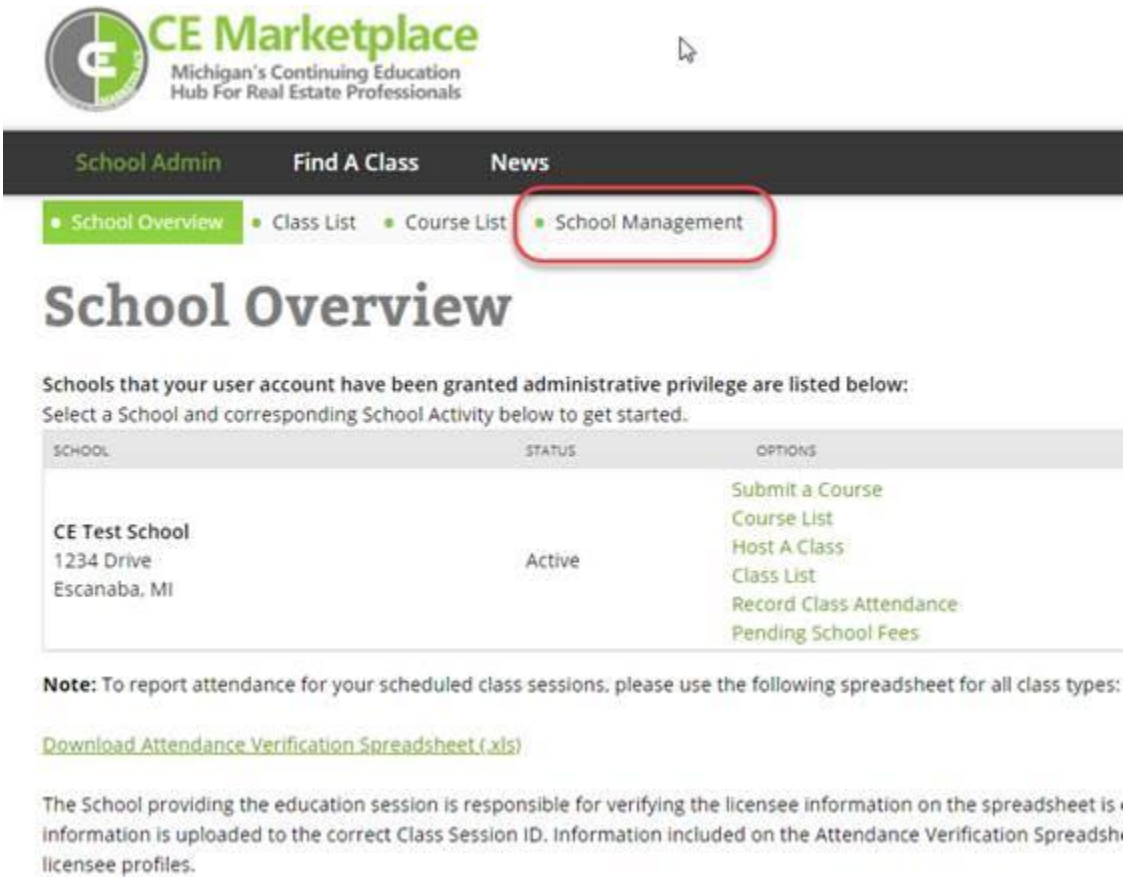
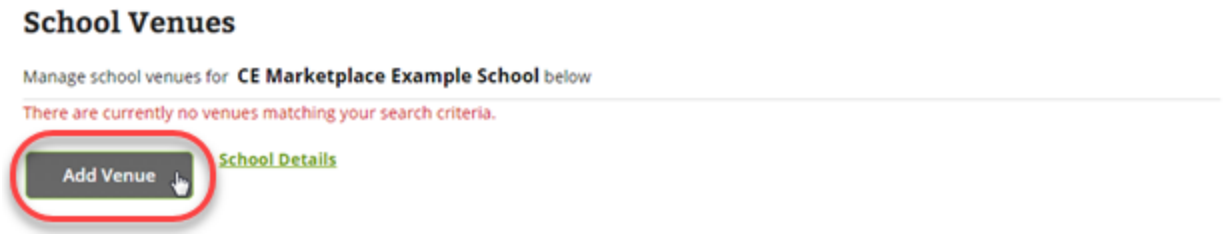
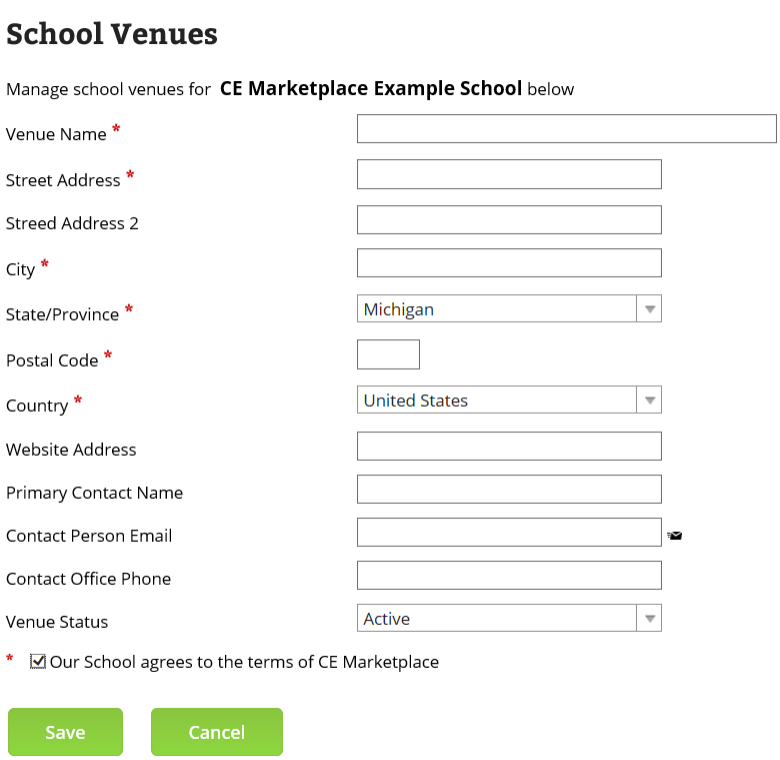
To add venues to your School, click on the School Management link from your School Overview page:



Once you are on the School Management page, you will first click on the School in which you will be adding venues:

Once you are at the School Management page, click on the 'Edit Venues' button:

Next you will add venues to your School Venue list by clicking the 'Add Venues' button:



On the next page, you will be able to add your venue information. Once this is completed please select the acknowledgement agreement check box and then click “Save.”