



ACCOUNT FOR ICE AGE TRAIL ALLIANCE VOLUNTEER CHAPTERS

This Canva Pro account is shared between all Ice Age Trail Alliance Volunteer Chapters. This guide provides instructions for accessing and using Canva Pro, as well as guidelines for maximizing the usefulness of this shared space.

ACCESS CANVA IN YOUR WEB BROWSER

Go to <https://www.canva.com/> and log in using the email and password provided below to access Canva PRO.

There are currently THREE associated emails with the Canva Pro account. Most of the time, you should be able to use the first email (volunteer1@iceagetrail.org) and password. Use the second (volunteer2@iceagetrail.org) or third (volunteer3@iceagetrail.org) emails if you are not able to log in with the first one. This should only happen if someone is logged in and using the first email at the same time you try to log in.

A screenshot of the Canva login interface. At the top, it says "< Log in to your account" with a back arrow. Below that, it says "using volunteer1@iceagetrail.org". There is a "Password" label above a text input field containing eight dots. Below the input field is a blue "Log in" button. Underneath the button is a horizontal line with "OR" in the center. Below that is a light blue button that says "Log in with a code instead". At the bottom, it says "Go passwordless! We'll send you an email." and has a link for "Forgot password?".

LOG IN WITH ONE OF THESE EMAIL ADDRESSES

You should be able to use this email most of the time:

volunteer1@iceagetrail.org

Otherwise, use one of these:

volunteer2@iceagetrail.org

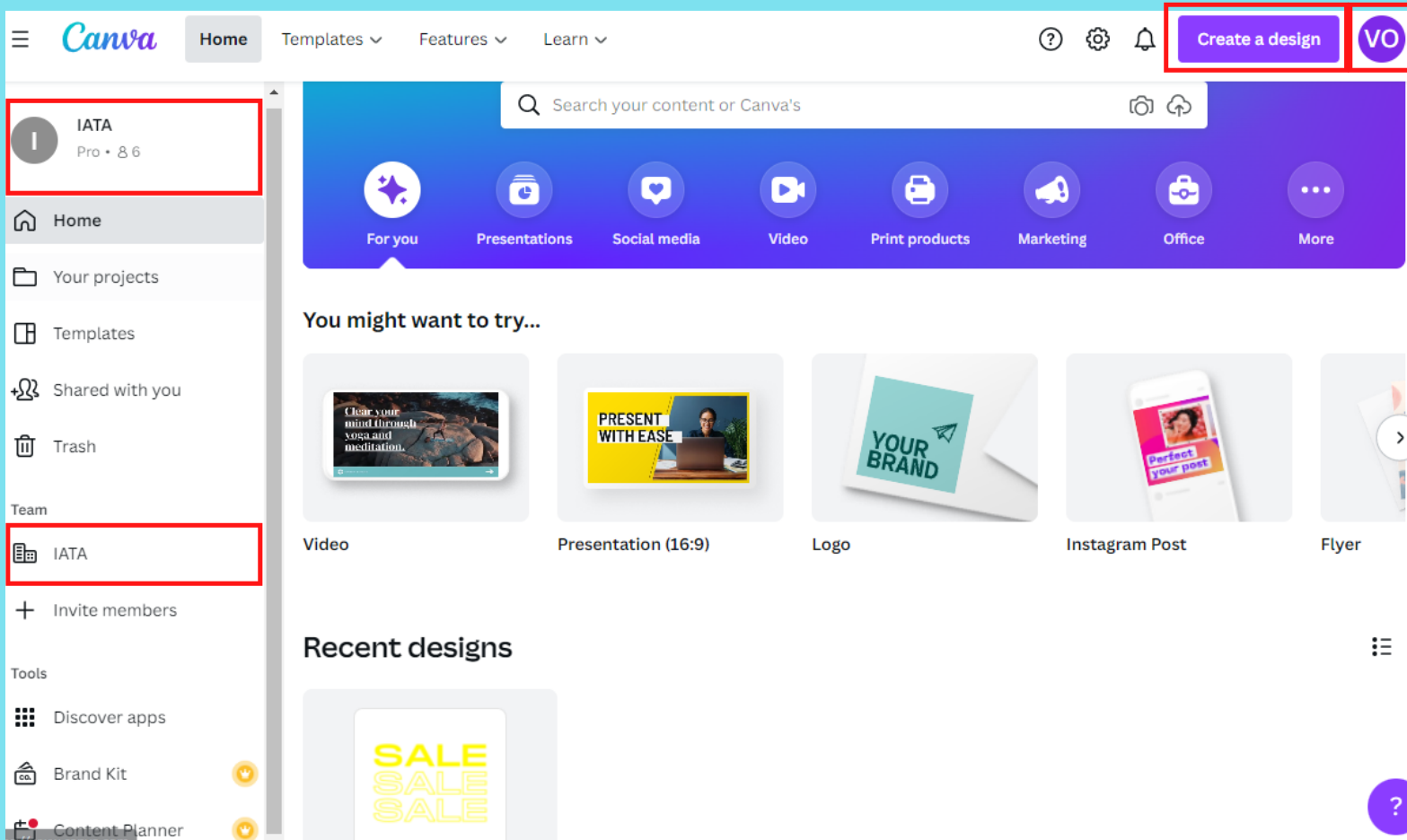
volunteer3@iceagetrail.org

PASSWORD

You need a password to log into Canva with these emails.

If you need to obtain a password, contact
lysianne@iceagetrail.org

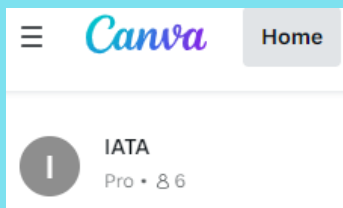
HOME PAGE



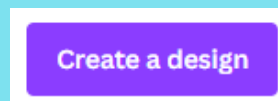
Layout Overview:

- Navigational toolbar on the left-hand side
- Account icon and "Create a Design" button on top-right
- Pre-sized templates in the upper middle that you can search or browse by type
- "Recent Designs" in the lower middle will show designs most recently accessed by this log-in

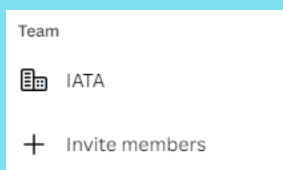
Helpful Buttons:



You will see this button in the top left-hand side of the page. Make sure you see "IATA" and "Pro" to ensure you are logged into the pro version of Canva.



Click "Create a Design" button to start a new design with a blank template and a custom size that you define



Click "IATA" under the "Team" column in the navigational toolbar to find Volunteer Chapter folders and designs. This will be your home base!



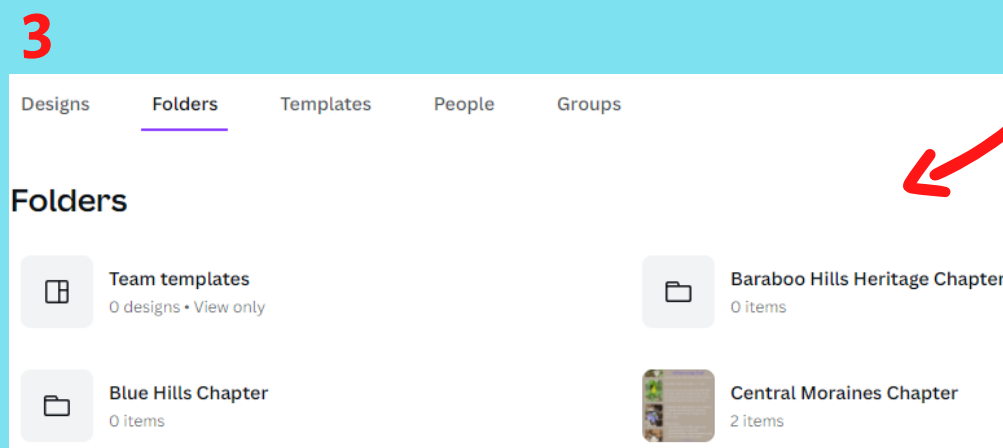
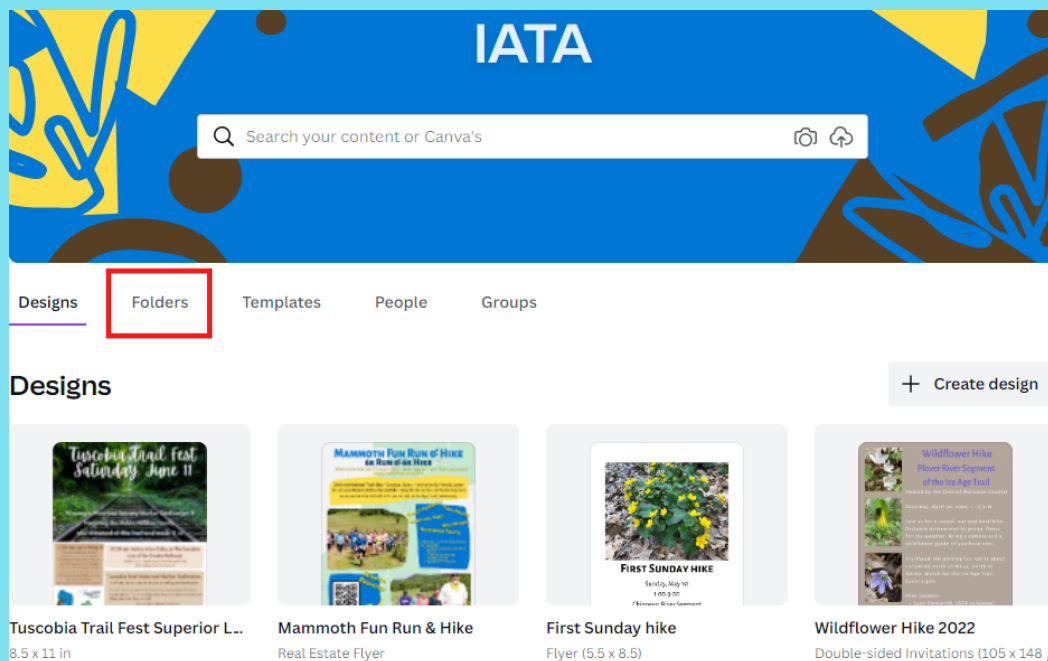
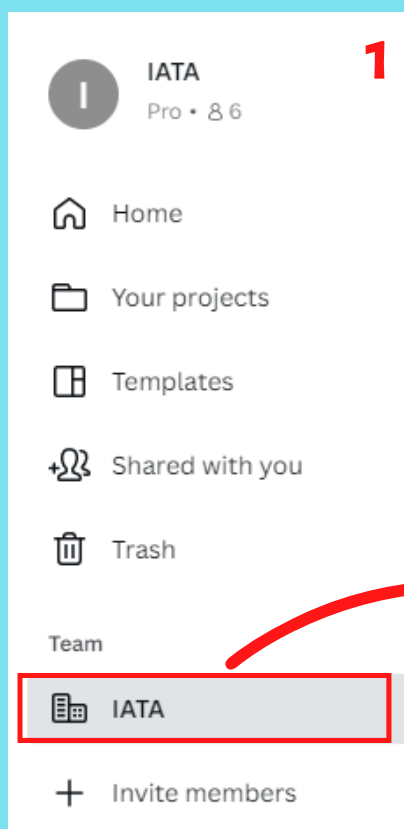
Click account icon to log out

EACH VOLUNTEER CHAPTER HAS THEIR OWN FOLDER

Save projects to your folder. This will keep this shared account organized, and make it easier for you to find your designs.

Find your folder:

1. Select "IATA" tab under the "Team" column in the navigational toolbar on the left-hand side of the home page
2. Select "Folders" tab once on the IATA "Team" page
3. You will see folders for every volunteer chapter, including yours!

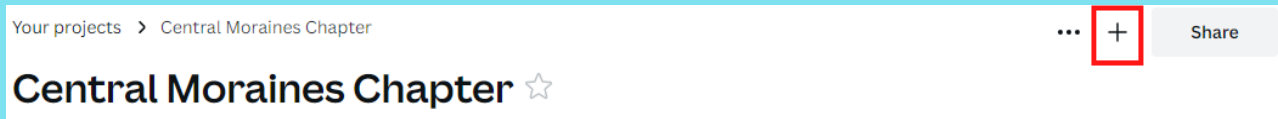


SAVE PROJECTS TO YOUR FOLDER

There are a few ways to do this.

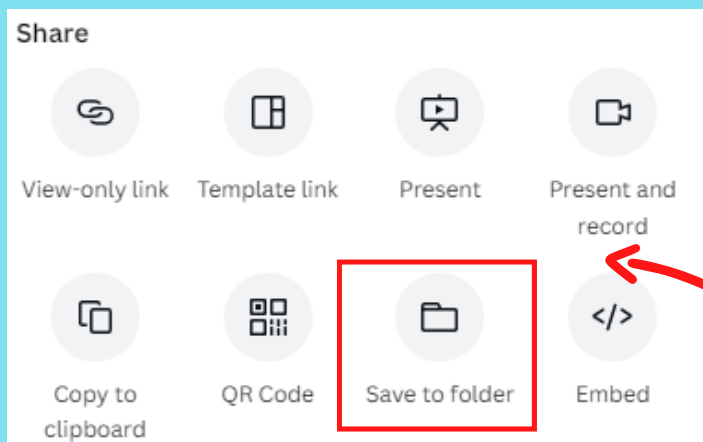
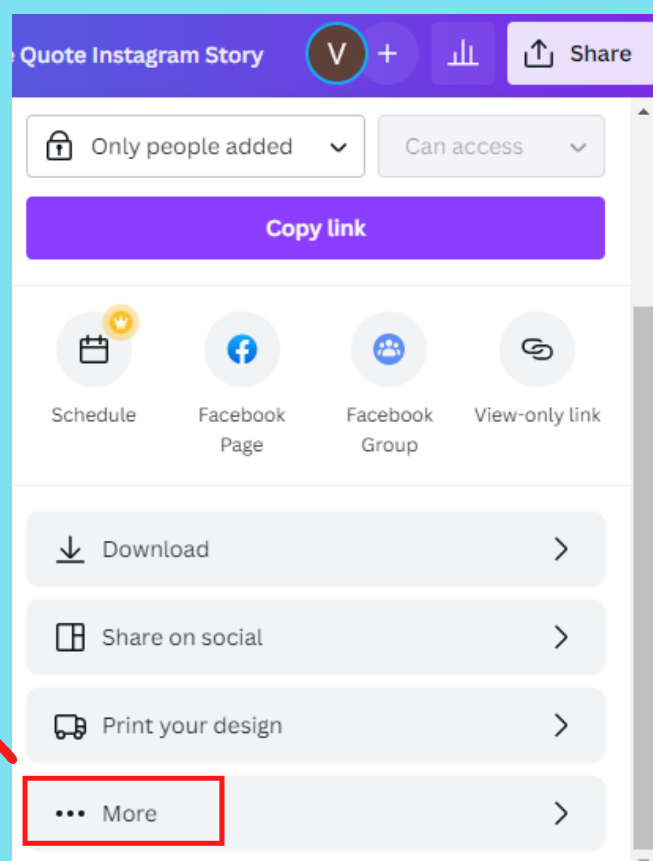
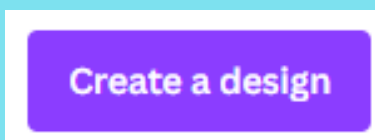
If you started from your folder:

1. Start a design by clicking the "+" button in the upper right-side of the screen.
2. Now your design will automatically save to your chapter folder.



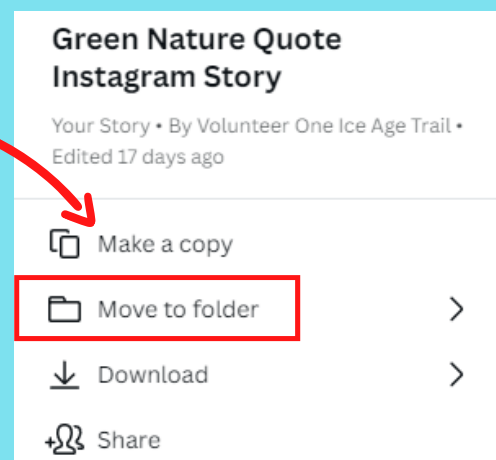
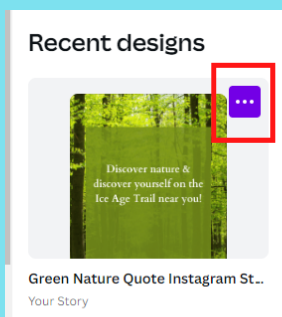
If you started from "Create a Design" button on the home page:

1. Click the "share" button in the upper right-hand side of the screen from the edit/create design page.
2. Select the "more" tab from the drop-down that appears.
3. Click the "Save to Folder" button and navigate to your folder
(Your Projects>>Chapter Folder)
4. Click "Add to Folder"



If you want to sort an existing design:

1. Find design under "Recent Designs" on the homepage or search for design by name
2. Click the "..." that appears when you hover over the design
3. Click the "Move to Folder" button and navigate to your folder
(Your Projects>>Chapter Folder)



MAKE YOUR CHAPTER DESIGNS AND IMAGE UPLOADS EASIER TO FIND

REMEBER: Since this Canva Pro account is shared by all Volunteer Chapters, ALL Chapters will have access to ALL designs and uploads.

Designs are easier to organize, as they can be sorted into Chapter folders. Uploads are more difficult, as they are all stored in the same general uploads space.

When trying to find a design or image your Chapter has uploaded, you will generally search by name.

Establish a consistent naming convention so that when you conduct a search, you can find all image uploads or designs by your Chapter.

We recommend including your *Chapter name* and *month/year* in the names of all designs and image uploads.

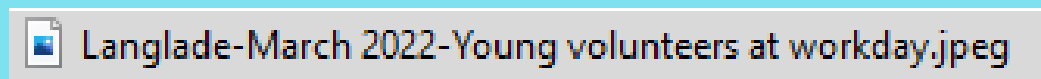
Designs can be named from within Canva.

Rename design from the toolbar at the top of the edit/create design page.



Images must be named BEFORE they are uploaded to Canva.

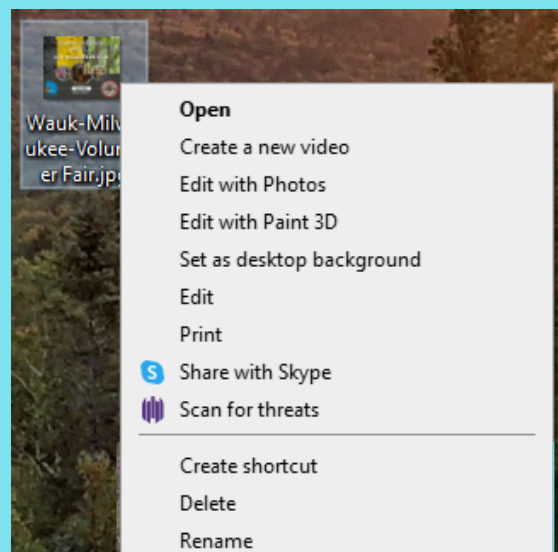
Rename image file before uploading to Canva.



Establish your naming convention and stick to it. It can be whatever works best for your Chapter. An example; one possible option could be:

- Chapter- Month and Year- Photo Description - Photo Credit
- Dane - March 2022 - Lodi Marsh Boardwalk - Photo by Ed Spoon.jpeg

Hint for computers with Microsoft Windows: You can rename a file by right-clicking and selecting "Rename" from the drop-down menu



RESOURCES FOR USING CANVA AND CREATING DESIGNS

A few resources to get you started:

- Using Canva to Promote Chapter Events Powerpoint presentation
- Demonstration of Basic Canva Features Youtube video
- Demonstration of QR Codes Youtube video
- Canva Design Studio
- Design Principles Article

QUESTIONS?

We're here to help!

Contact lysianne@iceagetrail.org with questions.

WE CAN'T WAIT TO SEE WHAT YOU CREATE!