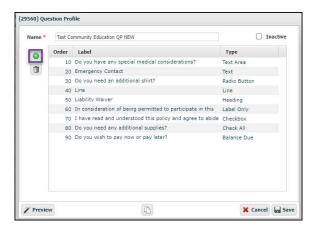


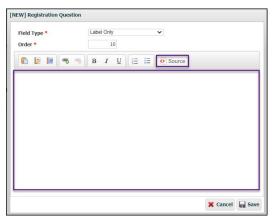
Add Image

Add images in either Question Profiles or Description Fields in RegWerks to promote web store offerings. Users wishing to add more extensive HTML code in RegWerks may refer to the following link for guidance: HTML Images (w3schools.com).

Add Image to Question Profile

- 1. Share the image (jpg) with RegWerks Support: support@regwerks.zendesk.com.
- 2. Once the HTML code is returned to you from RegWerks Support, navigate to the **Main** Menu. Select **Question Profile**.
- 3. Double click into the desired Question Profile.
- 4. Select the green plus sign to add a new Field Type. Choose the Label Only Field Type.



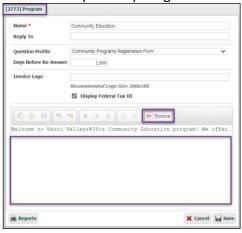


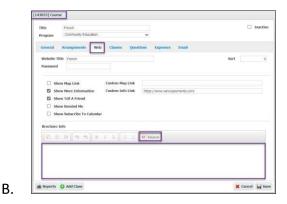
- i. Give the Label Only Field Type an Order.
- ii. Click on **Source** and paste the HTML code into the Description Field.
- iii. Save once complete.

Client Support: support@regwerks.zendesk.com

Add Image to a Description Field

- 1. Share the image (jpg) with RegWerks Support: support@regwerks.zendesk.com.
- 2. Once the HTML code is returned to you from RegWerks Support, go to the desired Description Field.
 - i. Example of A) Program Description Field and B) Course Brochure Info.





A)

- a. Click on Source.
 - i. Paste the HTML code into Source.
 - ii. Save once complete.
- 3. Give the system a few minutes to refresh. Review the appearance of the image:
 - i. If the Program is published in the web store, visit the web store.
 - ii. If not, use a partial walk-in registration to preview.