

step one:

BUILDING YOUR PRESENTATION

1. In your event management dashboard, choose the main tab labeled "Slides" on the left-hand side.

2. Add your own slides under the subtab "slides."

The recommended slide size is: 1980 x 1020 pixels

- Select to "auto play during show" to have this slide in the loop
- Determine what all you want to be displayed during this specific slide:
Total Amount Raised and/or Hashtag
- Select whether you want the slide to display in Full Screen (recommended)
- No image file? Add a slide as "text." This will appear as a slide over your background(s)

3. Upload your own backgrounds under the subtab

"backgrounds." The recommended size is: 1989 x 1020 pixels

- Select "view/import default backgrounds" to browse and add any stock backgrounds
If you DO NOT add any background images, the slideshow will default to a black background with white text

4. Under the subtab "settings," customize your presentation

- Select a length of time for each slide to show
- Select a background blur for your photograph backgrounds. By blurring photographs, the text becomes easier to read (recommended: ~15%).
- Change the font size if needed for your presentations but "medium" is recommended
- Change the text color to black or white depending on your backgrounds
Dark backgrounds: white text // Light backgrounds: black text
- If applicable, select how often you want your leaderboards to show
(fundraising, social, team and table)
- Select whether or not you want the "Total Amount Raised" and Hashtag displayed (on social media, leaderboards, and sponsor slides. All custom slides are edited separately).