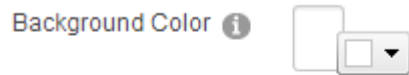


## To Add/Edit your categories

1. Click on the pencil and selected edit categories
2. Give it a Category Name
3. Click the down arrow to select a Background Color and Font Color



4. Click Add
5. To edit a Category click on the name and it will reappear in the fields to edit.

## To edit locations

1. Click on the Pencil from the drop down menu select edit locations
2. Give the location a title
3. Use google maps to attach a map link and place in "map url" field
4. To remove a location simply click trash can next to it
5. To edit a location click on the name and it will reappear in the fields to edit.