

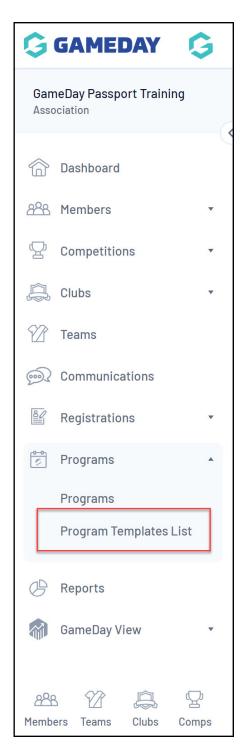
How do I add a logo to my Program Template?

Last Modified on 06/12/2023 10:52 am AEDT

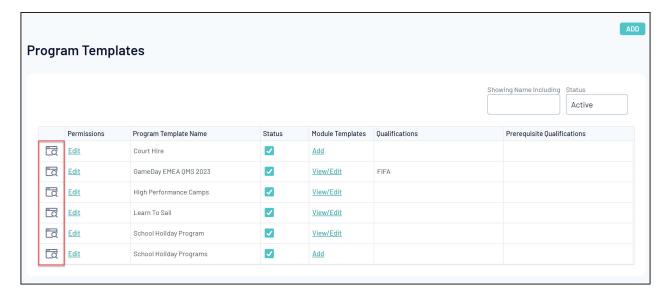
Passport administrators can add a custom logo image to a Program Template in order to display this on any registration forms using the template.

To add a logo to a Program Template:

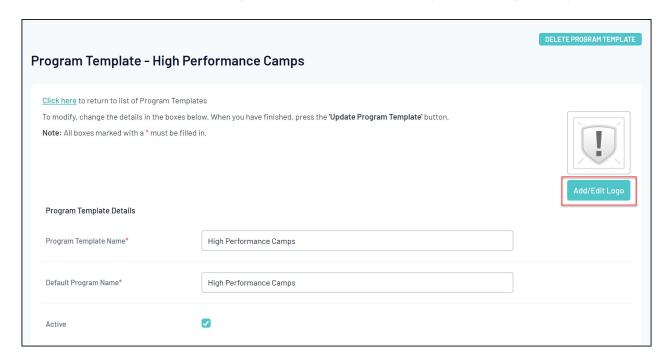
1. From your organisation database, open the **Programs** menu and select **PROGRAM TEMPLATES LIST**



2. Use the magnifying glass icon to ${\it VIEW}$ a Program Template



3. Click ADD/EDIT LOGO on the right-hand side of the screen. Upload an image from your device.



Your logo will then be automatically attached to the template

Existing Logo





Update Logo

To add a logo click the browse button and find the logo you wish to upload from your computer. When you have selected the file click the "Upload" button.

Choose file No file chosen

Upload