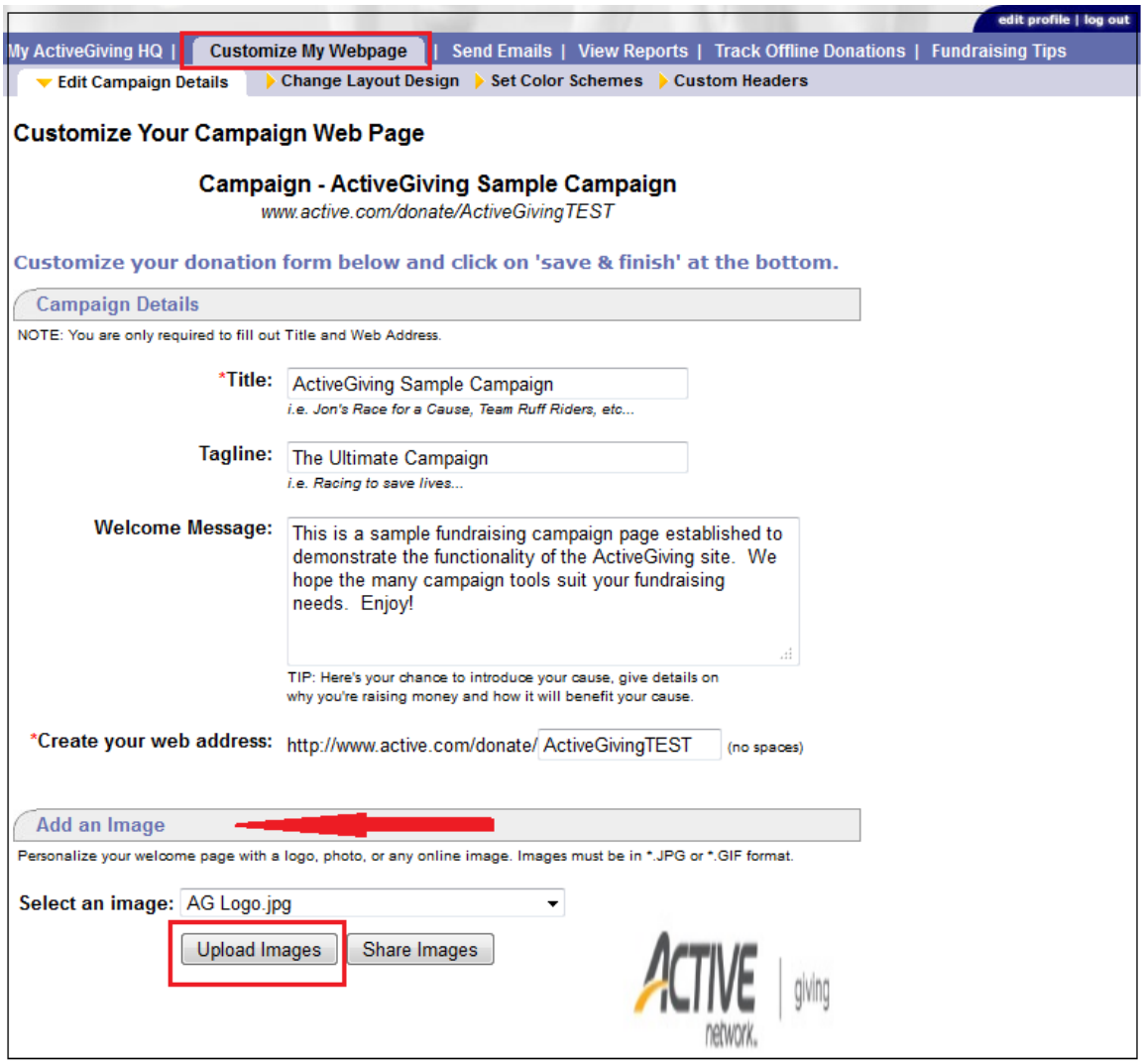
Adding a logo or an image to an Active Giving Campaign

1. Go to www.active.com/donations
2. Enter your username and password, click log-in
3. Select the campaign from the drop down menu at the top of the page

4. Click on the **Customize My Webpage** tab
5. Scroll to the **Add an Image** section
6. Click **Upload Image**

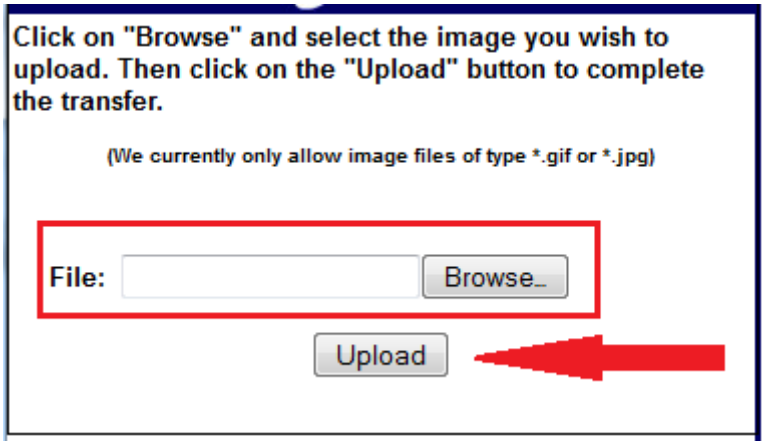


7. A new window will pop up

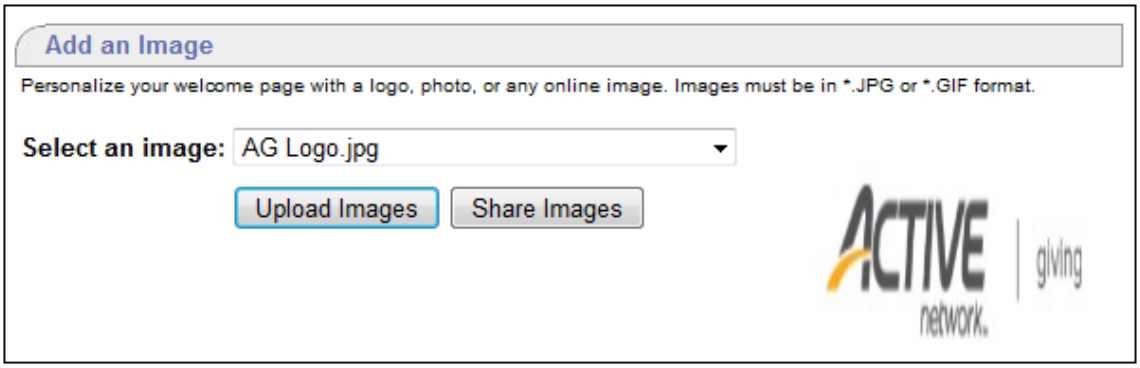
8. Click **Choose File**

9. A window will pop up for you to choose the image from your computer. Double click on the file you would like to use (**NOTE:** *the image MUST be either a .gif or .jpg file and 30KB or less in size).*

10. After you have selected the file, click **Upload**. (**NOTE:** *This can take a few minutes to upload depending on the file size and the speed of your Internet connection*)



11. A notification will pop up to advise that your image has been uploaded successfully. Click **OK**. (**NOTE:** *A preview of the image will also on the page and will now be available in your drop down menu*.)



12. Scroll to the bottom of the page and click **save & finish**.