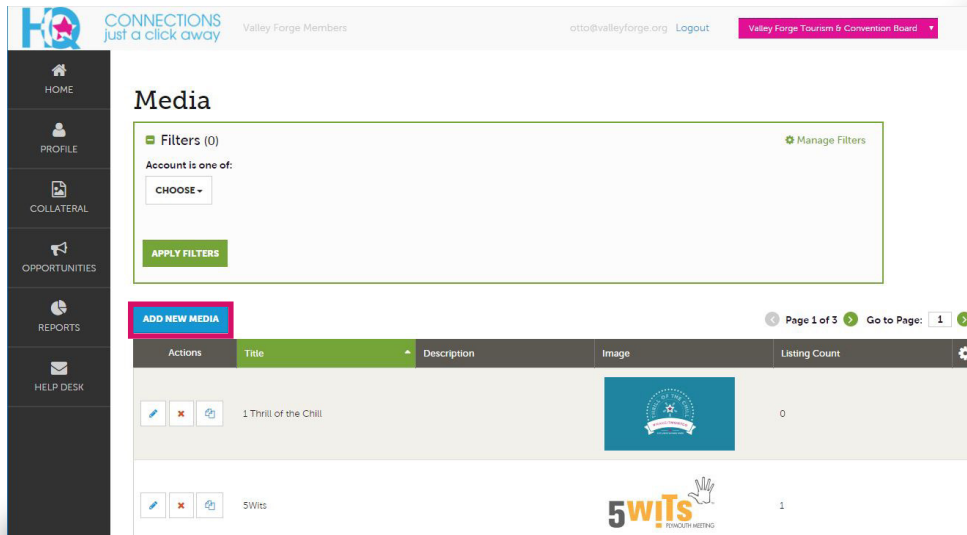
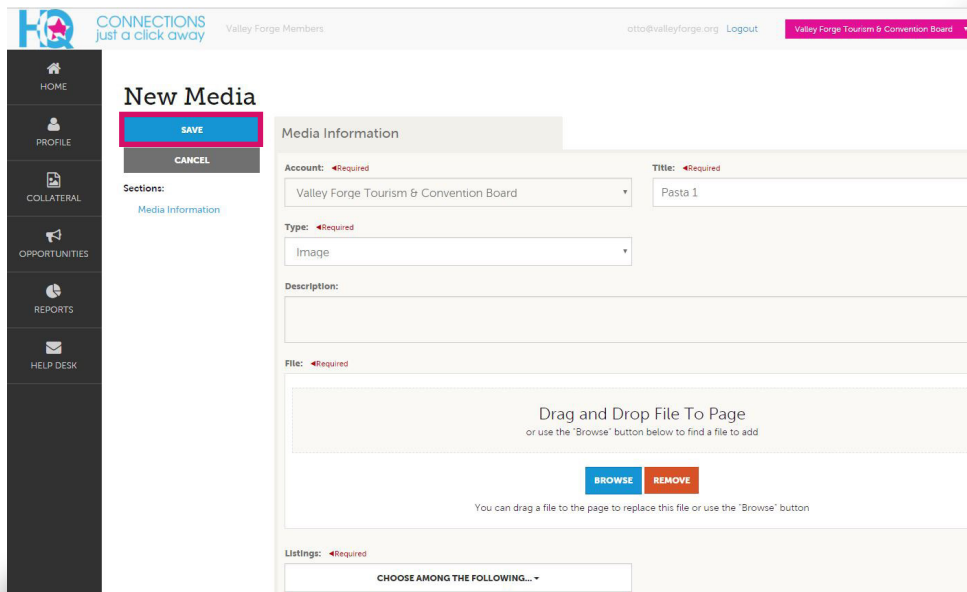




### 3. Select **Add New Media**.



### 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.**

For help, contact:

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