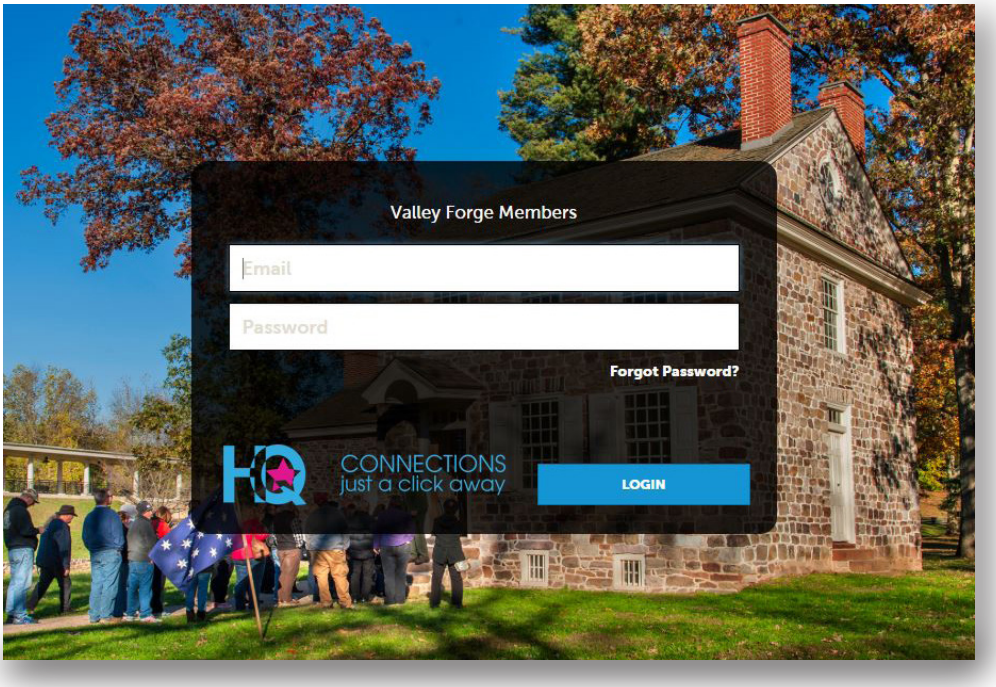
HQ HOW TO

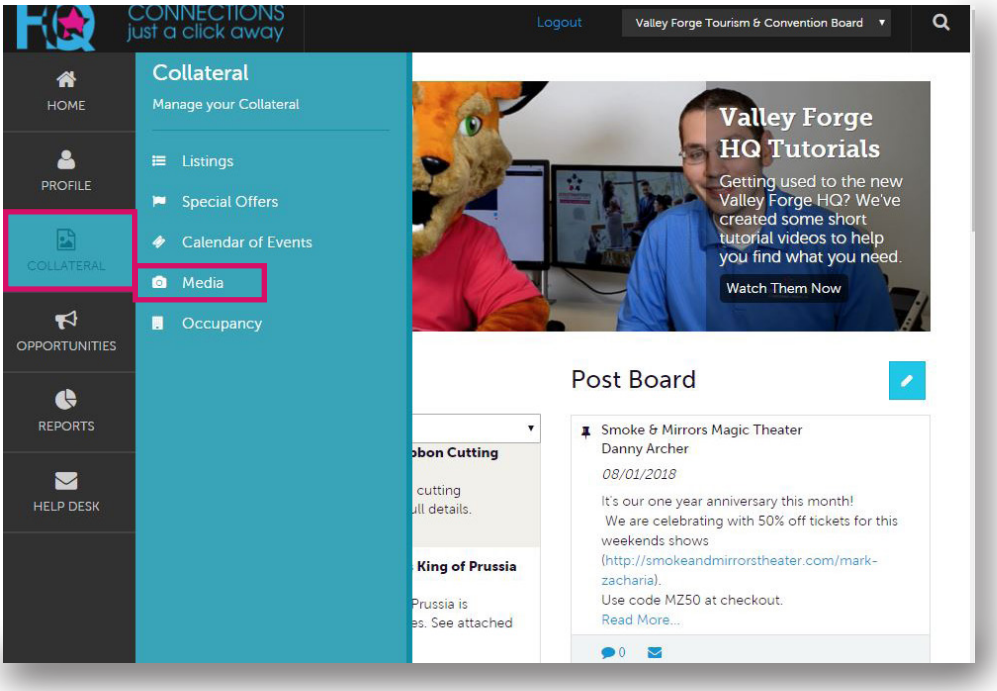
Adding Photos in HQ

VALLEY FORGE TOURISM & CONVENTION BOARD

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



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



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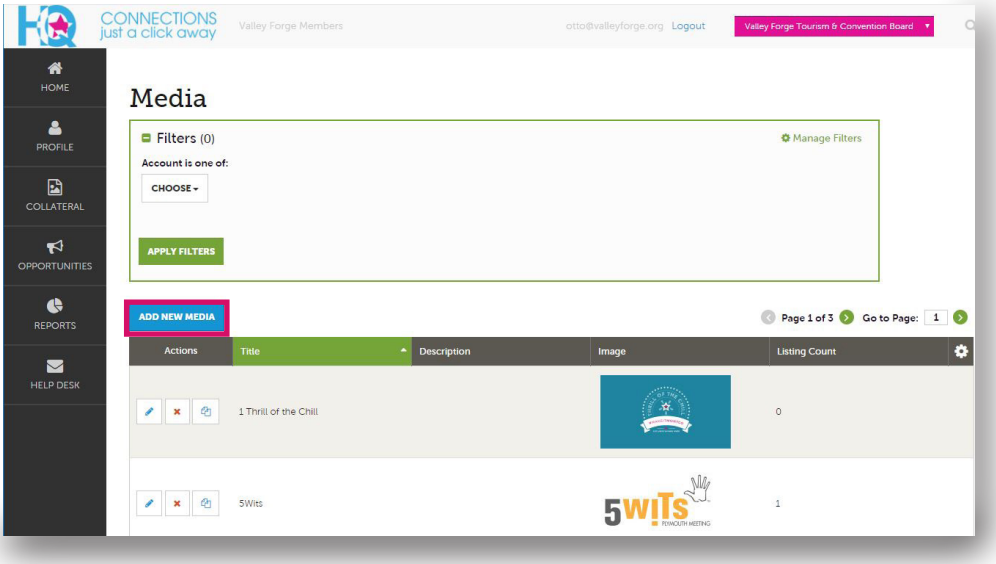
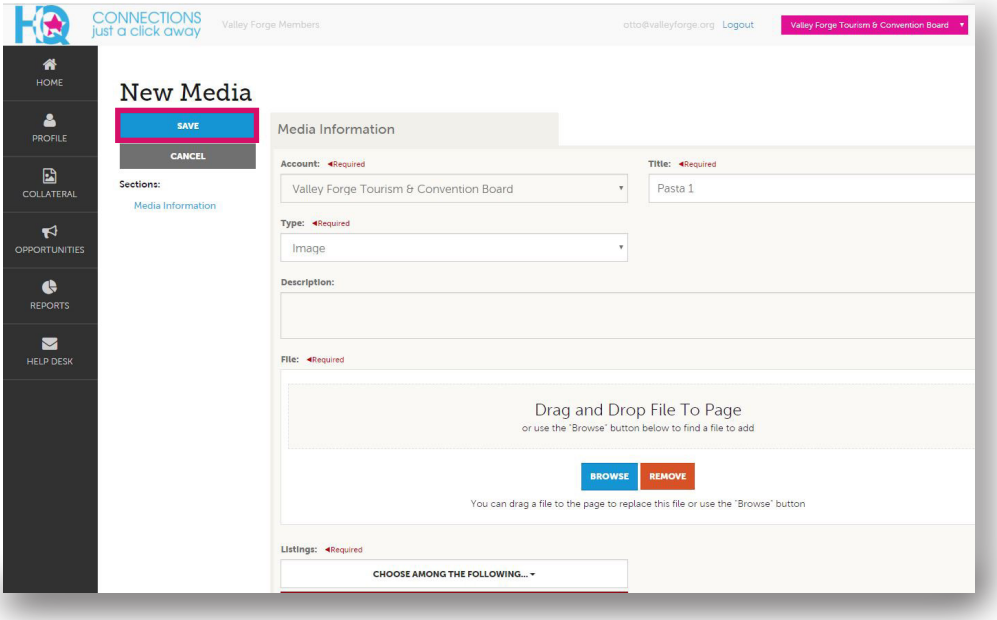
3. Select Add New Media.



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.

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

Please contact Katie Otto, Event Services and Membership Coordinator, if you are in need of any assistance at otto@valleyforge.org.