



SET YOUR COURSE TO SUCCESS



2025 ANNUAL CONFERENCE & TRADE SHOW
JACKSONVILLE, FL | APRIL 1–4



It's easy to add your photo and/or logo! Follow these simple step-by-step instructions if you happen to be using Canva:

1. Go to <https://www.canva.com/>
2. If you don't already have a Canva account, you can sign up for a free account.
3. Once you are in Canva, click on "Create a Design" (at the top right-hand side of the page) and choose "Instagram Post."
4. Then, upload your customizable photo badge, a headshot photo and/or logo by clicking on "Uploads" in the left-hand menu
5. Drag and drop the banner image and any other media onto your canvas. Adjust the badge size to fit the canvas.
5. It's best to use a square-shaped headshot to fit in the frame. If you do not have a square-shaped headshot, you can crop it by clicking on the image, clicking on "edit photo," and then clicking on "crop" at the top left-hand side of the page. (There is a square cropping option.)
6. Place your headshot or logo on top of the white circle of the photo badge, and adjust the size of the headshot to fit. Then, click on "position" in the top style menu and move the headshot or logo backward so that it is behind the photo badge.
7. Finally, click on the "Share" button in the top right-hand side of your screen to download your customized badge.