HOW TO UPLOAD YOUR COMPANY LOGO TO YOU PROFILE

You will need your NCEL log in information and have editor privileges assigned. If you do not have either of these please contact NCEL at (952) 854-4405 and we can assist you.

- 1. Go to the North Central Electrical League website <u>www.ncel.org</u>
- 2. Login to your member portal. You can find the login access on the main home page either on the main menu or in the membership drop down menu found in the upper right corner.

NORTH GENTRAL ELECTRICAL LEAGUE	ABOUT US EVENTS AFFILIATES DIRECTORY CAREER RE	er Gooja
North Central	MEMBER LOGIN	North Central Electrical League
Electrical	EVENT REGISTRATION	Login
		john.doe
League		Password
GETS YOU STARTED / BETTER / CONNECTED!	ELECTRICAL EXPO	Remember My Login
	K	Login
		Forgot your password?

3. Scroll down to the bottom of the Member Portal Home page and find "Manage Files And Images". Click on "+ Add Logo".

Manage Files And Images	+ Add file + Add logo + Add photo	
NCEES-Logo Image	Copy URL Edit	
NCEL Logo Image	Copy URL Edit	

4. Enter a title, Select the two drop down menus and select "Image" and "Listing Photo". Click "Upload a file" and upload your logo. Your logo will be seen in the directory and if your organization sponsors any event with NCEL it will be on the events page. Files must be PNG or JEG.

Upload Media				
Title	Format		Content Type	^
NCEL Logo	Image	~	Listing_Logo V	
UPLOAD A FILE Instagram Logo-01.jpg				-
			CANCEL	Æ

HOW TO UPLOAD YOUR COMPANY LOGO TO YOU PROFILE

5. Once you have uploaded your logo and other content select SAVE at the bottom of the page.

***If you are updating your logo due to it changing please contact the NCEL so we may update your company logo in our data base. Please email a PNG or JPEG of the logo to <u>tara@ncel.org</u>.