



Adding an Image to the Event Library

Images can be added to the Event Library to be used in Coaching Emails and/or on event webpages.

Note: To add a Sponsor Logo see [Adding Sponsor Logo's \(Image Library\)](#)

Login to the EMC and select the event you would like to manage.

- Click on the **Event Centre** tab.
- Click **Manage Event Library**, under the Related Actions menu.
- Click on the **Image List Tab**
- Click on **Upload New Document**, on the Image List tab.

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Event Center Daffodil Dash - Columbia Valley 2016

Related Actions

- ▶ [Edit Event Options](#)
- ▶ [Edit Event Properties](#)
- ▶ [Edit Event Coordinator Properties](#)
- ▶ [Manage Event Library](#)
- ▶ [Manage News Feeds](#)

Welcome to Your Event Management Center

Event Status
Accepting Registrations and Gifts

If you have appropriate permissions, from this Event Center, you can access:

- **Event Website** to work with TeamRaiser Web pages (including the left-side navigation area)
- **Event Emails** to work with three types of email messaging for corresponding with others about this TeamRaiser
- **Customer Service** to register participants and manage their information as well as manage team, company, and gift information
- **Reports** to view and run reports about the participant fundraising activity
- **Related Actions** (listed to the left) to work with event information or Test Drive the configuration with simulated participant and donor information

Note: For assistance with these tasks, click the Help link above the top navigation bar.

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[Event Center](#) > Daffodil Dash - Columbia Valley 2016: Images Daffodil Dash - Columbia Valley 2016

[Upload New Image](#)

This is the list of image files that have been uploaded specifically for this event. For assistance with tasks, click the Help link above the top navigation bar.

[Documents List](#) | [Image List](#)

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Name	Actions	File Name	Status	Date Uploaded	Sponsorship Logo	Sponsorship URL
Daff Dash TY Collage Thank You Collage	Edit Archive Preview	DaffDash_Collage.jpg	Active	Jun 17, 2016 4:22 PM	No	

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- **Image Title** - Add a title that is relevant to the image. This name will appear in the Link List.
- **Alternate Text** – This text displays on screen when an image has not loaded.
- **Sponsorship Logo** – Checking this box will make the image appear on the Greeting Page in the Sponsor Logo section.
- **Sponsor URL** – This is box activates when the Sponsor Image box is checked. An URL can be added that will link to the image on the greeting page.
- **New Image** – Area to browse for the file and upload.

Complete all applicable fields:

- Click **Browse**, and navigate to the image file
- Click **Open**
- Click **Upload**
- Click **Finish**

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Event Center > Daffodil Dash - Columbia Valley 2016: Images > Upload New Image | Daffodil Dash - Columbia Valley 2016

1. Upload Image

1. Image Title:
Identifies the image file in the Event Library
DaffDash TY Collage [Add an Image Title](#)

2. Alternate Text:
Helps identify the content or purpose of the image (used in the HTML img src tag)
Thank You Collage [Add some Alternate text. This will display when an image has not loaded properly.](#)

3. Sponsorship Logo:
Sponsorship logos can be displayed on event pages using the TeamRaiser Sponsorship Logo component
 Yes, this image is a sponsorship logo

4. Sponsor URL:
Users who click on the image will be taken to this URL

5. New Image:
Determines the location of the image file
Browse... DaffDash_Co11age. jpg [Browse for the image file.](#)

[Click Upload](#) **Upload** Saves an image to the Event Image Library

[Click Finish](#) **Finish** or **Cancel**



The document is now in the **Event Library** under the **Image List** tab.

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[Upload New Image](#)

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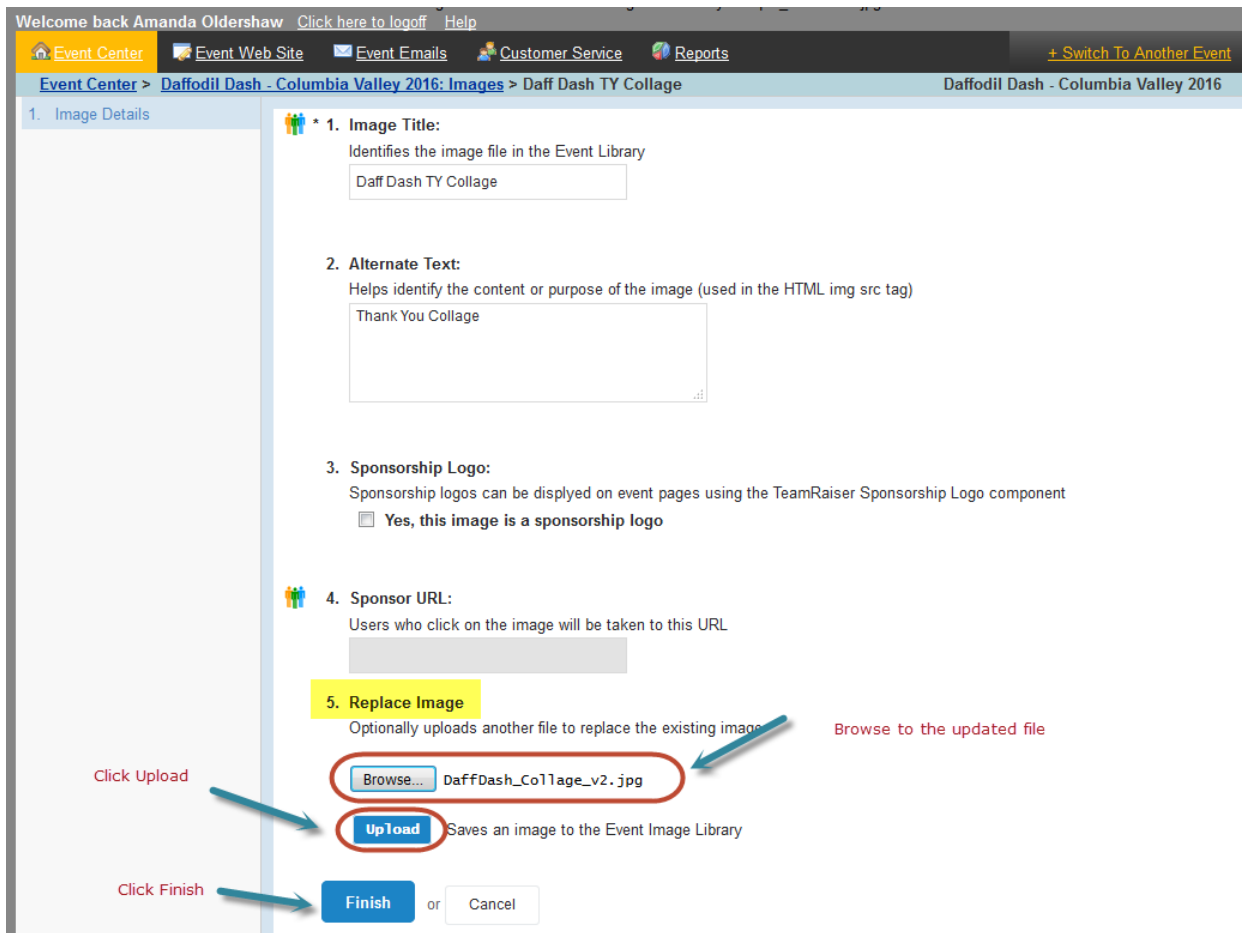


Managing Image Versions

If edits have been made to an image a new version can be uploaded in the existing file.

Note: When a new version is added the document will automatically update wherever it is linked.

- Click Edit, under the Actions column, on the Image List screen.
Click Browse, and navigate to the updated image, under 5. Replace Image
Click Upload
Click Finish



The new file name will appear under the file name column.

Table with 7 columns: Name, Actions, File Name, Status, Date Uploaded, Sponsorship Logo, Sponsorship URL. Row 1: Daff Dash TY Collage, Thank You Collage, Edit/Archive/Preview, DaffDash_Collage_v2.jpg, Active, Jun 17, 2016 4:22 PM, No.

Verify by checking the file name. Should be the name of the new file just uploaded.