HOW TO USE OUR CANVA TEMPLATES

A step-by-step guide for members, no design experience needed. [Edit: add your organization name and contact email.]

What you'll need

• **A free Canva account.** Sign up at canva.com with your email or Google account. It takes about a minute.

• **A computer** is easiest, but the Canva mobile app works too.

• **Your logo**, **brand colors** (as hex codes, like #1A73E8), and **any photos** you want to use.

Good to know: when you open one of our templates, Canva gives you your own copy. Nothing you change will affect the original or anyone else's version, so you can't break anything. Experiment freely.

Step 1: Open the template and make it yours

1. **Go to our template page** at https://usadultsoccer.com/social-media-resources/ and find the template you want.
2. **Click its link.** A page opens showing the template with a purple Use template button.
3. **Click "Use template".** If asked, log in or create your free account.
4. **The template opens in Canva's editor** as a new design in your account. You can start editing right away.

Canva saves your work automatically as you go. You'll find the design later on your Canva home page under Recent designs or Projects.

Heads up: Page 1 of every template is a blank Logo page. Leave it in place for now. You'll use it in Step 3 to load your brand colors.

A quick tour of the editor:

- **Canvas**: the big center area where your design lives.
- **Left sidebar**: where you find Elements, Text, Uploads, and other tools.
- **Top toolbar**: changes depending on what you've clicked. Click a piece of text and you'll see font and color options. Click an image and you'll see image options.
- **Bottom of the screen**: page thumbnails, if your design has more than one page.

The golden rule: click an item once to select it, and the toolbar at the top shows you what you can change.

Step 2: Edit the text

1. Double-click any text to start typing. Select the old words and type over them.
2. Click once on the text box (not inside it) to change the whole box at once. Use the top toolbar to change the font, size, bold, italic, alignment, and color.
3. To add a new text box, open Text in the left sidebar and click Add a text box.

Step 3: Change the colors to match your brand

First, add your logo to the Logo page. This makes your brand colors appear in the color menu automatically, so you don't have to type them in.

1. Go to Uploads in the left sidebar, click Upload files, and add your logo.
2. Scroll to page 1 (the blank Logo page) and drag your logo from the Uploads panel onto it.
3. Keep the logo on that page while you work. Canva reads its colors, and they'll show up in the color menu below.

Now recolor the design:

1. **Click the element you want to recolor** (a shape, text, or background).
2. **In the top toolbar, click the color square.** It looks like a small square showing the current color.
3. **A color panel opens.** To use your exact brand color, click the + (or New color) button and type your hex code, such as #1A73E8, into the box. Press Enter.
4. Repeat for each element you want to change.

Time-saver: After you click the color square, look for the Document colors section in the panel. It shows every color used in the design. Your logo's colors appear in the **Photo colors** section just above it, so you can click one to apply it right away. Click any color there, choose your new color, and Canva will swap it everywhere that color appears at once, so you don't have to recolor item by item.

If you have Canva Pro: You can save your colors, fonts, and logos in a Brand Kit (find it under Brand in the left menu of your home page) and then pick from them with one click.

Step 4: Change the fonts

1. Click the text you want to change.
2. In the top toolbar, click the font name (it shows something like "Montserrat").
3. Scroll or search the list for your brand font, then click it.
4. To change fonts on many text boxes at once, hold Shift and click each text box, then pick the font once.

Step 5: Replace the image

This is the part that surprises most beginners, and it's easy.

1. Open Uploads in the left sidebar and click Upload files to add your photo from your computer. Wait for it to appear in the panel.
2. Drag your photo from the Uploads panel and drop it directly on top of the existing image in the template. If the template image sits inside a frame, your photo snaps into place and replaces the old one.
3. Double-click the new image to reposition it inside the frame. Drag to move it, and use the slider or corner handles to zoom.

If the photo doesn't snap in: Click the old image and press Delete on your keyboard. Then drag your photo in, and drag the corner handles to resize it. Hold Shift while dragging to keep the proportions.

To add your logo, upload it the same way and drag it onto the design.

Important: our logo is a stand-in. Any USASA logo you see in a template is a placeholder showing where your logo (or relevant team/event logo) belongs. Click the placeholder logo, press Delete, then drag your logo into its place. Scroll through every page and check each corner so none are missed.

Step 6: Duplicate your design or a page

Want to make more than one version, such as several posts in the same style?

To duplicate the whole design:

1. On your Canva home page, hover over the design.
2. Click the three dots (...) that appear, then choose Make a copy.

You can also do this inside the editor: click File in the top menu, then “Make a copy”.

To duplicate just one page:

1. Look at the page thumbnails at the bottom of the editor (or the page you're viewing).
2. Click the duplicate icon on the page, or the three dots and choose “Duplicate page”.
3. Edit the new page without touching the original.

Step 7: Save and download your design

1. Click Share in the top right corner, then Download.
2. Choose a file type:

- PNG for social media posts and web images
- PDF for documents and anything you'll print
- MP4 if your design has animation

3. Select the right pages:
   a. Go to “Select pages”
   b. Choose “custom”, and select the posts you want to download
4. Click Download.

You can also post to social media or share a link to your design directly from the Share menu.

Note: Don't download the Logo page. In the download menu, open “Select pages” and untick page 1 so only your finished design is saved. You can delete the Logo page after you've downloaded, but note that your logo colors disappear from the color menu once it's gone.

Step 8: Post it and tag us

Your design is ready to share! Post it to your social media account, then:

1. **Tag @usadultsoccer in your post, in the caption or on the image itself, so we can see it.** We love seeing how members use these templates and may share your post. Make sure to add #usadultsoccer too!
2. **Before you post, check:** Is your logo in place of ours everywhere, including the small spots? Are the colors and fonts yours? Does every name, date, and detail say what you intend?
3. **Collaborate with us on Instagram!** When you post to Instagram, invite @usadultsoccer as a collaborator. There's no need to send a DM or email. If we accept, your post can appear on both our profiles and share likes and comments, which puts your organization in front of more people.
   a. How to collaborate:
      i. Create your post as usual.
      ii. On the final screen, before you tap “Share”, tap “Tag people”, then “Invite collaborator”.
      iii. Search for @usadultsoccer, select it, and tap “Done”.
      iv. Tap “Share”. We'll receive the invite and can accept it from there.

v. Tip: Add the collaborator before you publish, since Instagram's options for adding one afterward can be limited. If you don't see "Invite collaborator" (this can happen on some private accounts), tag @usadultsoccer in your caption instead.

Troubleshooting

“I can't find the template I used before.” Go to your Canva home page and check Projects or search for the template name.

“I made a mistake.” Press Ctrl+Z (Windows) or Cmd+Z (Mac) to undo. You can also click the undo arrow at the top left.

“My text looks different from the template.” The template font may not be available on your plan. Pick a similar font from the font menu.

“Something moved when I clicked it.” Undo it, then click once to select an item before dragging it. Hold Shift to select more than one item.

“I want to start over.” Go back to the template link and click Use template again to get a fresh copy.

Need help?

Contact us at **communications@usasa.com** with any questions. Canva also has free tutorials at **canva.com/designschool**.