Add a Donation Page Header

To upload images to the top of your Donation Page (eg, banner, headshot) the file must be about 400 pixels maximum in either direction—height or width. You may use a jpeg, gif or png. You can check your graphic image size by right clicking it and selecting properties, to view the size of your image before you upload it. This is important because if it is too big, it will skew the entire page. You will need a file that is no taller or wider than 400 pixels in either direction. If your file size exceeds 400 pixels in either direction, you need to resize it before uploading it; otherwise it will skew the entire page.

1. Go to Account.
2. Scroll down the page to Donation Page Header, and click Choose File.
3. Browse your files for the one you wish to import and select it to upload the Image.
4. Go to your URL and refresh it to view your new Donation Page appearance. *

Donation Page Header *[Short and wide banners work best.]*
Choose File

*To delete an image, simply scroll down to the Header section and check the box _ Delete Image. At this point you may upload another image, or opt not to do so at all. Without a Header, Donation Pages will display the Campaign Name at the top of the Page.

☐   Delete Current Image

Add an Event Pages Header

To upload images to the top of your Event Pages (Organization Logo) your graphic image must be 900 pixels wide in order to best optimize the space on the event page you have created. Event Page Header images are a standard default header that will appear <u>at the top of **all of the Events** your organization hosts</u>. You cannot change the header per Event.

Note: You can check your photo or banner by right clicking it and selecting properties to view the size of your image before you upload it. This is important because if it is too big, it will skew the entire page.

1. Go to Account.
2. Scroll down the page to Donation Page Header, and click Choose File.
3. Browse your files for the one you wish to import and select it to upload the Image.
4. Go to your URL and refresh it to view your new Event Pages appearance.*

Event Page Header *[Short and exactly 900 pixels wide.]*
Choose File

*To delete an image, simply scroll down to the Header section and check the box _ Delete Image. At this point you may upload another image, or opt not to do so at all. Without a Header, Donation Pages will display the Campaign Name at the top of the Page.

☐   Delete Current Image