



USBC ASSOCIATIONS CANVA USER GUIDE

Using the USBC Associations Canva Platform

Overview

Welcome to the USBC Associations Canva Platform User Guide. This guide is designed to help you navigate and use the Canva platform to create engaging designs for a variety of purposes, including social media, banners, posters, flyers, and more.

Whether you are a beginner or have experience using the Canva platform, this guide provides step-by-step instructions to help you understand Canva's features and tools, use templates, customize designs, upload imagery, collaborate with others and export finished projects.

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Accessing & logging into Canva

Step 1

In your web browser, navigate to **Canva.com** and click the **Log in** (Image 1) button in the upper right corner of the browser window.

Step 2

Using your **Canva** login credentials, enter your Username, and Password. Click **Log in**.

Username = [email address] (Image 2)

Password = [supplied from USBC] (Image 3)

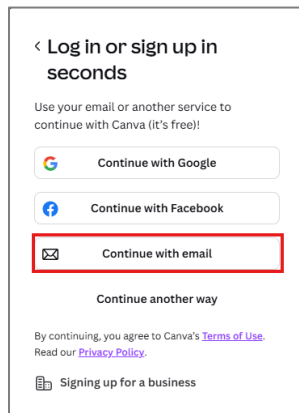


Image 1

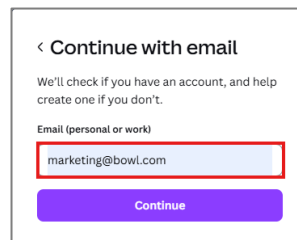


Image 2

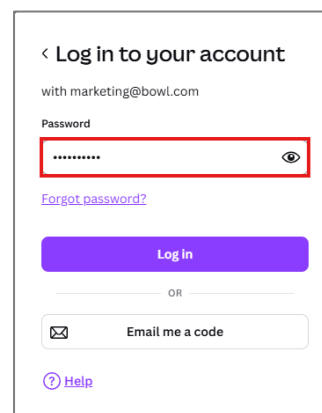
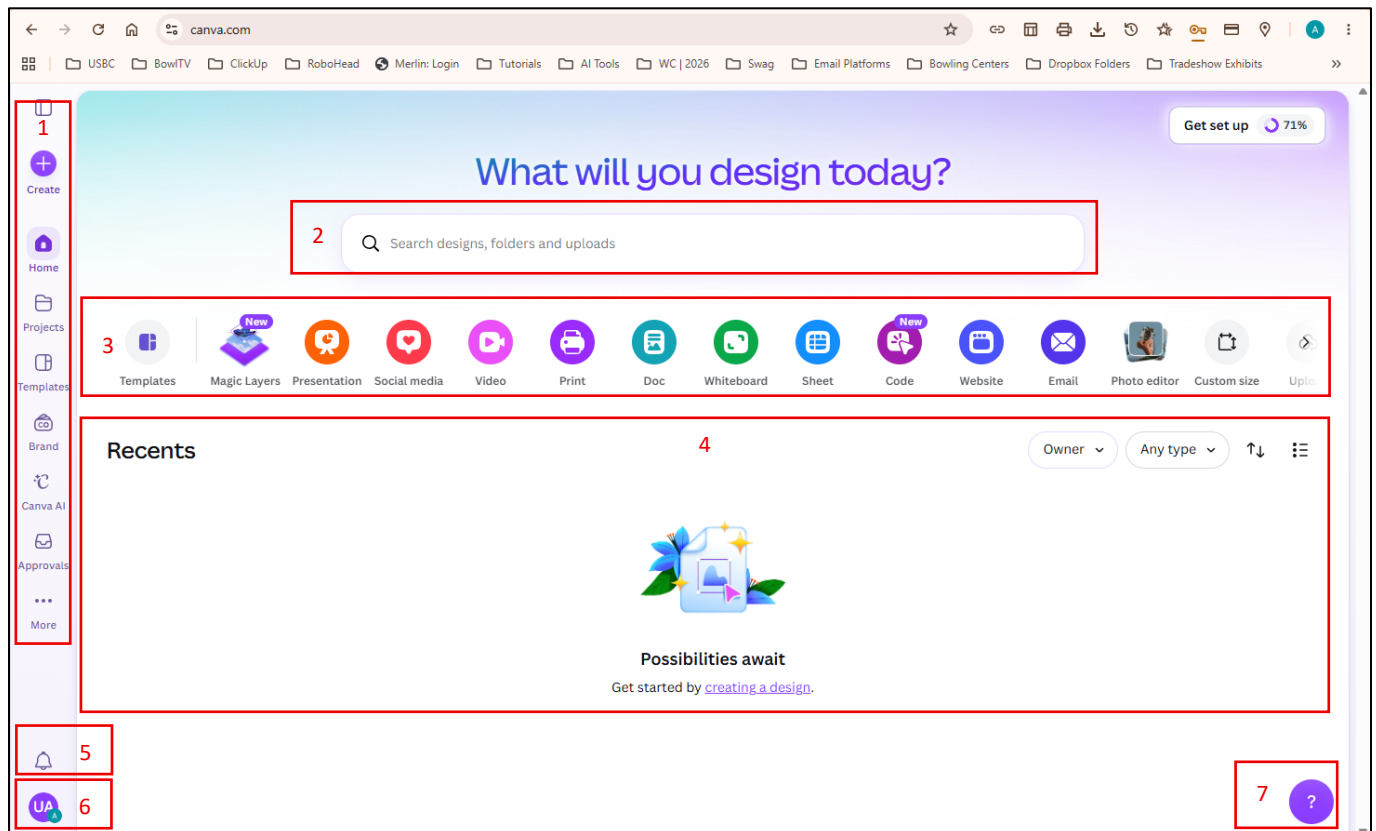


Image 3

Navigating your Canva homepage

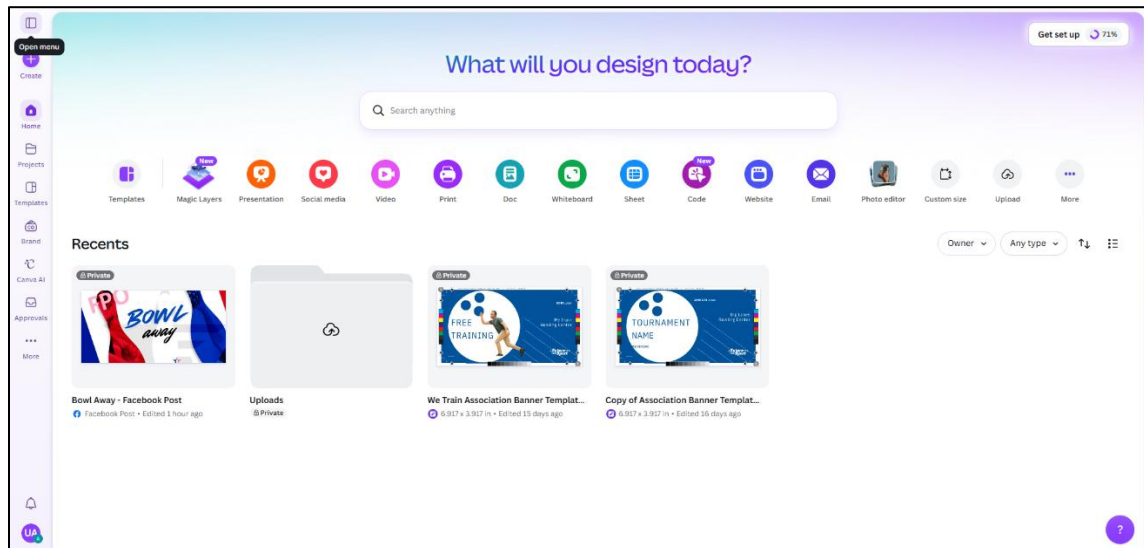
Below is a breakdown of your Canva Homepage:

1. **Side Panel / Sidebar** – This is the main navigation menu. It includes items such as Home, Projects (where you organize your work), Templates, Brand (your Brand Kit) and other tools.
2. Canva **Search** field – searches your Associations site based on the search criteria entered.
3. **Visual Suite** – Category icons allowing you to navigate to the various areas of the Canva platform.
4. **Main Working Area** – Displays Recent designs, plus more.
5. **Notifications** – Can be used to see if you have received communications from your colleagues.
6. **Avatar** – Navigate to and change settings to personalize your Canva experience. You can also switch between Canva profiles, should you have multiple Canva accounts.
7. **Help Assistant** – Use this Chatbot to contact Canva Support or to create a Support ticket.



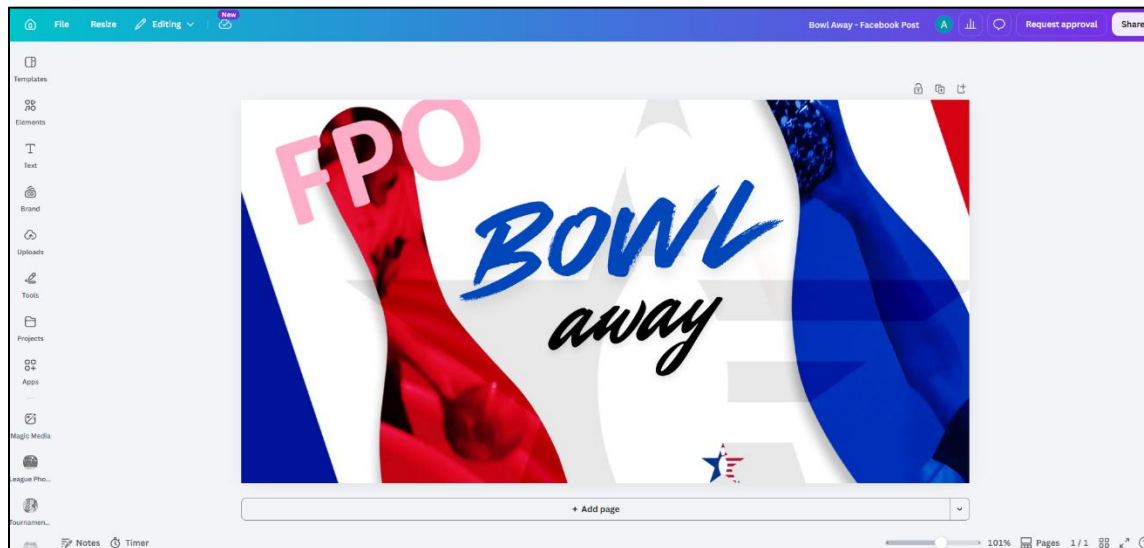
Accessing existing designs

As designs are created in Canva, they are easily accessible from the **Recents** section on the Homepage.



Step 1

Click the thumbnail of the design you want to open. This action will open the design in the Canva **Editor**.



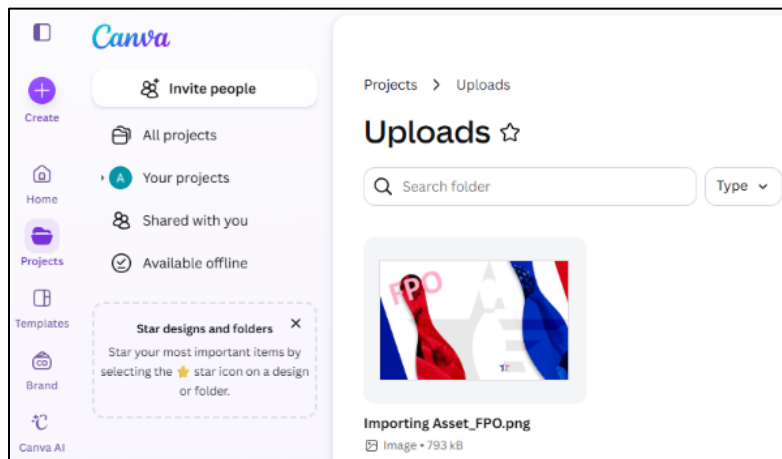
Importing and storing graphics

There are multiple ways in which you can upload graphics into Canva. By default, uploaded assets will be stored in your Uploads folder. Any asset uploaded is considered “Private” and only can you can see/use it unless the asset has been shared.

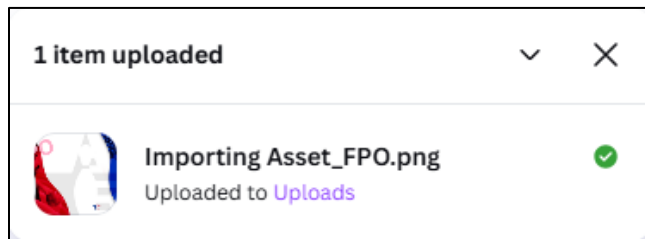
Method 1: Drag and Drop to your Browser Window

Step 1

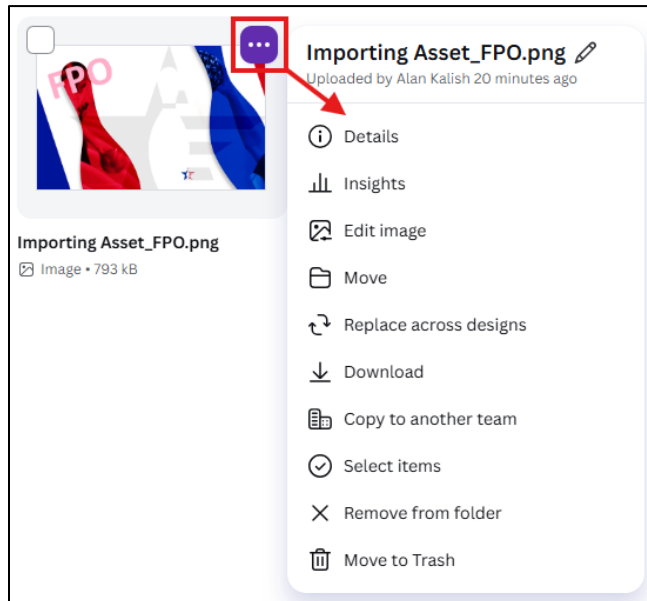
Drag your asset into your browser window (Home screen or Projects). The words **Drop items to upload** will appear on screen. Release the mouse button.



The **Uploads** window appears with the asset you are uploading shown. Confirmation of the uploaded asset is shown in the lower right corner of the browser window.



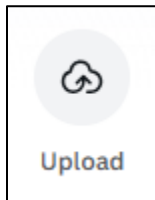
Once the asset is uploaded, hover your cursor over the thumbnail. An ellipse (...) appears in the upper right corner. Click the ellipse to view a menu of items that allow you to further manage the asset.



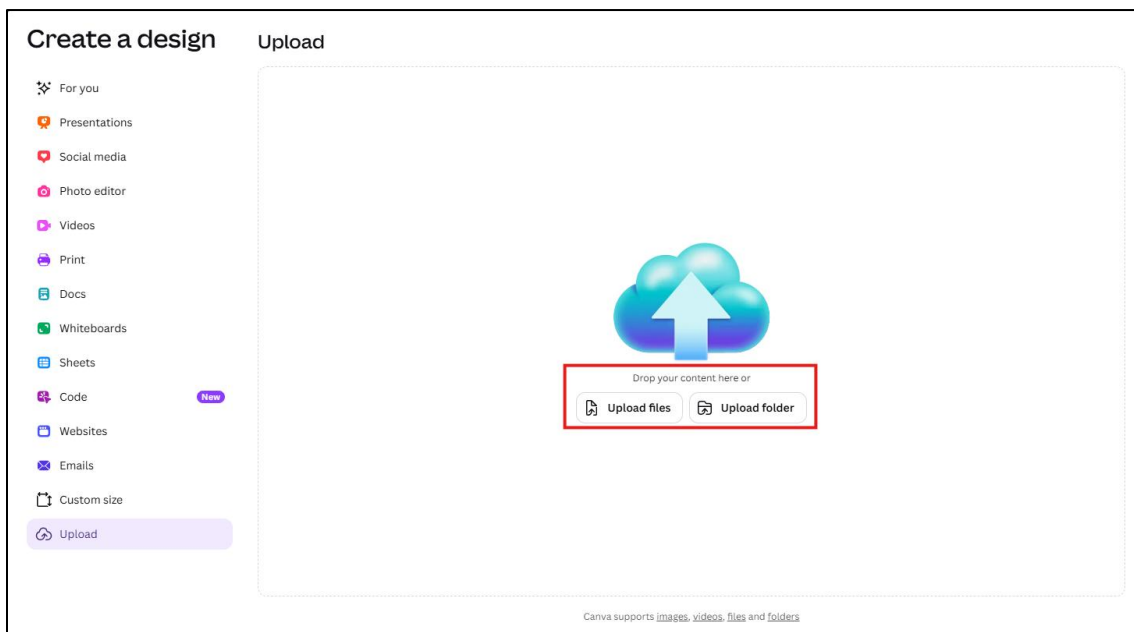
Method 2: Upload Icon

Step 1

In the **Visual Suite** area on your Canva Homepage, click the **Upload** icon.



The **Create a design > Upload** window will open.



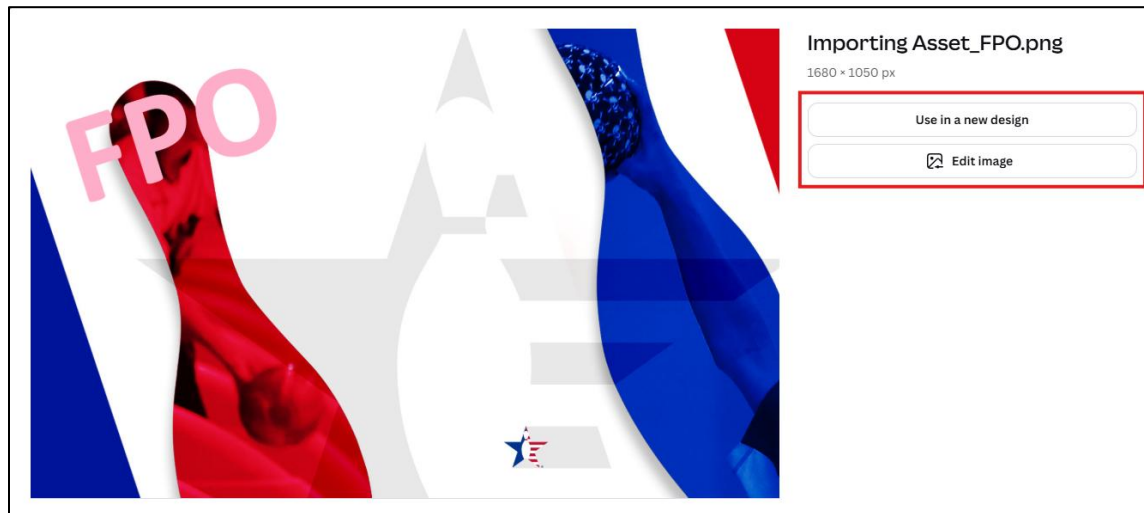
There are three options to import assets into Canva:

- Drag and Drop – Click, drag and drop the asset to the window
- Upload Files – Upload a single or multiple assets
- Upload Folder – Upload a folder containing multiple assets

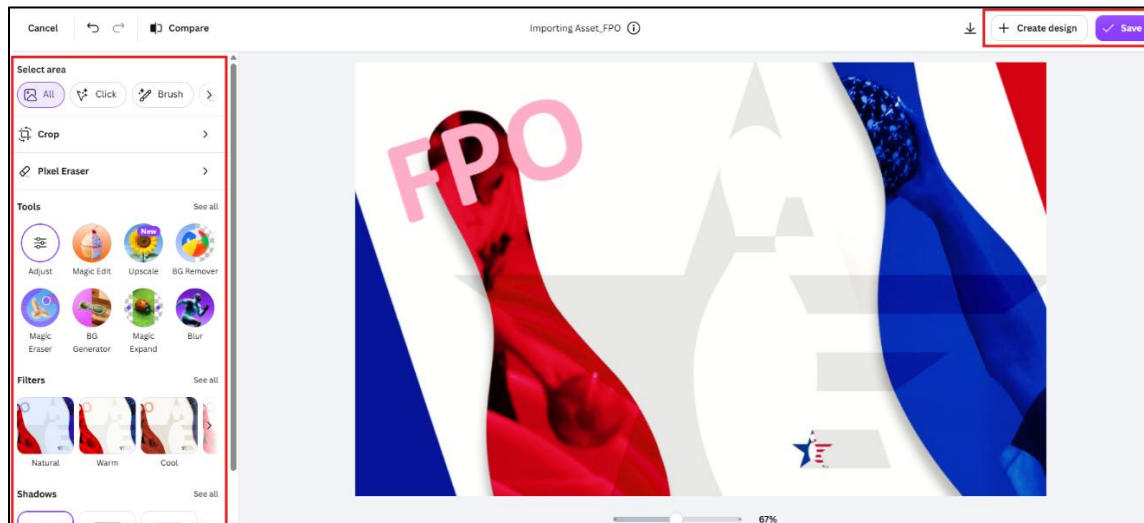
Step 2

If choosing to use the drag and drop option, simply navigate to the asset to be uploaded and click, drag and drop it onto the **Upload** window.

A pop-up window will open showing a preview of the asset. Click either **Use in a new design** or **Edit image**.



Should you need to alter the image, click **Edit image**. In the editing window that opens, manipulate the asset as desired. When complete, click the **Save** or **+Create design** button.

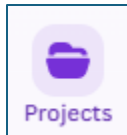


Clicking **Save** will update the asset that has been uploaded into the **Uploads** folder. Clicking the **+Create design** button will open the asset in the **Editor** view.

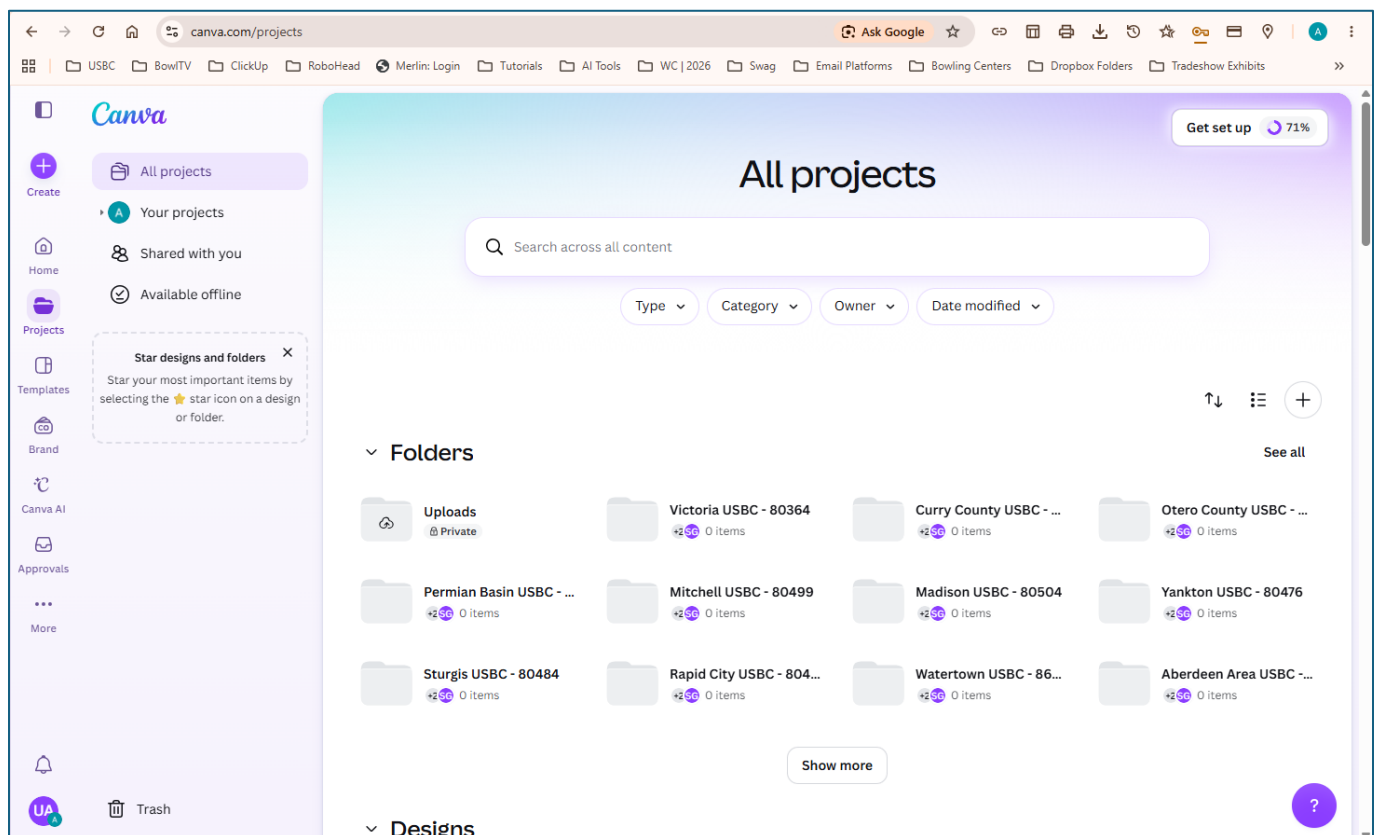
Creating projects in Canva – from a template

Step 1

In the Sidebar, click the **Projects** icon.



This will open the **All projects** view, where you have access to folders, designs, templates, etc. This is your centralized resource library, giving you access to everything and anything you will need to create your designs.



NOTE: Unless shared, anything you create will be private to you.

Step 2

Access your brand templates from either the **Projects** or **Brand** view.

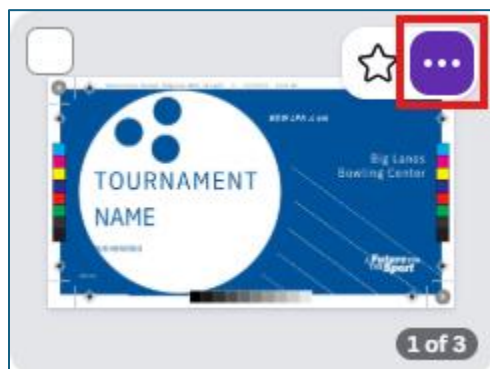


Step 3

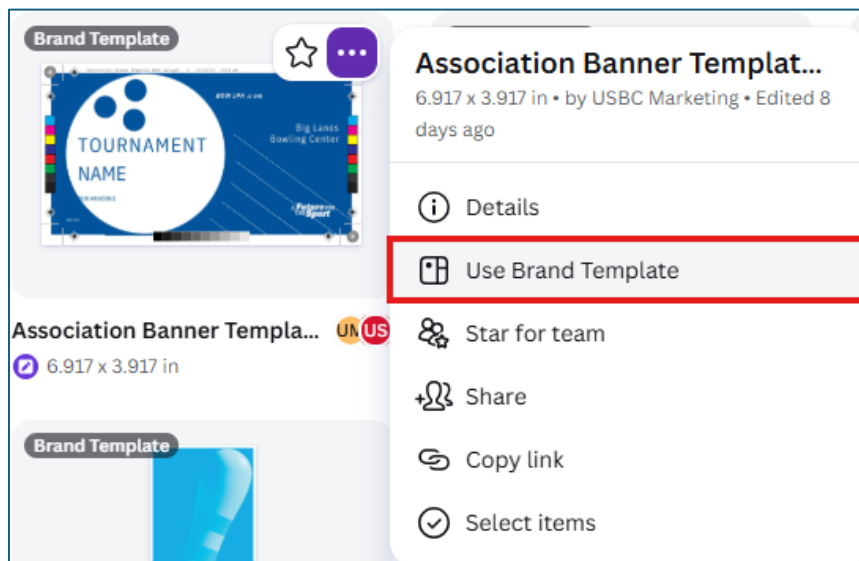
Find the template you want to use.



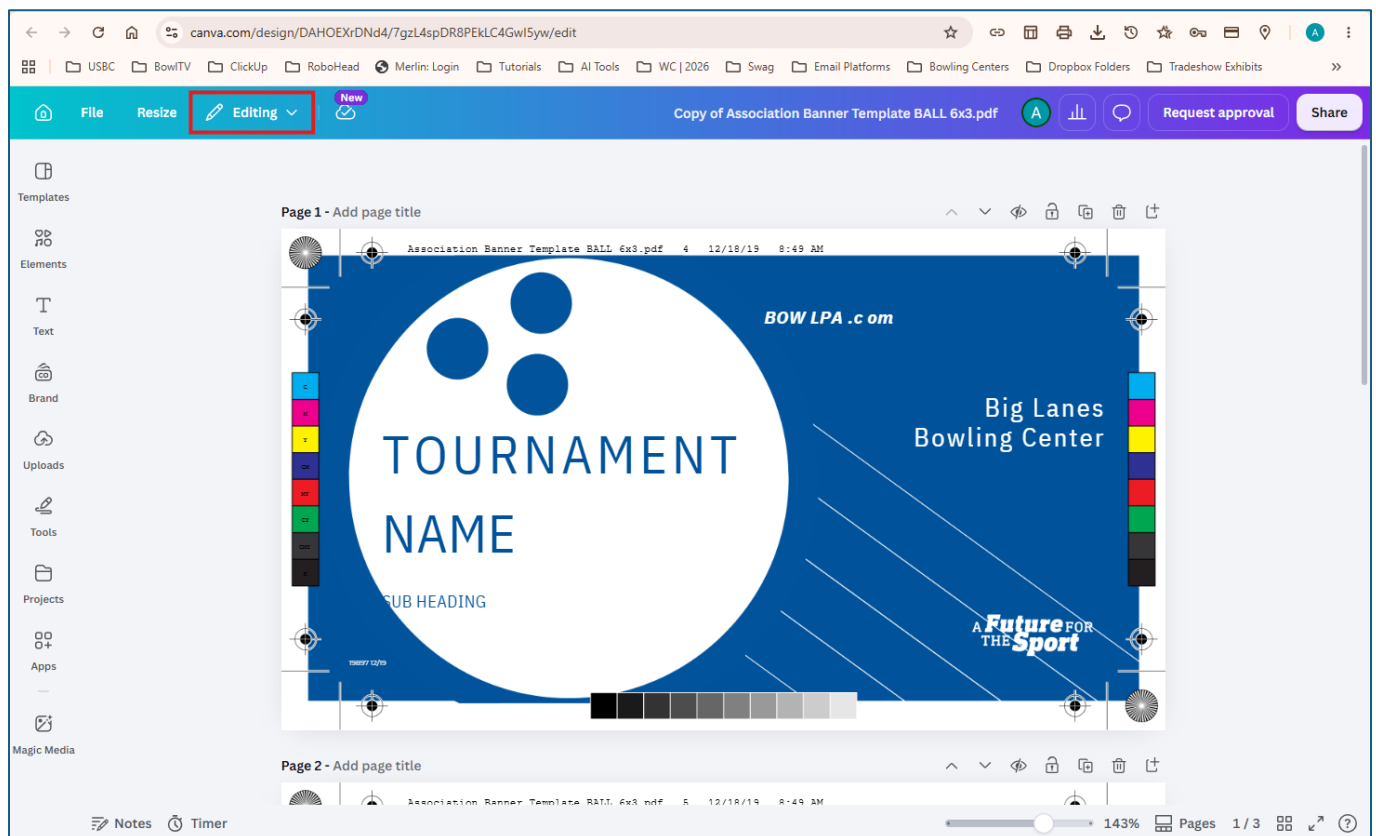
Hover your cursor over of the thumbnail and click the **ellipse icon**.



In the menu that opens, select **Use Brand Template**.



This action creates a copy of the original template and opens the template in an **Editable** view.



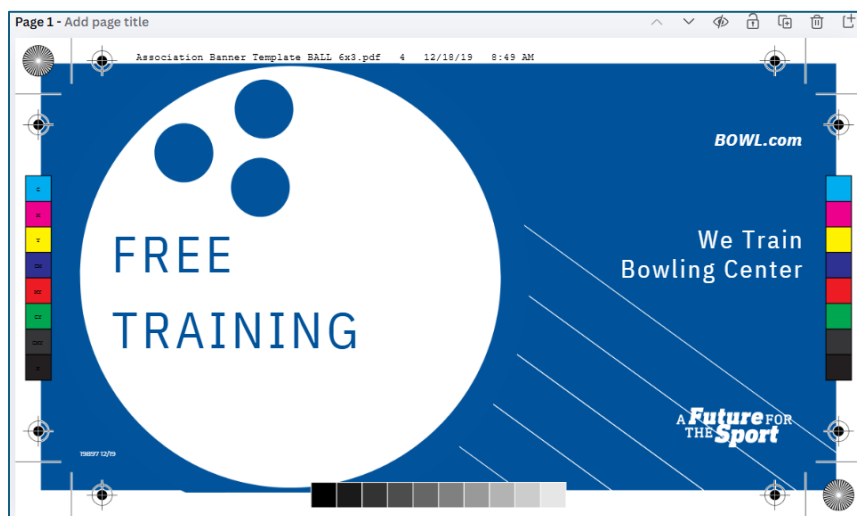
Step 4

As you navigate your cursor around the template, the editable text fields of the template will highlight with a colored border.



Step 5

Click in the highlighted area and replace the text with your required copy. Because this is a template, all copy will automatically be formatted to the appropriate specifications.

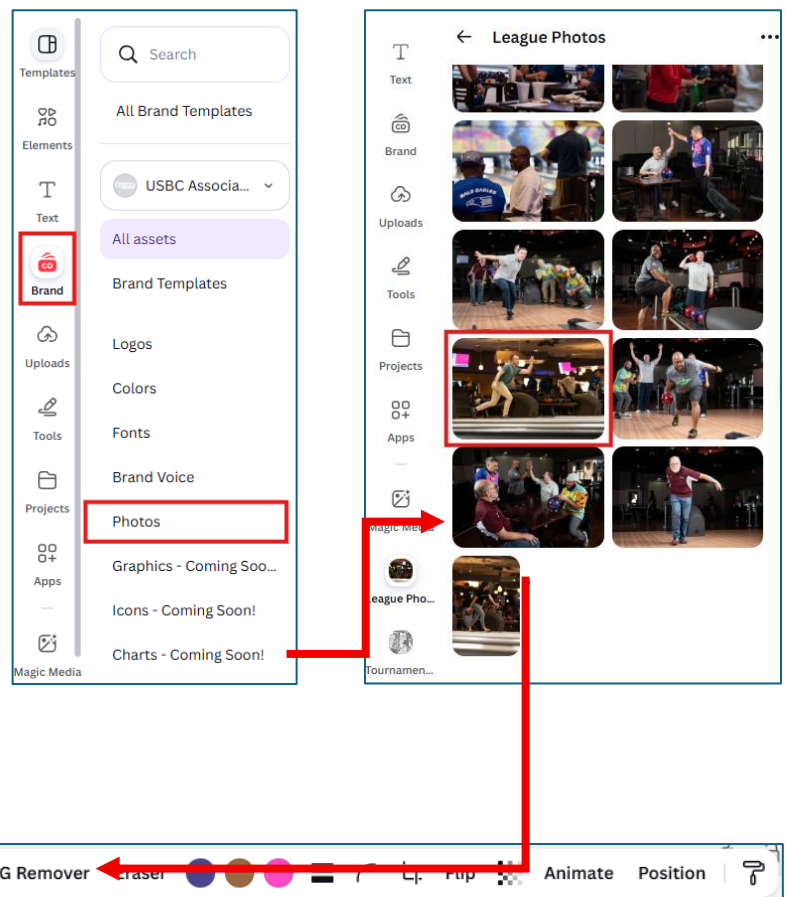


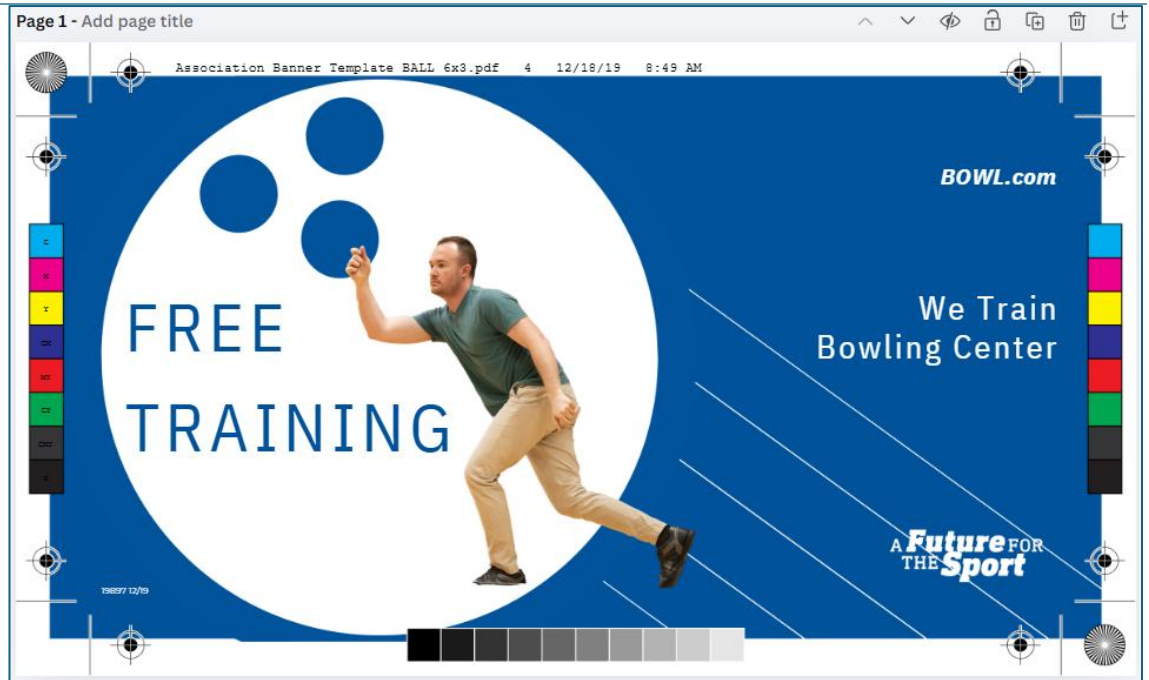
Step 6

Add imagery by clicking the **Brand** icon and then selecting **Photos**.

A single click on the thumbnail will place the image in your design.

Once placed, use the various Canva tools to manipulate the image as desired and position the image where appropriate.





Step 7

Name your file. By default, when you clicked Use Brand template (Step 3), Canva appended the file name with **Copy of** at the beginning of the file name. Change this to meet your own file naming convention needs.

Before



After

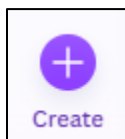


Creating projects in Canva – new asset (no template)

When creating a new design, best practice would be to import any new visuals you may want to use prior to beginning.

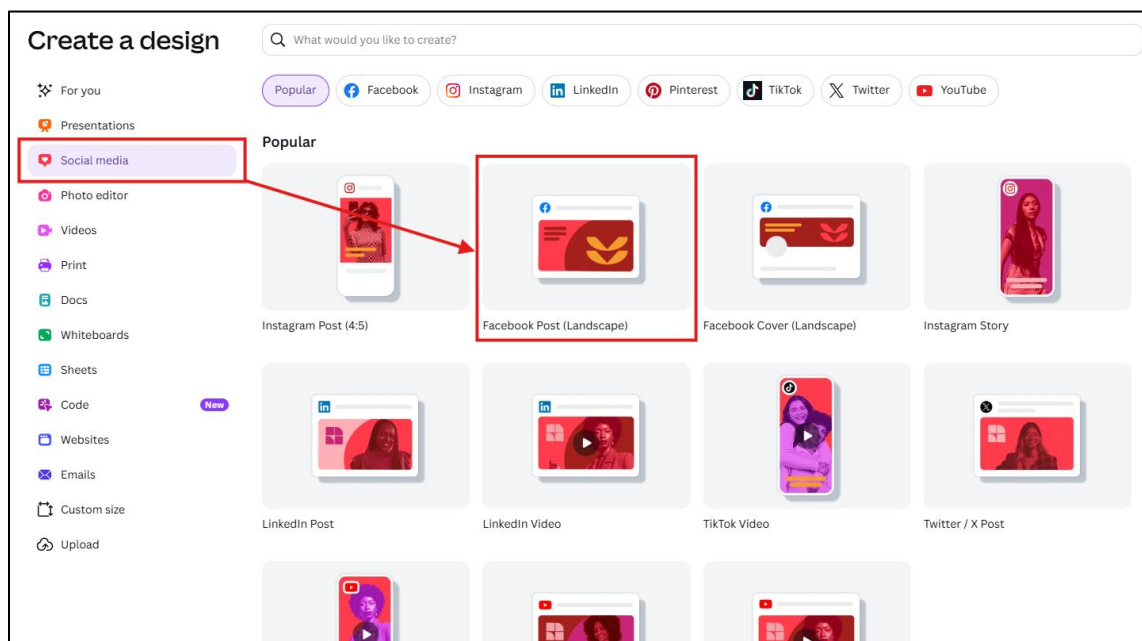
Step 1

In the **Sidebar**, click the **Create** icon.

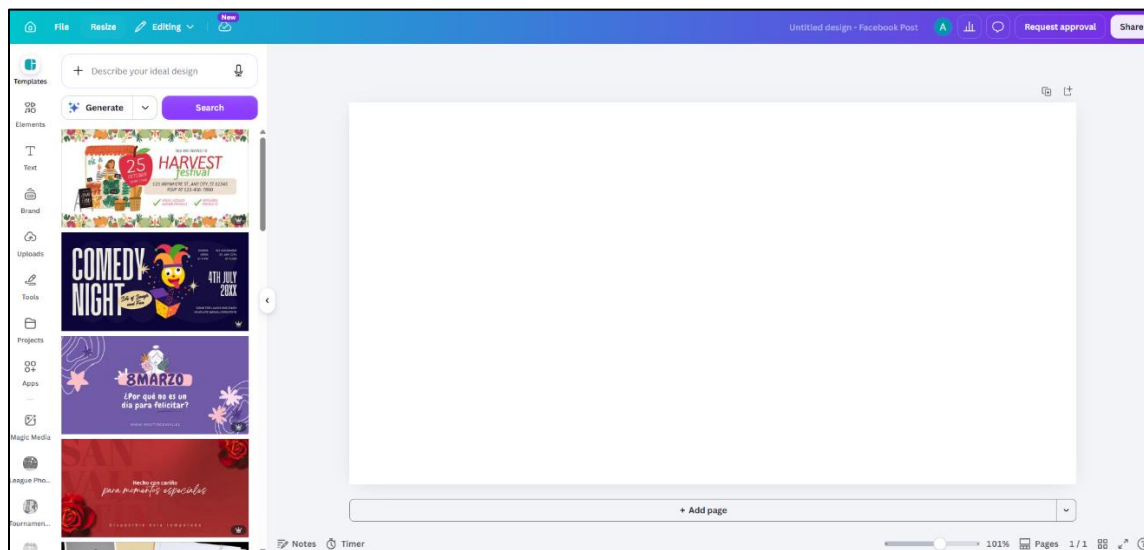


Step 2

In the **Create a design** window, select what it is you need to create.

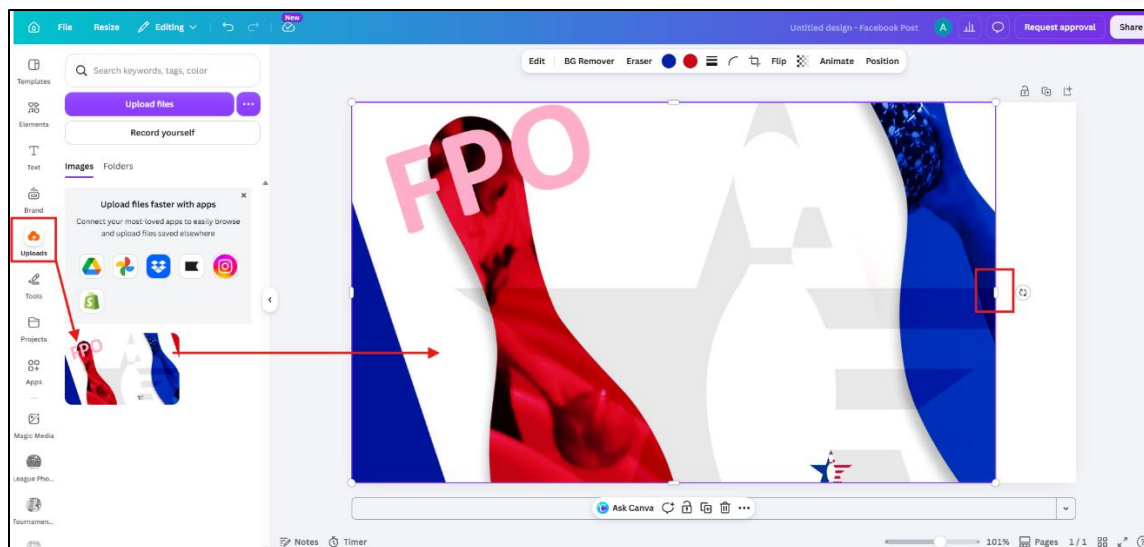


Whichever option you choose, will open the **Editor** view. The canvas will be the appropriate size.



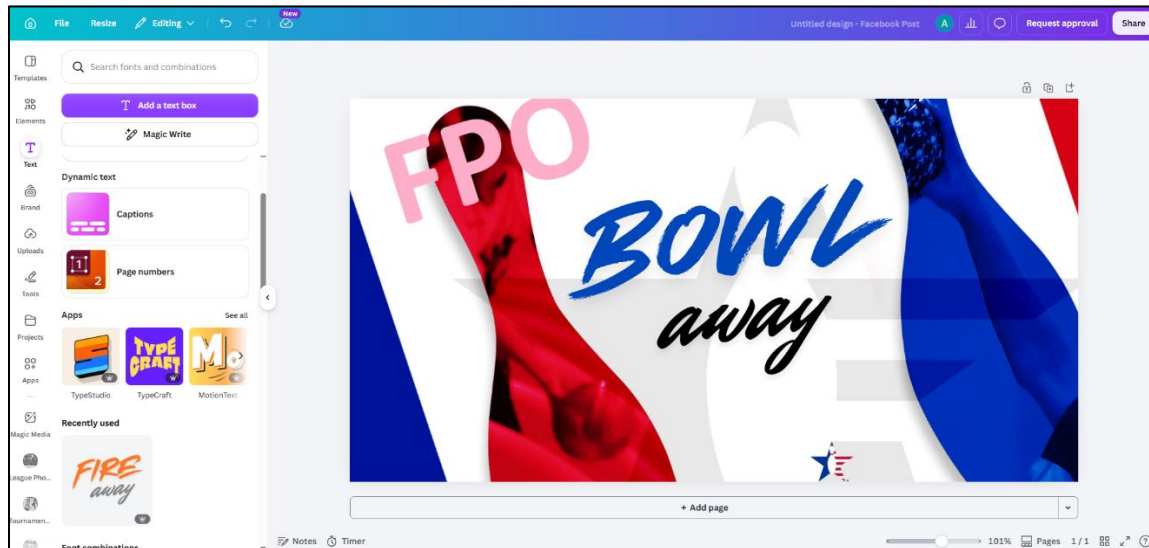
Step 3

Navigate to your **Uploads** folder or wherever your assets are being stored. Click, drag and drop the asset to the canvas. Position the graphic and then resize the graphic by clicking one of the handles positioned around the graphic.



Step 4

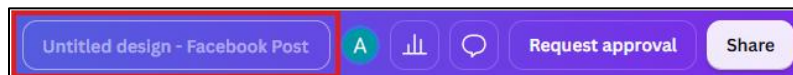
Continue to design your asset by using various Canva tools, such as adding text or other graphics.



Step 5

Click in the field above the **Editor** that says **Untitled design** and name your asset.

Unnamed



Named



**Remember to ALWAYS follow your Brand template
colors and fonts guidelines!**

Sharing your designs

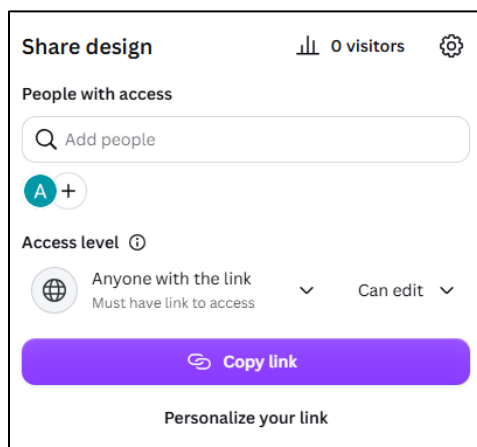
When sharing or looking for comments on your designs, the recipient(s) do not necessarily need to have a Canva account to gain access to your design.

Step 1

With the design open in the Canva Editor, click the **Share** button in the upper right corner of the Editor screen.



The **Share design** window will open.

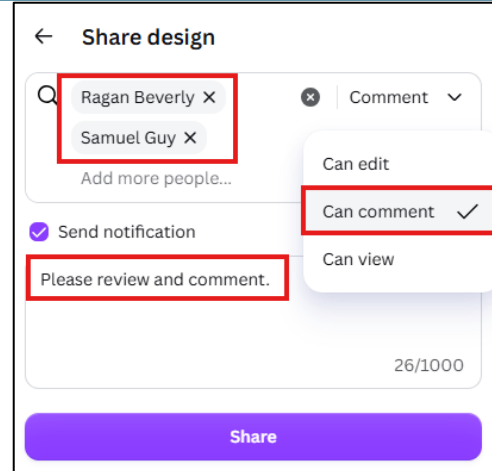


Step 2

For those you need to share your designs with, in the **People with access** section enter their names or email address in the **Add people** field. You can add multiple names or email addresses if needed. Click the down arrow to the right of the names and select the level of permission the recipient should have.

Additionally, in the **Add message** field, enter a note for the recipient(s).

Click the **Share** button.



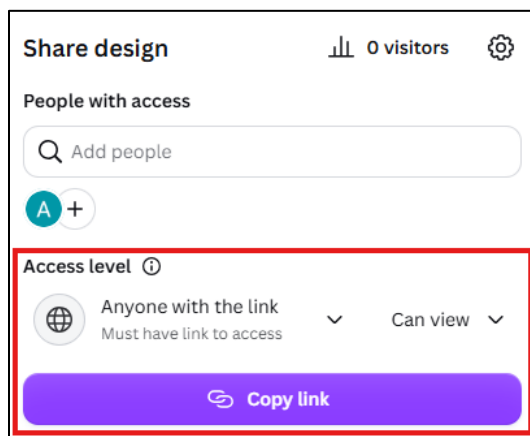
You can also share your designs by sending a link via email to those needing to review the design.

Step 1

In the **Share design** window, select **Anyone with the link** from the **Access level** section. Additionally, choose the level of permission you want to grant the recipient(s):

- Can edit
- Can comment
- Can view

Click the **Copy link** button. This link can be pasted into an email that can be sent to one or more recipients.



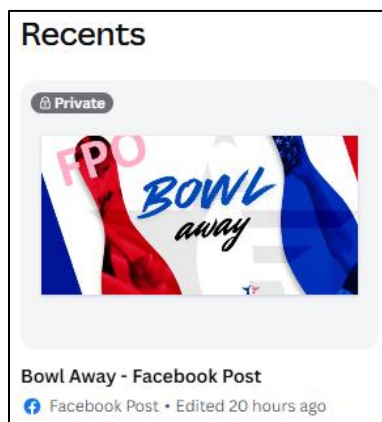
Deleting and Restoring Your Designs

Deleting a design in Canva is quick and straightforward and can be done with a few clicks. If needed, you can later restore it from the Trash before it is permanently deleted, making the process quite simple.

Deleting Designs – from the Homepage

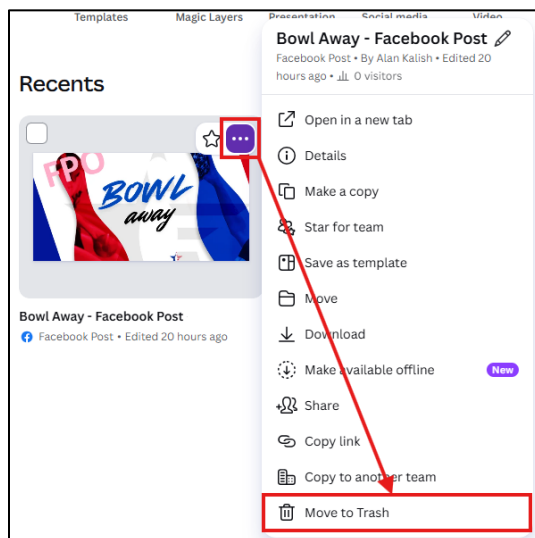
Step 1

From the Canva **Homepage** locate the design you want to delete.



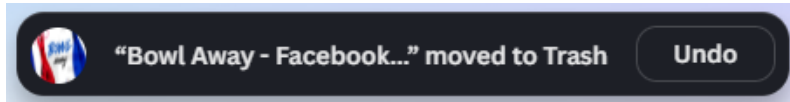
Step 2

Hover over the thumbnail and click the **More** (ellipse) button. Select **Move to Trash** from the menu.



Step 3

The design will be moved to **Trash**.

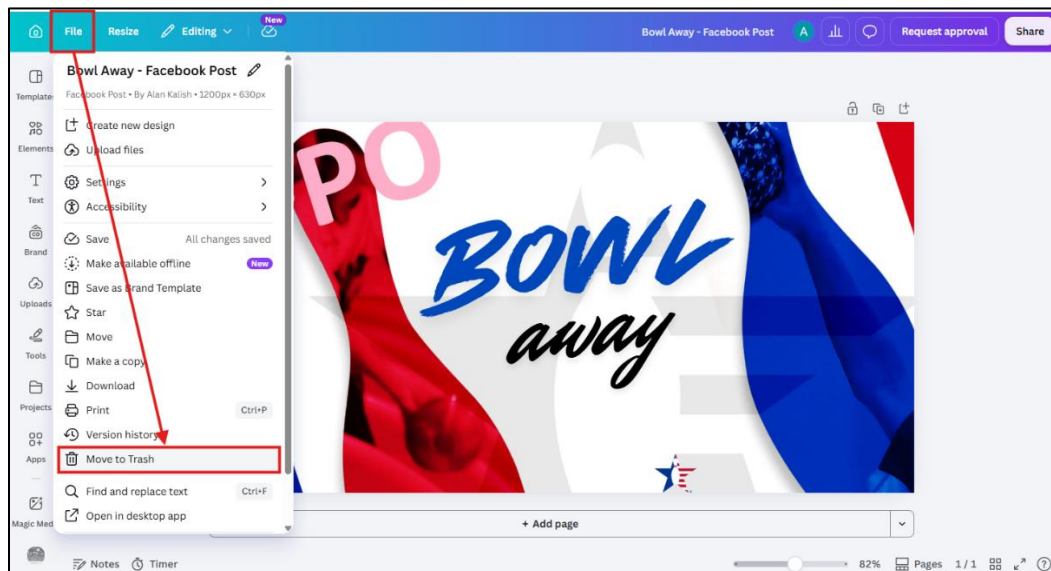


The design will be removed from your main projects and placed in the Trash. Click **Undo** if needing to revert this process.

Deleting Designs – from the Editor

Step 1

If you are viewing your design from the **Editor**, you can trash the design by navigating to the **File** menu and selecting **Move to trash**.



Step 2

Confirm the deletion by clicking the **Move to Trash** button.

Trash design?

You are about to move "Bowl Away - Facebook Post" to the trash. You'll have 30 days to restore it from the trash before it's automatically deleted.

Cancel

Move to Trash

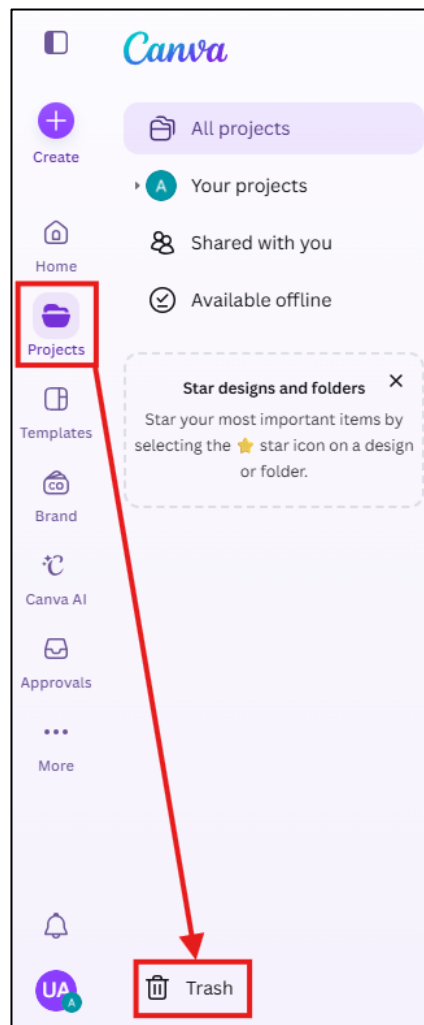
Restoring Designs

You have 30 days to restore a design before it is permanently deleted from the system.

Step 1

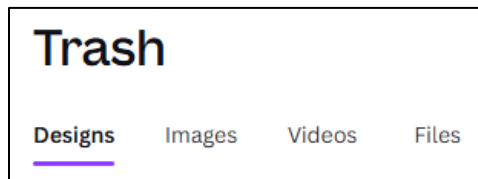
In the Sidebar, click the **Projects** icon and then the **Trash** icon.

This will open the **Trash** view.



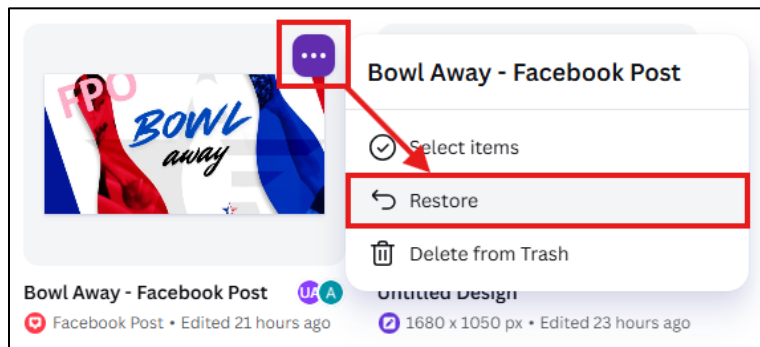
Step 2

Depending on what you are wanting to restore, click the appropriate heading: **Designs**, **Images**, **Videos** or **Files**.



Step 3

Click the **More** (ellipse) button. In the menu, select **Restore**.



The design will now be accessible in your **Projects**.

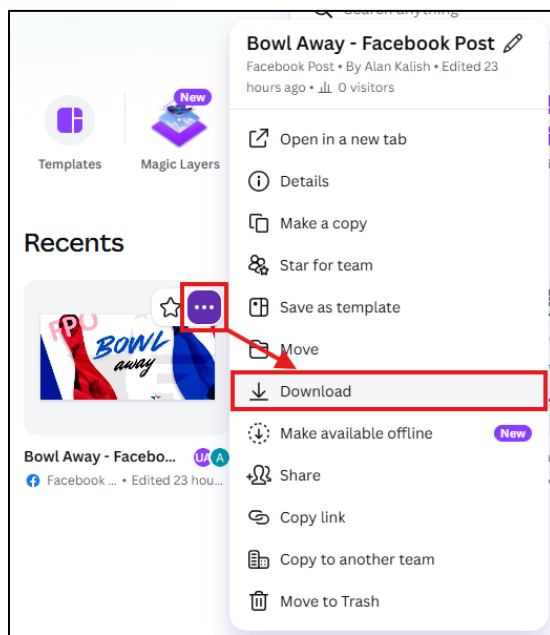
Downloading your designs

Canva makes it easy to download your completed designs in a variety of file formats.

Downloading your designs – from the Homepage

Step 1

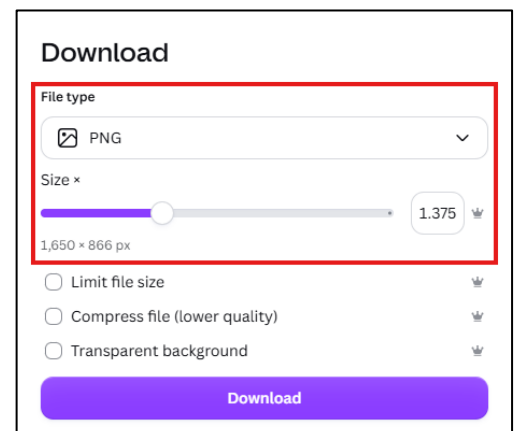
Locate the design you want to download. Click the **More** (ellipse) button and in the menu that appears, select **Download**.



Step 2

In the **Download** screen, select the **File type** format you want Canva to download your design to. Also, select the **Size** (pixels shown beneath the slider) you need the asset to be exported to. Click **Download**.

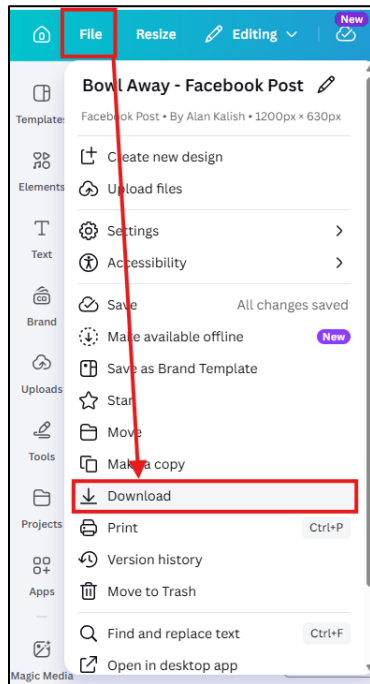
The exported asset(s) can be found in your **Downloads** folder.



Downloading your designs – from the Editor

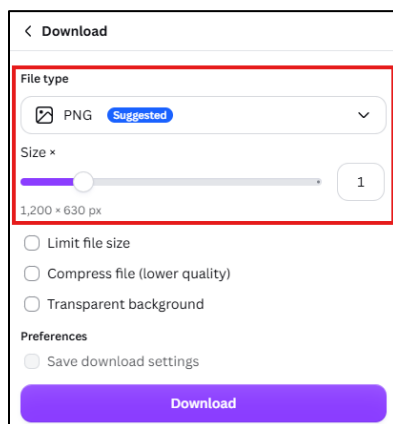
Step 1

With your design viewable in the **Editor**, navigate to the **File** menu and select **Download**.



Step 2

In the **Download** screen, select the **File type** format you want Canva to download your design to. Also, select the **Size** (pixels shown beneath the slider) you need the asset to be exported to. Click **Download**.



The exported asset(s) can be found in your **Downloads** folder.

Canva Help & Support

Several support options are available to help answer your Canva questions:

- You can always contact your **USBC Field Services Manager** with any questions you have.
 - USBC main phone number: 800.514.2695
 - Field Service Managers

Field Service Manager	Region	Phone	Email
Tina Brown	Southeast	817.385.8284	tina.brown@bowl.com
Hugo Cartagena	Northeast	817.385.8246	hugo.cartagena@bowl.com
David Fields	South	817.385.8249	david.fields@bowl.com
Jarrold Gallegos	Mountain	817.385.8327	jarrod.gallegos@bowl.com
Chelsey Mero	Central	817.385.8633	chelsey.mero@bowl.com
Joseph Robb	Pacific	817.385.8268	joseph.robb@bowl.com
Cory Shogren	Midwest	817.385.8338	cory.shogren@bowl.com

- **Help Assistant** – Live chat and the ability to enter a support ticket from within the Canva platform
- **Design School** – Free online resources for learning how to design in Canva
 - To open the Design School, follow the path below:
 - **Side Bar > More > Design School**

Do's and Don'ts

When creating your designs, remember the following:

Do's

1. Have **FUN!**
2. Ensure your Brand Template colors and fonts are being utilized as specified.

Don'ts

1. When using the **A Future for the Sport** logo, it **MUST** be used with your Association logo.