

### 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.

## BILLBOARDS

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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.