

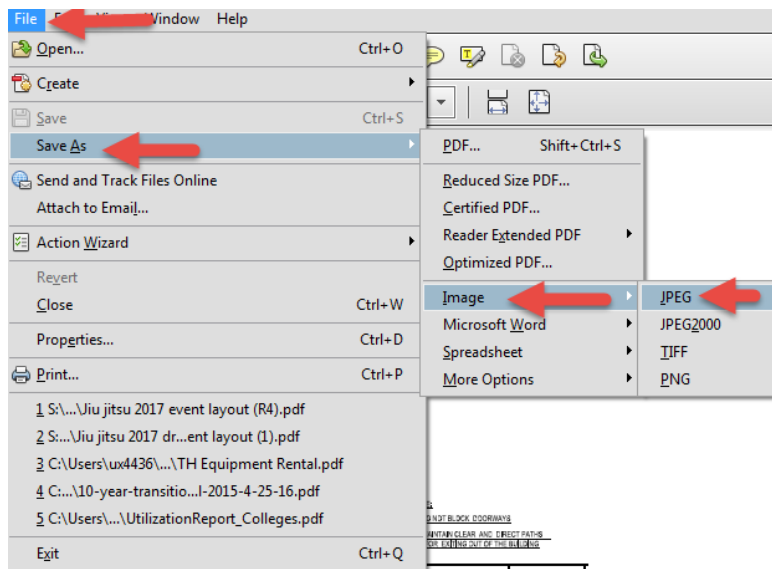
Uploading an Event Setup Diagram to 25Live

25Live does not support PDF uploads.

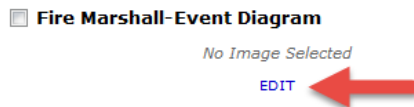
The event setup diagram must be converted to an image file before uploading.

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.

The screenshot shows a dialog box titled "Select an image" with a close button in the top right corner. On the left, a "Find By..." list contains "All Images", "Photographs", "Diagrams", and "Upload New Image". A red arrow points to "Upload New Image". On the right, the "Upload New Image" section includes an "Image Name *" text box, an "Image File *" section with a "Browse..." button and the text "No file selected." and "Maximum file size: 5 MB", an "Image Type" section with radio buttons for "Photograph" (selected) and "Diagram", a "Description" text area, and a "Submit" button. Red arrows point to the "Browse..." button and the "Submit" button.