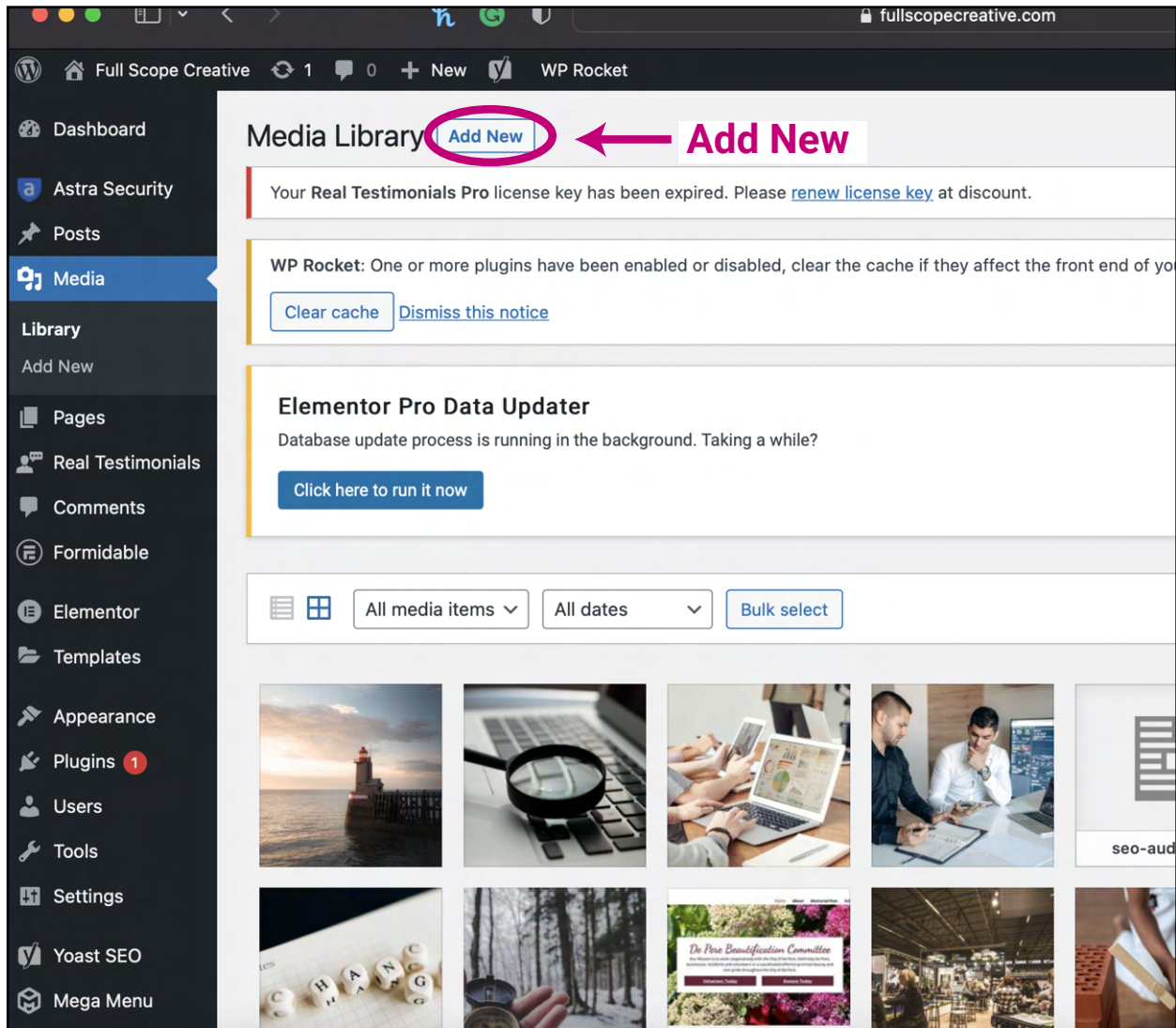
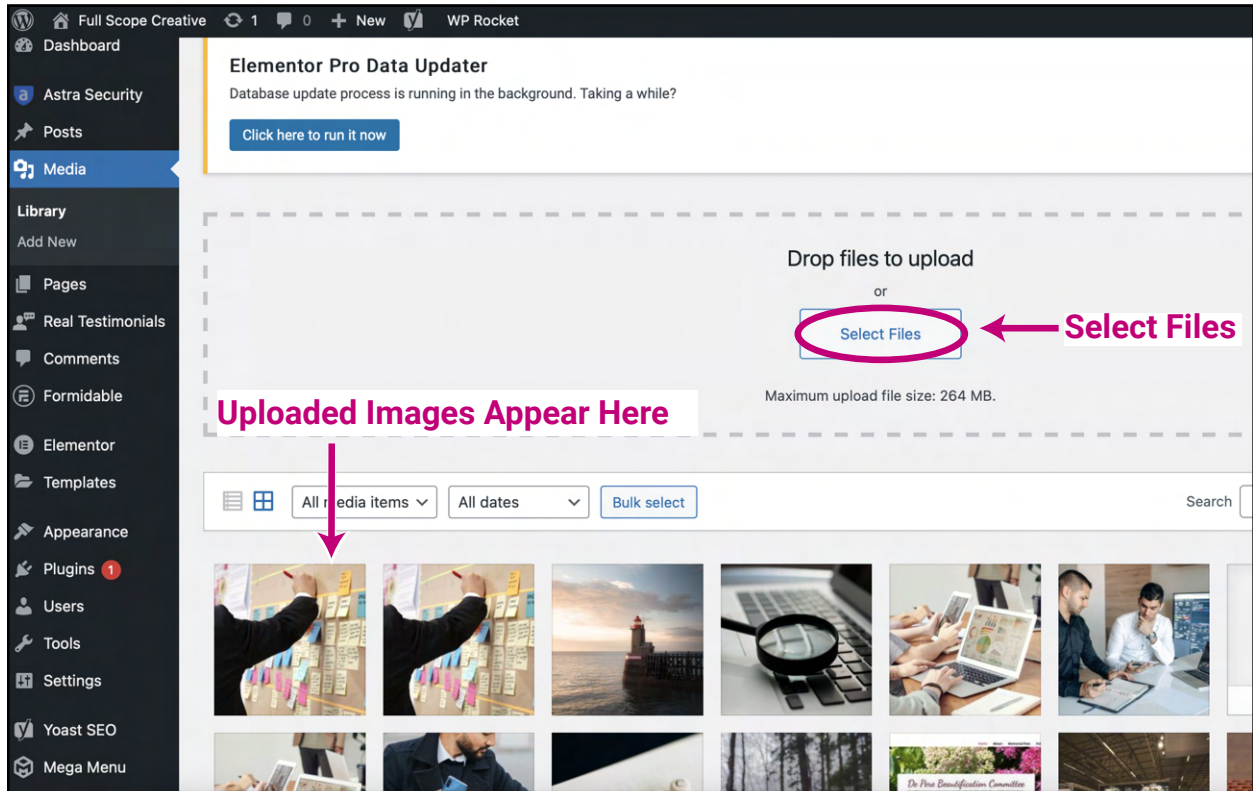


UPLOADING MEDIA

1. Sign in if necessary (See [Page 1: "Signing In"](#)) and access the **"Media"** page (See [Page 5: "Accessing Media"](#)).
2. Click on the **"Add New"** button next to "Media Library".



3. Here it will indicate for you to **“Drop files to upload”** or to **“Select Files”**.



4. Click **“Select Files”** and it will open the files page in your computer. Select whatever media you would like to upload, and it will be added to your uploaded files in the Media Library.