Billboards

Uploading an Image

1. To upload an image, open the **Billboard** you would like to edit.

2. Click **Upload Image**, located underneath the **Background Image** field.

3. Click the **Browse** button located on the bottom of the **Media Manager** pop-up, and locate and select the picture you would like to upload.

4. Click **Start Upload**. You should then see your picture appear as an option.

5. Copy the file name and paste it into the **Background Image** field.