LMEA Student All-State Sponsor Form Instructions

Google Slides

- 1. Open the correct link for your ensemble
 - <u>Middle School Band</u>
 - Middle School Choir
 - Middle School Jazz Ensemble
 - Middle School String Orchestra
 - High School Band(s)
- 2. Press make a copy

Copy document

- High School Choir(s)
- High School Handbell Ensemble
- High School Jazz Ensemble
- High School Guitar Ensemble
- High School Orchestra

Would you like to make a copy of LMEA All-State Sponsor Form (MS Jazz & HS Ensembles)?

- 3. Create QR codes for your payment methods to put in the large boxes (ex. Venmo, Paypal, CashApp, Apple Pay, Zelle)
 - <u>QR code generator</u> follow online instructions (may take 30-60 seconds to generate code)
- Download QR & save may want to name the file the name of the payment method used
 4. Click Insert in the menu
 - Click image > upload image (from computer, google drive, or photos) follow directions on slide
- 5. To add TEXT double click INSERT TEXT HERE (ex. Venmo, Paypal, CashApp, Apple Pay, Zelle)
- 6. Any empty large boxes can be used to put your picture, school logo, or anything specific to you
- 7. Test the QR codes to see if they work
- 8. Go to FILE > DOWNLOAD > JPEG IMAGE or PNG IMAGE
- 9. Post to social media sites!

<u>Canva</u>

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 - Middle School Choir
 - Middle School Jazz Ensemble
 - Middle School String Orchestra
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- 2. Click USE TEMPLATE FOR NEW DESIGN



- 3. If needed continue with google & create an account using a gmail address
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 - Download QR & save may want to name the file the name of the payment method used
- 5. Upload QR codes by clicking the Uploads

icon on the left hand side of the screen

- 7. Click on the QR code that you have uploaded & move it to one of the large boxes. Adjust the size as needed.
- 8. To add TEXT double click INSERT TEXT HERE (ex. Venmo, Paypal, CashApp, Apple Pay, Zelle)
- 9. Any empty large boxes can be used to put your picture, school logo, or anything specific to you
- 10. Test the QR codes to see if they work
- 11. Go to SHARE > DOWNLOAD > JPEG or PNG

Upload files

12. Post to social media sites!

6. Click