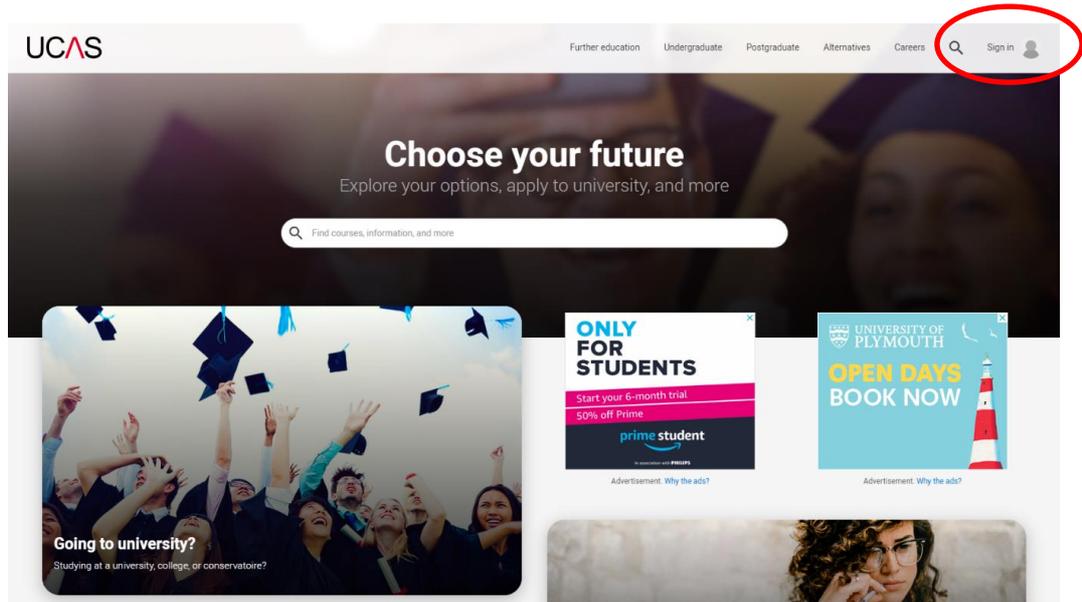
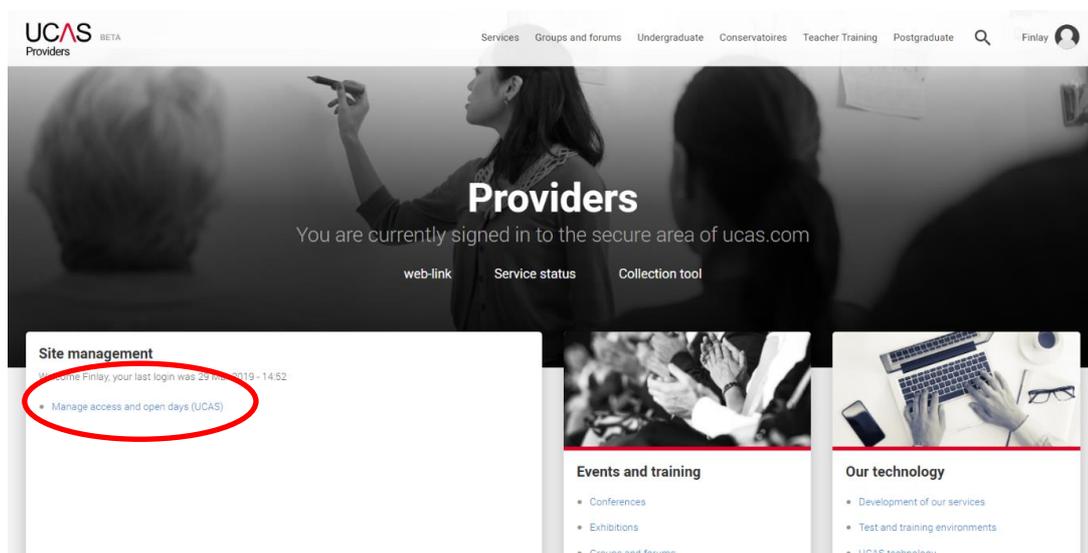


How to upload images

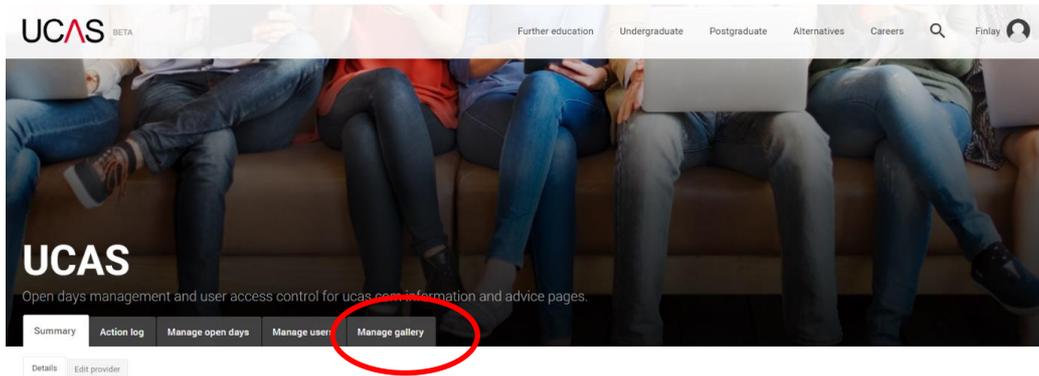
1. As the main admin user, go to ucas.com.
2. In the top right-hand corner select 'Sign in' and from the drop-down select 'Providers'.



3. Sign in. Anyone who was previously assigned as an 'open days' user will now be named as 'marketing' – they will be able to upload images.
4. Once at the page below, select 'Manage access and open days (UCAS)'.



5. Select 'Manage gallery'.

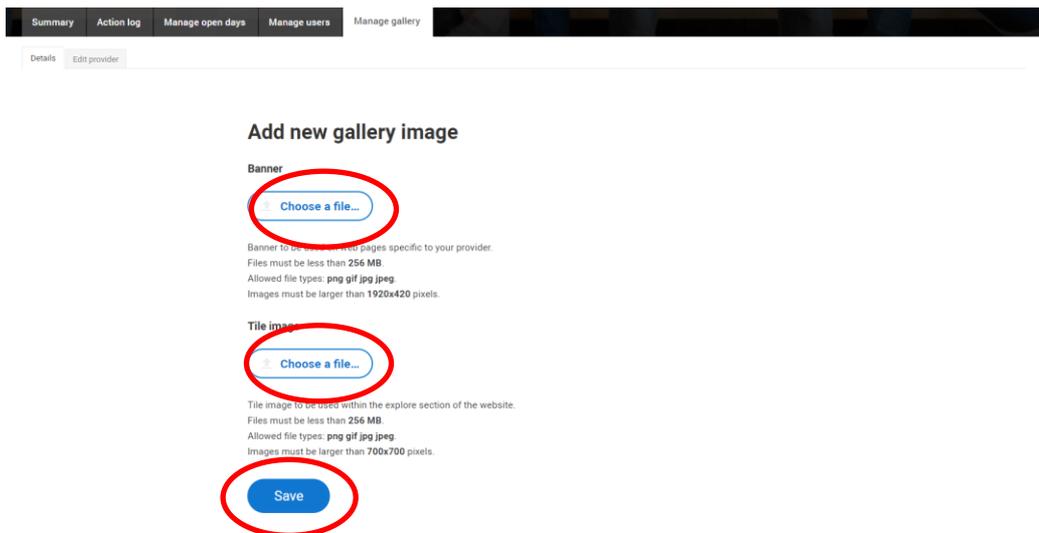


Number of users: 369

If you need help, contact the HEP Team on 0344 984 1111 for details of your administrator.

User	Action	Date
g.bond@ucas.ac.uk	added user P.Majumdar@ucas.ac.uk	25 Feb 2019
g.bond@ucas.ac.uk	added user H.Rudge@ucas.ac.uk	19 Feb 2019
n.bond@ucas.ac.uk	added user s.smith@ucas.ac.uk	17 Jan 2019

6. Upload two images (which meet the specifications) using 'Choose a file...'.
Click 'Save'.



Please note: Any images uploaded will be done periodically in bulk to our beta website. You will be able to view these via this portal once these uploads have been done, this will give you the opportunity to see the images in use before the products are released into a live environment