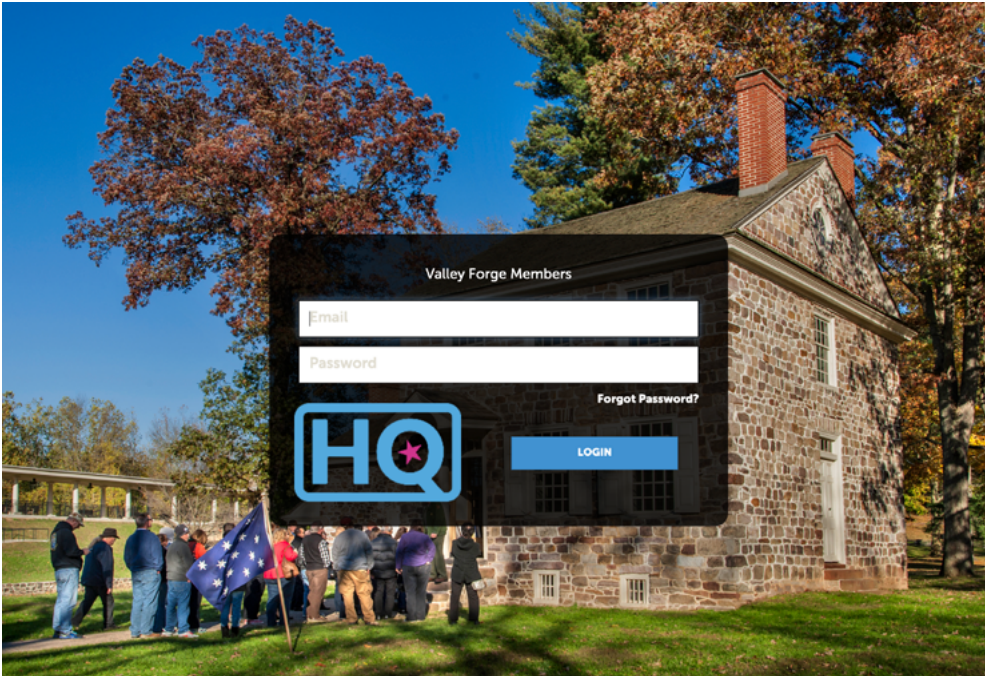




# HOW TO

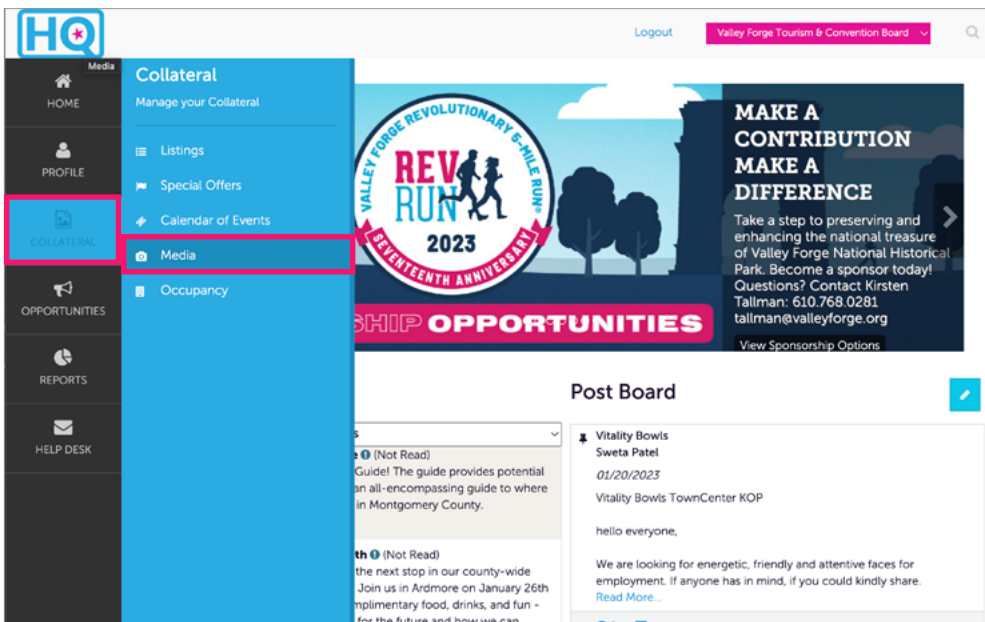
## Adding Photos

1. Log into **HQ** at [valleyforge.org/hq](https://valleyforge.org/hq)



- Bookmark this page for easy access! For assistance with accessing your login information please email [cramer@valleyforge.org](mailto:cramer@valleyforge.org).

2. Once on the home page, **click Collateral** then **Media**

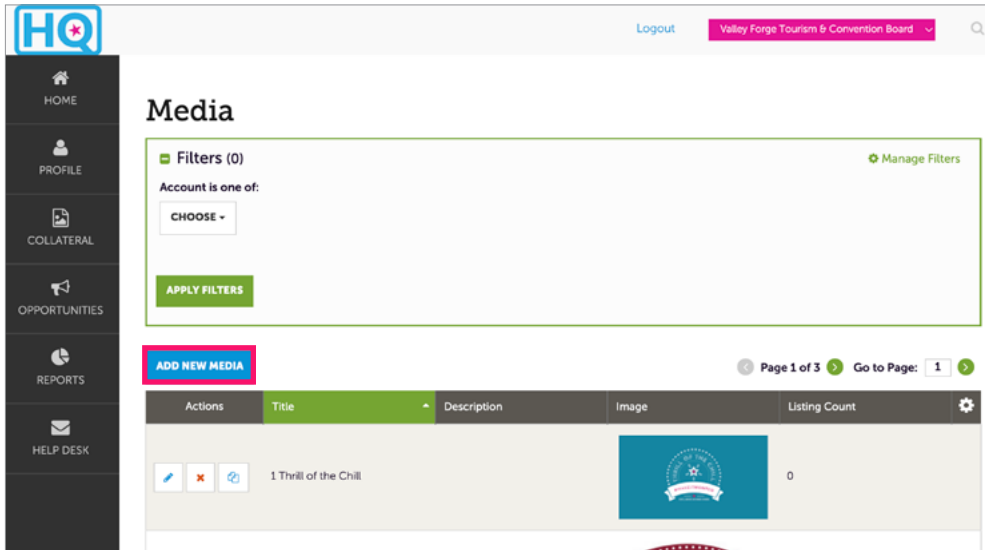




# HOW TO

## Adding Photos

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



### 4. Complete **Media Information**

**New Media**

**SAVE**

**CANCEL**

Sections:

- Media Information
- Media Release
- Acknowledgment

Media Information

*For best results, images should be horizontal and a minimum of 460 x 280 pixels.*

Account: ⚔ Required Valley Forge Tourism & Convention Board

Title: ⚔ Required

Type: ⚔ Required --Choose One--

Description:

Listings: ⚔ Required

**CHOOSE AMONG THE FOLLOWING...**

You must select your listing from the dropdown menu for your photos to appear on your valleyforge.org listing.

- Be sure to complete all fields, being as detailed as possible.
- Under "Type" **always select "Image"** from the drop down menu.
- Images should be **460 x 285 pixels and horizontal** for best results.

For help, contact:

**Aja Cramer**  
Membership Sales Manager  
cramer@valleyforge.org

**Tyler Gebhard**  
Events and Services Coordinator  
gebhard@valleyforge.org

### 5. Hit **SAVE** to upload the photo.