



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 \(w3schools.com\)](http://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.

Order	Label	Type
10	Do you have any special medical considerations?	Text Area
20	Emergency Contact	Text
30	Do you need an additional shirt?	Radio Button
40	Line	Line
50	Liability Waiver	Heading
60	In consideration of being permitted to participate in this	Label Only
70	I have read and understood this policy and agree to abide	Checkbox
80	Do you need any additional supplies?	Check All
90	Do you wish to pay now or pay later?	Balance Due

Field Type * Label Only

Order * 10

Source

- 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.

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.

[2773] Program

Name * Community Education

Reply To

Question Profile: Community Programs Registration Form

Days Before Re-Answer 1,000

Invoice Logo

Recommended Logo Size 300x180

Display Federal Tax ID

Source

Welcome to Vanco Valleys#39;s Community Education program! We offer :

Reports Cancel Save

A)

[143655] Course

Title French Inactive

Program Community Education

General Arrangements Web Classes Questions Expenses Email

Website Title: French Sort

Password

Show Map Link Custom Map Link

Show More Information Custom Info Link https://www.vancopayments.com/

Show Tell A Friend

Show Remind Me

Show Subscribe To Calendar

Brochure Info

Source

Reports Add Class Cancel Save

B.

- 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.