Step 1. Ensure you have Editing Access. Click the Actions button and "Edit Mode On"
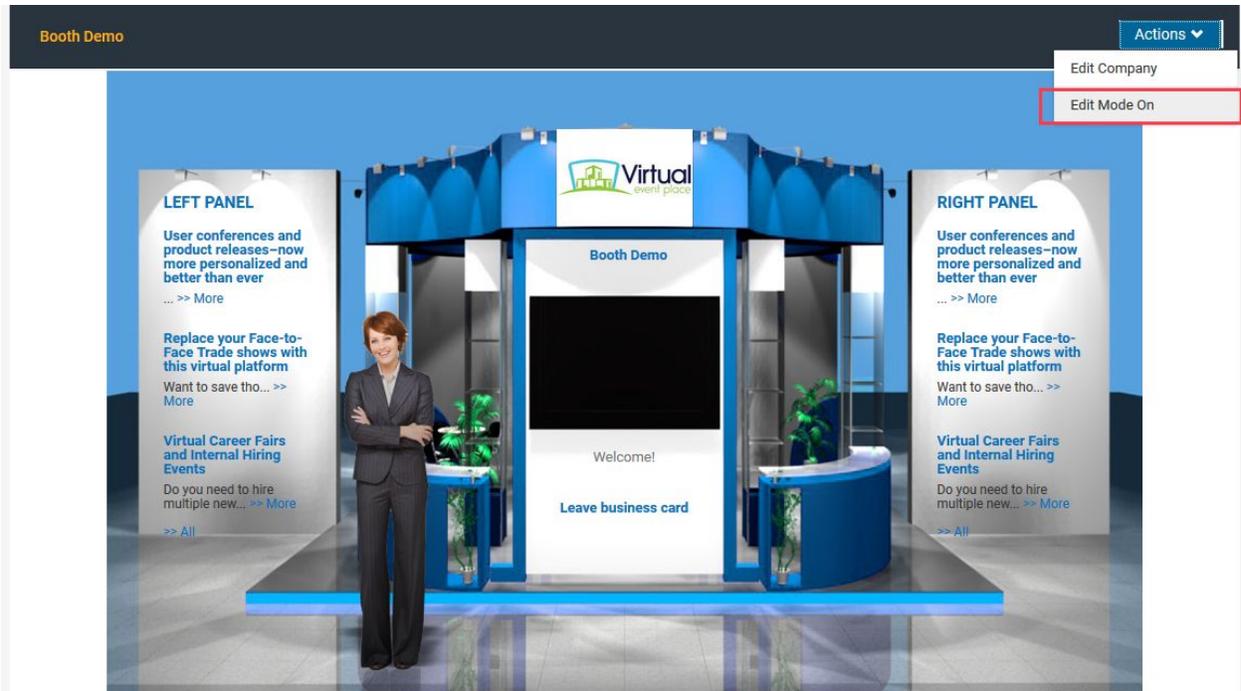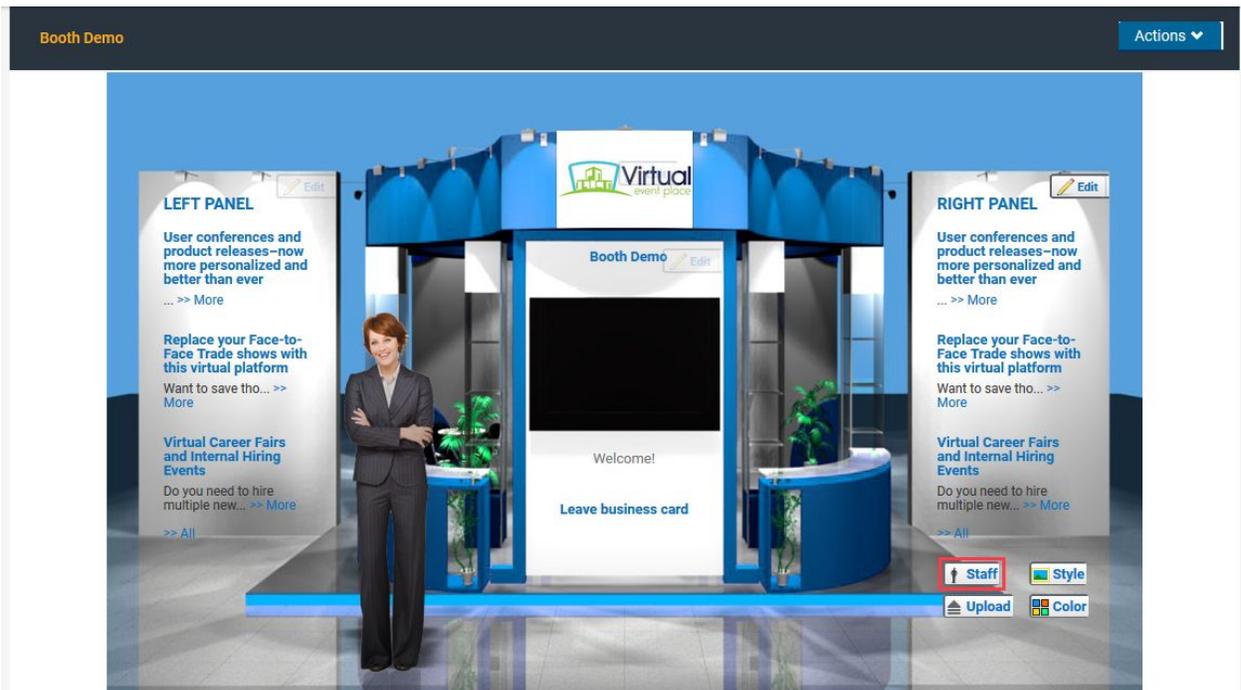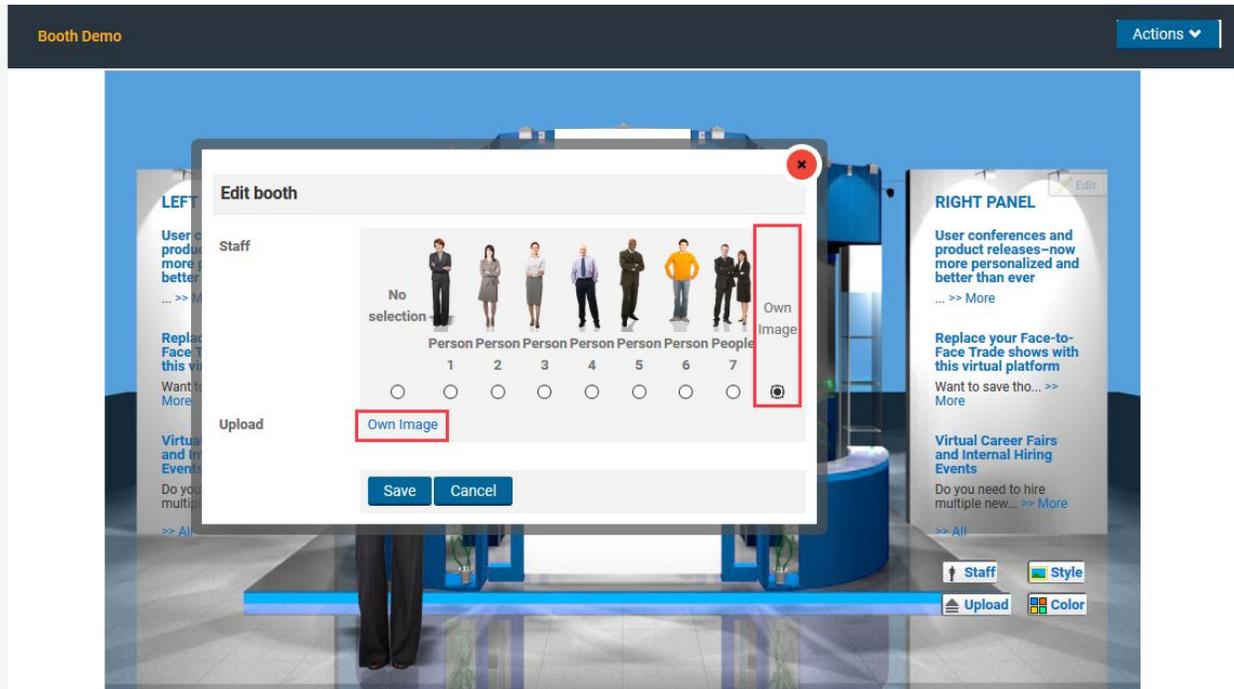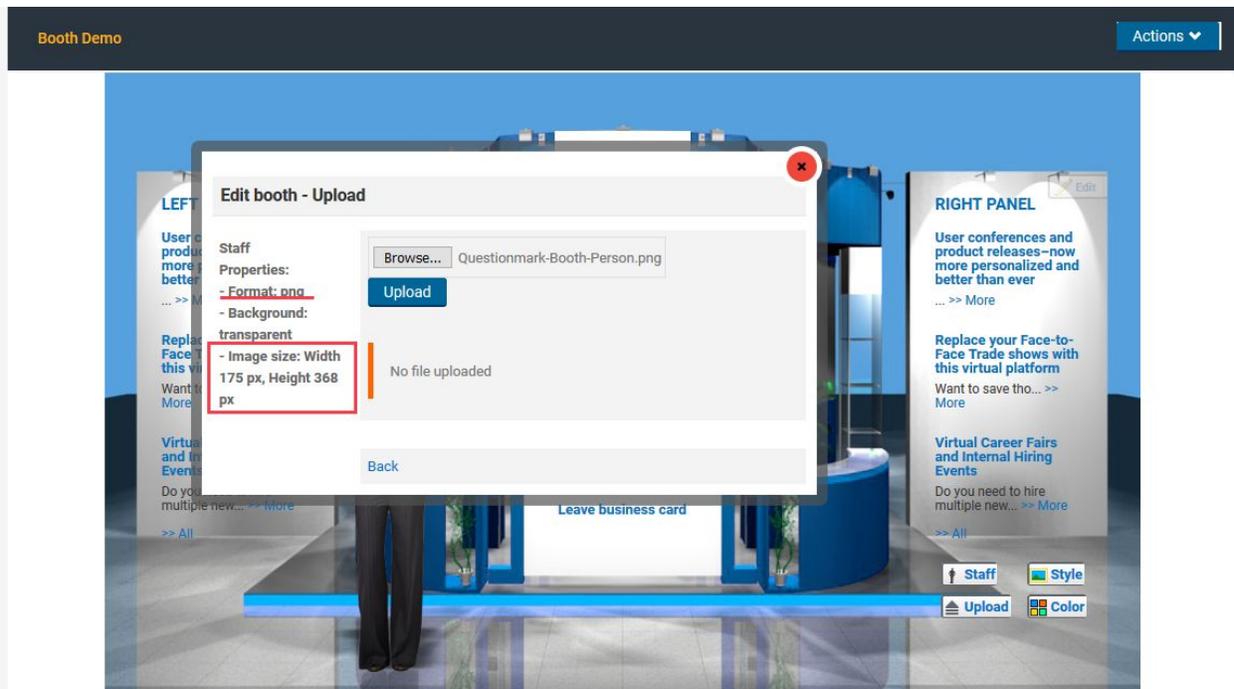

Step 2. Navigate and click the "Staff" icon at the bottom right of the booth design
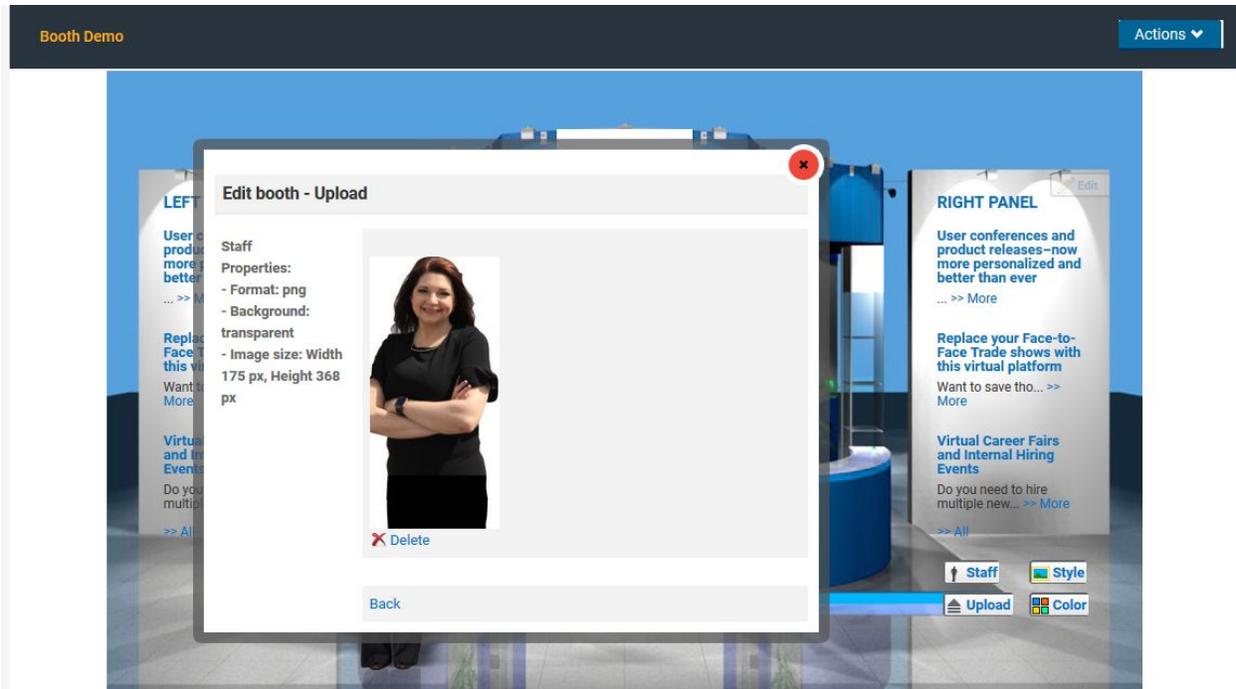
Step 3. Change the default booth Image to "Own Image". You can upload a new graphic by clicking the link above the save button
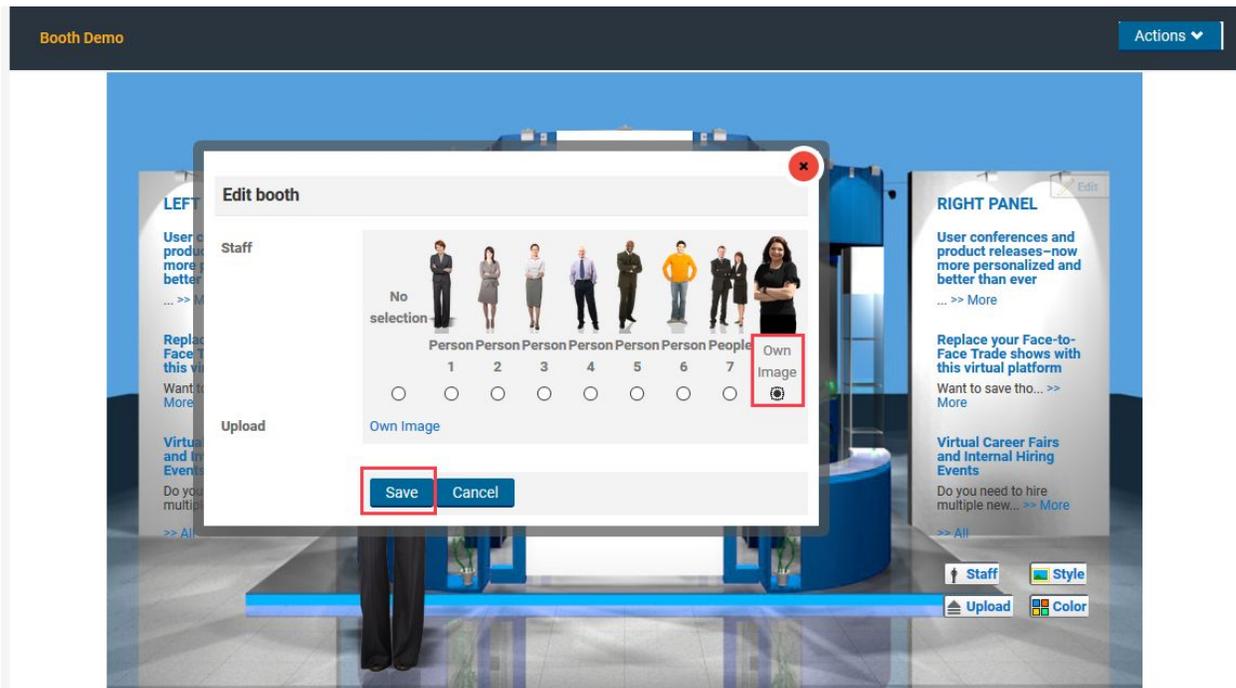

Step 4. Drag and Drop or Browse to an image on your computer. Be mindful of the specs before continuing. For optimal results, the image must be a .png with a transparent background and adhere to the dimensions provided.

Step 5. Once uploaded, the preview will display. Click "back" to continue

Step 6. Ensure the "Own Image" radio button is selected and Click Save

You're done!