5wils | 1 |

4. Complete Media Information.

| Jusi d click dwdy | | |
|------------------------|---|--|
| New Media | 1 | |
| LE | Media Information | |
| CANCEL | Account: «Required | Title: <required< th=""></required<> |
| ERAL Madia Information | Valley Forge Tourism & Convention Board | Pasta 1 |
| ineura internation | Type: <a>Required | |
| NITIES | Image | × |
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| πs | | |
| | | |
| ESK | File: «Required | |
| | Drag a | nd Drop File To Page |
| | or use the "Bro | owse" button below to find a file to add |
| | | |
| | | BROWSE REMOVE |
| | You can drag a file to the | page to replace this life of use the browse button |
| | Listings: «Required | |
| | CHOOSE AMONG THE FOLLOWING | |

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

- 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.

For help, contact:

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