

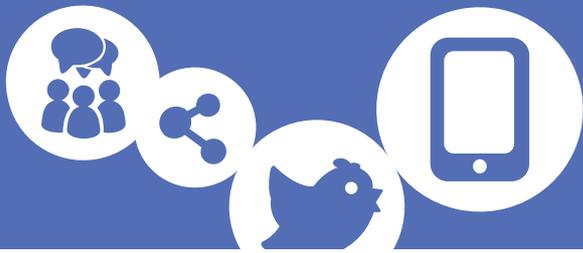


# How to:

## Add an Image to your Content

EventReference User Guide #8

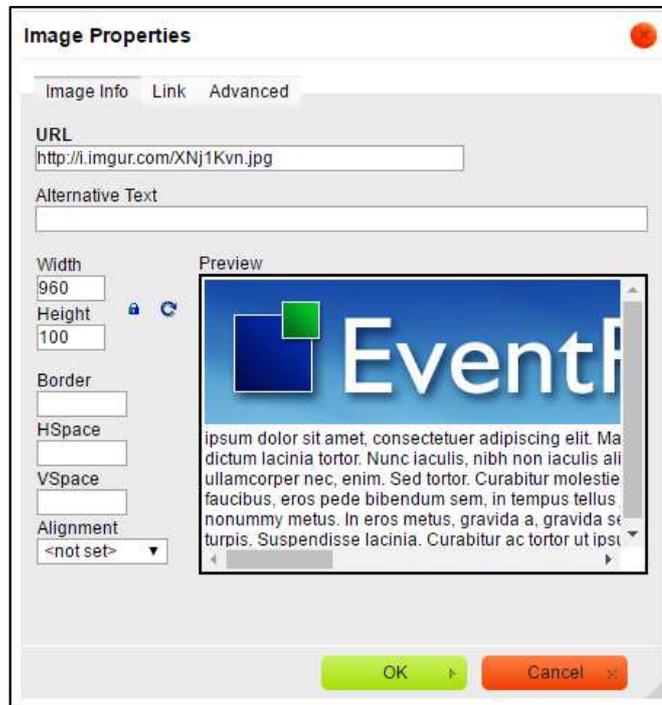




You can add images to the content you create in EventReference. To be able to add an image, the image should be hosted somewhere. This could be on your own server or on an image hosting service such as Imgur.

To add an image, ensure the cursor is at the point in the document that you want to add the image to and then click on the  button, located near the top right of the editing tools.

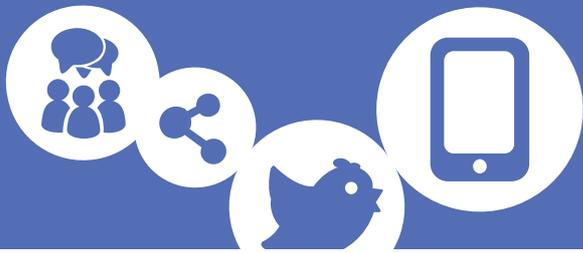
Paste the URL for the image in the URL box at the top of the screen. To preview the image you have added, click in the Preview box and it will be displayed.



You can adjust the size of the image and the alignment using the options on the left.

You can also add a link or other attributes to the image using the Link and Advanced tabs across the top.

Click  and your image will appear in your content.



Click  **Save** to save your content with the image added.

# EventReference



Event Registration



Paid Registration



Event Management



WebBadging



Event Reporting



WebScanning

## YOUR EVENT. YOUR WAY.

*Self-service registration & badging*

*"I've signed up for EventReference"*

*"I can't believe how easy it is to get all the reports I need"*

*"I found it to be fast, powerful and easy to use for my event"*

*"I was able to extract the information easily, which is perfect"*

*"Being able to target abandoned registrations helped drive my registration numbers up"*

### What our customers say...

"We have been using EventReference through RefTech for over two years now and in this time we have seen it develop and progress constantly. As a small, independent conference organiser, Opening Doors & Venues needed a straightforward, pay-per-event platform for gathering registrations, that would be easy to manage in-house - it is exactly what EventReference offered us. We use the platform for both free-to-attend and paid-for registrations with multiple attendee types and varied fee structures and find the interface very user friendly, whether it is for building a landing page or formatting the registration form. We must also applaud the RefTech staff for their patience and promptness in providing the support we constantly require - even though at times we ask the oddest of questions!"

*Madalina Marincas, OPENING DOORS & VENUES*

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