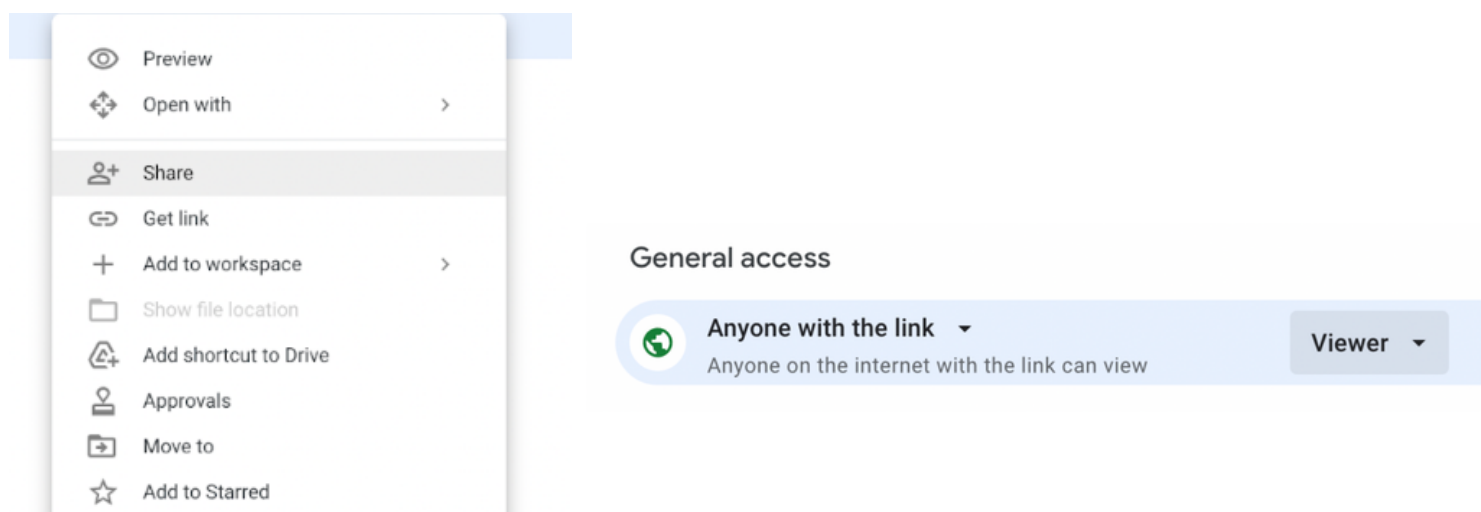


# GETTING THE PHOTO FILE ID

- 1) Upload the photo to Google Drive
- 2) Change sharing settings so "anyone with link can view"
  - a) Right-click the photo and click "Share"
  - b) Under "General access," make sure anyone with the link can view



- 3) Get the file ID
  - a) Click on the photo to view it, and then click the "more actions" button on the top right. Select "Open in new window."
  - b) From the URL, copy the string between "https://drive.google.com/file/d/" and "/view" (example ID highlighted gray below). This is the ID to submit in the event page information form.

<https://drive.google.com/file/d/1lh4AstRPKTHiXJBfOliJEXhY1mel6ewz/view>

## ADJUSTING THE PHOTO

After entering the file ID, you will be able to adjust the photo's zoom and position. A pop-up will appear automatically after a file ID is entered. The pop-up can also be invoked by clicking on the "Adjust photo position and zoom" button.

- 1) To adjust the photo's position, click and drag the photo.
- 2) To adjust the photo's zoom, drag the slider.
- 3) Click "Done" to save changes.

## TROUBLESHOOTING TIPS

If you see "Error: Image could not be loaded. Please make sure a valid Google Drive file ID (not link) is entered, and the image is shared to anyone with link.", please check the following:

- a. The uploaded photo can be viewed from Google Drive (some photo formats may not be compatible with Google Drive, often HEICs)
- b. The file ID is correct (see step 3 on page 5)
- c. The file is shared to "anyone with the link can view" (see step 2 on page 5)