



How to Upload and Use EP® Chapter Templates in Canva

Follow these step-by-step instructions to upload and use the EP® Chapter templates in Canva. These instructions apply to the email banner template, 8.5 x 11 poster template, and social post template.

Step 1: Open Canva and Sign In

1. Open Canva in your browser (or desktop app if you prefer) on your computer.
2. Sign in to your Canva account. If you do not have an account, create one using the free version or your organization's Canva account.

Step 2: Choose the Correct Canva Design Size

1. Select Create a Design.
2. Choose "Custom size".
3. Use the following guide to set the correct size:

Template	Canva Design Size	Use For
Email banner template	Custom size: (600px) X (200px)	Email headers, newsletters, and event email promotions
8.5 x 11 poster template	Custom size: 8.5 x 11 inches	Print posters, handouts, and downloadable event flyers
Social post template	Custom size: (1800px) X (1800px)	LinkedIn, Instagram, Facebook

4. Once you fill in the size, click "create new design"

Step 3: Upload the EP® Chapter Template File

1. In the left-hand menu, select Uploads.
2. Click Upload Files.
3. Browse to the folder where the EP® Chapter templates are saved.
4. Select the template file you want to use, such as the email banner template, 8.5 x 11 poster template, or social post template.
5. Once uploaded, the file will appear in your Canva uploads.
6. Click the uploaded template to add it to your design workspace.
7. Once added to your design workspace, right click on the template and choose "set image as background"

You are now ready to customize the template with your chapter or event information.

Step 4: Add Chapter or Event Information

1. In the left-hand menu, select Text.
2. Click Add a Text Box.
3. Place the text box over the area of the template where information should appear. (Sample images are provided in our media kit for you to use as a reference.)
4. **With your text box selected**, choose the font “Open Sans” from the left-hand menu. (Using the search bar at the top of this menu is the fastest way.)
5. Enter the chapter, campaign, or event details.
6. Repeat as needed for each section of the template. (Typically, one text box for each: Title, subtitle, event description (if needed), time, date, location)

Recommended details may include:

- Chapter name
- Event or campaign title
- Date and time
- Location or virtual event link
- Registration link or call-to-action
- Speaker or presenter information
- Contact information or website, if applicable

Step 5: Adjust the Template for the Format You Are Creating

Before downloading, review the template to make sure the layout, text size, and spacing work for the format you are creating.

Template	What to Check
Email banner template	Keep the message short and make sure the main event or campaign details are easy to read at a glance.
8.5 x 11 poster template	Use larger text for key details and confirm the poster remains easy to read when printed.
Social post template	Keep copy concise and confirm the design fits the social platform where it will be posted.

Step 6: Download the Finished Design

1. Select Share in the top-right corner.
2. Click Download.
3. Choose the file type that matches how the design will be used.
 - PNG or JPEG: Recommended for email banners and social posts.
 - PDF Print: Recommended for 8.5 x 11 posters or files that will be professionally printed.
 - PDF Standard: Recommended for downloadable or shareable digital posters.

Step 7: Locate and Use Your File

1. Once the download is complete, the file will be saved to your computer's Downloads folder unless you selected a different save location.
2. Upload the finished file to the appropriate channel, such as an email platform, event page, social media platform, or print vendor.

You're Ready to Share!

Your EP® Chapter template is now customized and ready to use for email, print, or social media promotion.

CONTACT US

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