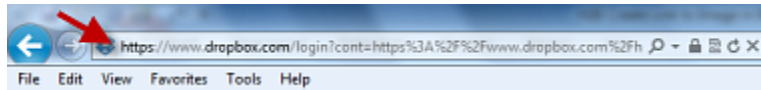**Create Link to Image in Event**

Note: It is helpful to write down or copy the web address (URL) that you wish to link prior to beginning the steps below. You will find this in the address bar of your browser while you are on the page you wish to link.

On Create or Edit Event:

1. If no images are present refer to Add Image to Content Template in the Help Menu to upload an image.
2. Select the 'Add/Edit Image' button Add/Edit Image by the image box you wish to link.
3. Click the image.
4. Type or paste the desired web address (link) in the box in Step 4.

5. When you click 'Insert' Insert in step 5 the image will appear on your event as a clickable button with the link attached.