



## Canva: Adding a Headshot and Name/Title to Social Media Kit Graphics


1. Navigate to the event webpage's **Social Media Kit** section.
2. Click the **Social Media Template on Canva** button.
3. A new tab will open with the template. Click **View template** to proceed.
4. Sign into your account or create a new account if you do not have one. (Choose **Continue with email** to sign up with your email, or sign in using Google or Facebook.)

### Log in or sign up in seconds

Use your email or another service to continue with Canva (it's free!)


 Continue with Google

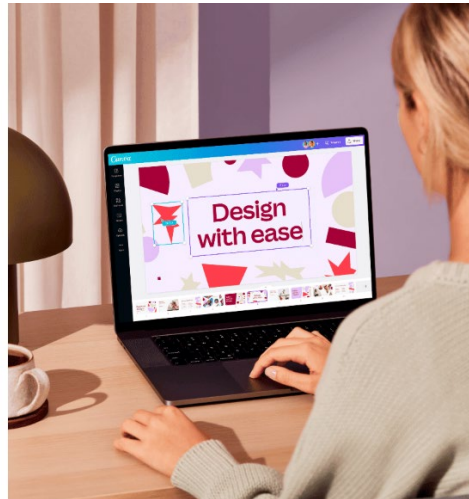
 Continue with Facebook

 Continue with email

Continue another way

By continuing, you agree to Canva's [Terms of Use](#). Read our [Privacy Policy](#).

 Sign up with your work email



5. Enter your email, then click **Continue**.
6. Enter your full name, then click **Continue**.
7. Canva will send a code to your email address. Enter the code to finish signing up.
8. Click the **Open in Editor** button.
  - a. **Note:** If you use an *aaae.org* email address, you will not be able to use this template.
9. To add your photo or logo:
  - a. Click **Uploads** in the left toolbar.
  - b. Click **Upload files**. When the window pops up, navigate to the photo or logo you would like to use and select it.
  - c. Drag the photo from the **Images** section and drop it into the photo frame.
    - i. To adjust the photo, double-click on the photo. You can then drag the corners to adjust the size or cropping.
10. To add your name and/or company:
  - a. Double-click on the text box you would like to edit.
  - b. Replace the text with the desired text. Adjust the size as needed using the toolbar at the top of the page.
11. To download the final images:

- a. Click **Share** in the top right corner.
  - b. Click **Download**.
  - c. Under **Select pages**, deselect all photos. Then, choose the graphic you would like to use.
  - d. Click the **Download** button.
12. When you post on social media, be sure to tag **@aaadeli** on [LinkedIn](#), [Instagram](#), [Facebook](#), and [X](#)!