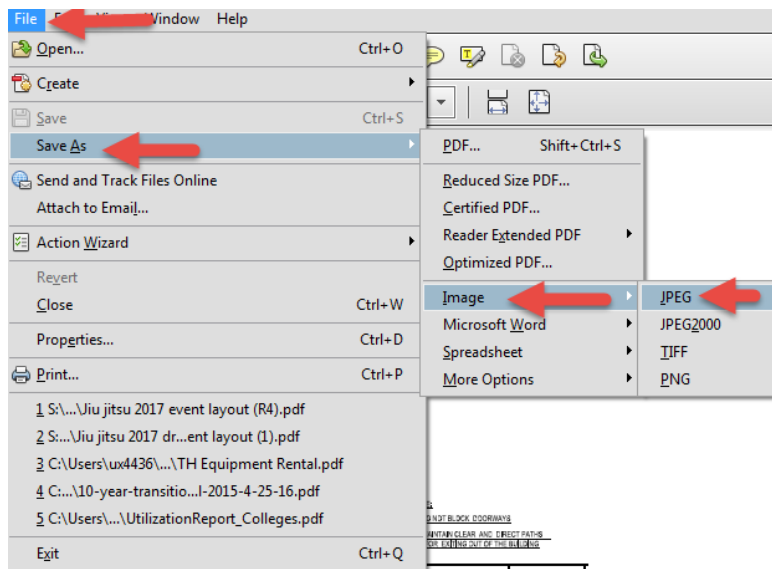# Uploading an Event Setup Diagram to 25Live

25Live does not support PDF uploads.
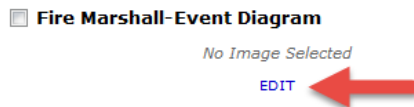
The event setup diagram must be converted to an image file before uploading.

Image naming convention: "Event Name & Year – FMD"   (ex: LEEP Games 2017 – FMD)

1) Use **Adobe Acrobat** (not Acrobat Reader) to open the PDF setup diagram provided by Facilities

2) With Adobe Acrobat you can convert the file to a JPG as shown below:

3) The JPG file can be uploaded to your 25Live event through the Event Wizard on the "Custom Attributes" page:

4) Click Browse and navigate to your JPG image location.

   Include an Image Name with the following format:
   "Event Name & Year – FMD"   (ex: LEEP Games 2017 – FMD)
   Click Submit and then save your event.