

# IF:GATHERING

*Make your own custom graphic for your Military Base using our IF:Military templates. Read the instructions below and then head to [canva.com](https://www.canva.com) to make your graphic!*

**Step One:** Head over to [canva.com](https://www.canva.com)

**Step Two:** Log in using the info below.

*Username:* [help@ifgathering.com](mailto:help@ifgathering.com)

*Password:* IFLocalLeadersRock

**Step Three:** On the left side of the page, open the tab that says “Folders”.

**Step Four:** Choose between the IF:Military Facebook and the IF:Military Table folder, depending on what you’re designing.

**Step Five:** Select a template and make a copy.

Select the file you want to use. When you’ve made your choice, hover over it with your mouse. Three little dots will appear on the top right corner. Click these dots, then select “make a copy”.

**Step Six:** Edit your file.

Your copy should appear on the screen, titled “Copy of Military Template”. Click on this file and select “edit”.

**Step Seven:** RENAME YOUR FILE.

This is imperative!!! Please click on the name of your file on the top right corner next to the “share” button. Name your file the name of your IF:Table or Military Base. For example “IF:Fort Hood”

**Step Eight:** Edit away!

*Here are the guidelines of editing:*

Do not change the fonts! If your info is too long, feel free to change the size but not the font.

*To replace your picture:*

Find the “Upload” section on the left bar. Click on this and upload your photo. When it’s uploaded, drag it and drop it in the photo spot. For it to fit correctly, drag it and wait for a little blue highlight to show up on the image, then drop.

**Step Nine:** Save your image. Once you are done, you can click the “Download” button in the top right corner. Make sure that the file type is “JPEG”. That’s it!