Setup > Room, Category- Upload a Category Picture

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Uploading a Category Picture allows a site to link to the picture in their description or finishing text. The system typically only allows for linked images to be added.

To add a picture to a category select the Setup option from the main menu, then select Classroom/Room/Program-



Then select the Upload a Category Picture link under the category name

Actions -	
School Age Child Care (7)	School Age Enrichment Programs (4) Summer Camp (2) No Category (2)
Center Level - Classroo	ms
Category	Classroom Name
School Age Child Care	
7 Programs - Show/Hide	
Upload a Category Picture	
(Registration Setup) 🖯 🎧	
(Registration Confirm	uestion) 🕂
0	AM Refore School Care 🖽 🕢 🔿

Add the file to the upload picture area by selecting Choose File, then press upload-

133100111	nume capacity) to
	Upload Picture
	Select picture: Choose File poster-good-m1204-142.jpg
	Supported File Types: jpg, jpeg, gif, or png
4, Befc gular ailabili	Upload Close
load a	am Registration Info to
	am Registration Info 🕁 0.00

Press View Current Picture to see the image that has been uploaded

Search Panel				
Semester:		•		
FILTER				
Actions -				1
School Age Child Care (7)	School Age Enrichment Programs (4) Summer Camp (2)	No Category (2)	
Center Level - Classroo Category	Classroom Name	e		CapacityFee
Center Level - Classroo Category School Age Child Care 7 Programs - Show/Hide Upload a Category Picture 1 Picture (Registration Setup) ↔ (Registration Confirmation Q	Classroom Name	e		CapacityFee

To insert the image into descriptions or finishing text right click and select Copy Image Address.

