



HOW TO ADD A LOGO TO YOUR WORKBENCH

Congratulations, you have created a workbench on the SHN! The following are instructions for adding a logo to your workbench.

1. Login to your SHN account by selecting the “Sign in/ Register” option in the upper right-hand corner of the home page. You will have to scroll down past the registration to reach the sign in boxes.
2. Find your workbench and click on it. Select “Workbenches” near the top of the screen to find the listing of workbenches.
3. Once you’ve selected your workbench, select the “Edit” option.
 - a. From the edit screen, you may add your logo by:
 - i. Selecting the media tray on the right side of the screen (see right).
 - ii. On the right side of the screen is a media tray. Select the photo icon to add an image.
 - iii. After adding your image, select the top icon in the media tray and locate the image you just added. It should be the first item.
 - iv. Drag and drop your logo into the box that reads “Drop a resource from the Scald media library here” under the “Media Assets” section.



Workbenches are an essential component of the SHN and we thank you for your engagement. For other questions about being a workbench, please contact us at: support@sustainableheritagenetwork.org or (509) 335-3982.