

## Adding Your School Mascot

1. EXIT (close) School Check IN
2. Create a jpeg file that contains your school's mascot.
3. Image size should be approx. 361 x 257 pixels
4. Name that file "**SchoolLogo.JPG**" (without the quotes -- name must be exactly the same).
5. Copy the file **SchoolLogo.JPG** to the School Check IN Image directory (normally found in C:\Program Files\SchoolCheckIN\images\
6. If prompted that file exists -- do you wish to overwrite -- Click YES. (you are overwriting the sample mascot image included).
7. Start School Check IN.
8. Access the **ADMIN** section
9. Click the **Preferences & Setup** button.
10. Click the **Administration** button.
11. Change from **NO** to **YES** the radio button that says "**Use School Logo on Main Menu**".
12. Click the **Refresh School Logo** button.
13. Click the blue **Main Menu** -- School Mascot should now display.

### Image File Format

The mascot image file must already be in a "jpg" format. Renaming a "tiff" file or any other image file format (gif, bmp, psd, etc...) to a jpg will not work. Simply renaming a file will not change the file format. Renaming "schoolmascot.tiff to schoolmascot.jpg **does not** change or alter the file format. The image file must first be **converted** to a jpg format before being renamed as SchoolLojo.jpg.