



How To – Upload Images For a Listing

1. From “Home” click the **Child Tasks** tab.
2. If you do not see your children click on the **My Active Children** bar.
3. Identify the listing you want to edit, select the corresponding **Upload Photo/Video** link.
 - a. If the child is not active hover your cursor over the **Placed, Inactive & On Hold Children** box. Listings with a status that is not active are sorted into the correct pages.
 - b. Click the link for the status of the child and identify the correct child.
 - c. Click the corresponding **Upload Photo/Video** link.
4. You will be directed right to the edit page for that particular listing, where you can edit the listing as well as upload or delete images.

5. Specify the number of additional photos you now have or check the checkbox labeled **“I have a video”** if you have a video.
 - a. Videos should be flash videos(filename.flv).
6. Click the **Browse** button and select the image or video to upload. Click open to upload the image.
7. Click the **Save/List Next Child** button or the **Save/Done** button once all videos and images have been uploaded.
8. Close the tab when you are through to be taken back to the previous page.