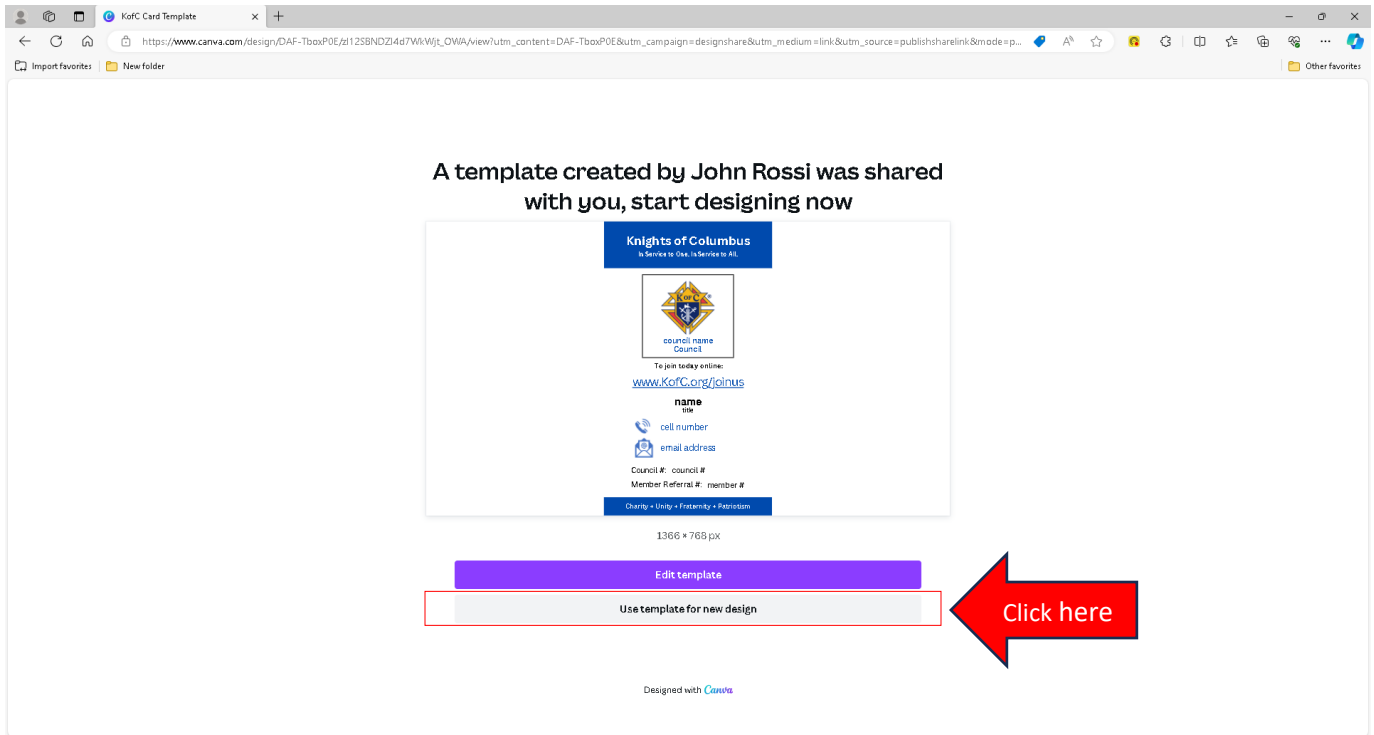
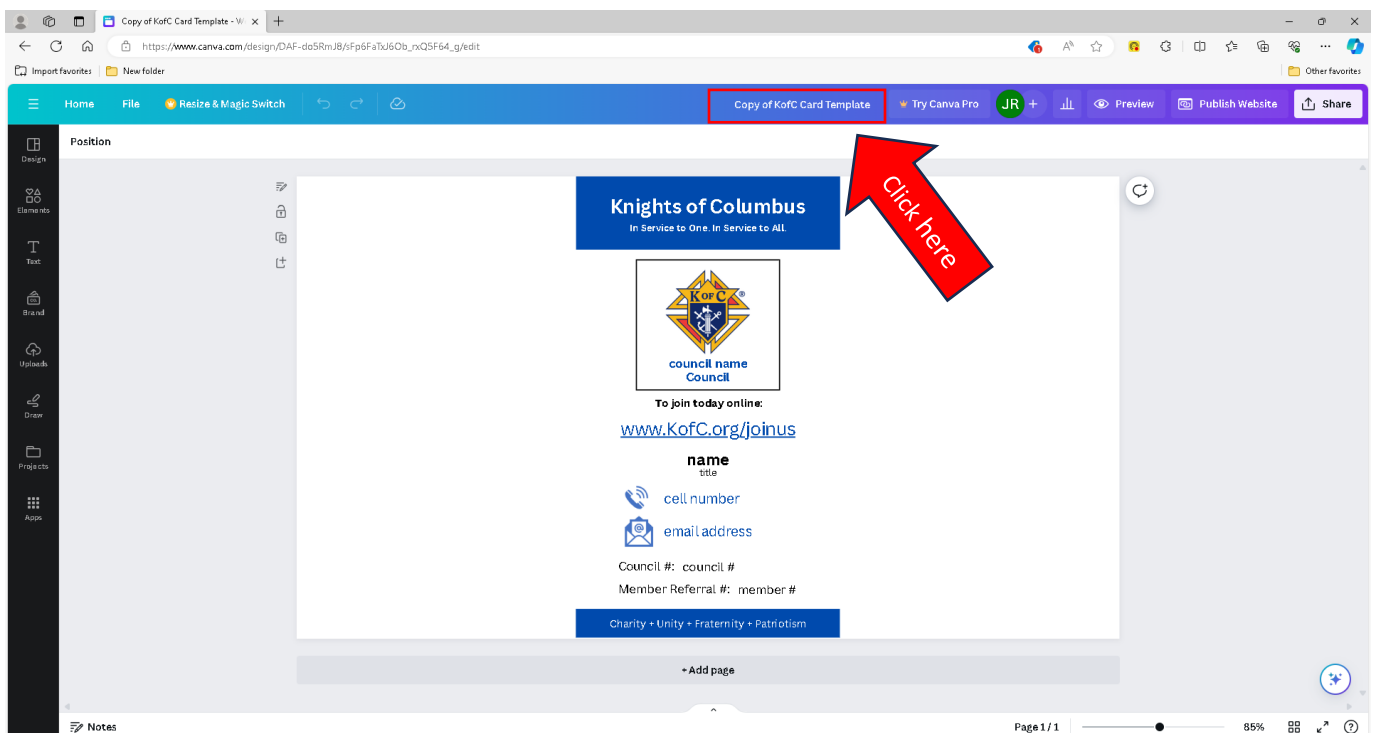


Instructions for Creating a KofC eBusiness Card

1. Create a free Canva account at www.canva.com.
2. Right click on the “Card Template” link and select “Open Hyperlink.” [Card Template](#)
3. Click on “Use Template for New Design” at the bottom of screen.

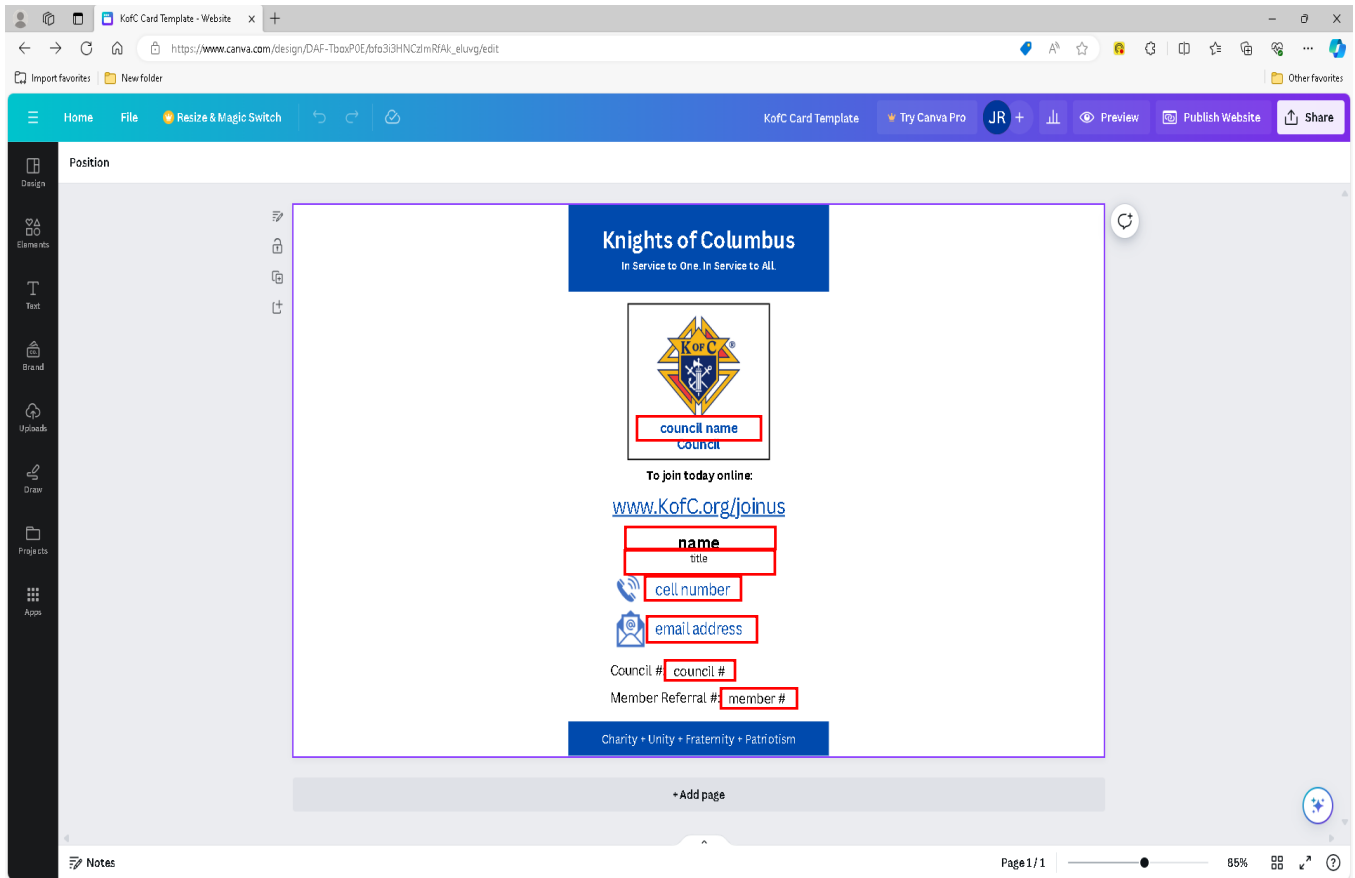


4. Rename your file by clicking on file name box, populated with “Copy of KofC Card Template” and enter a file name of your choice.



Instructions for Creating a KofC eBusiness Card

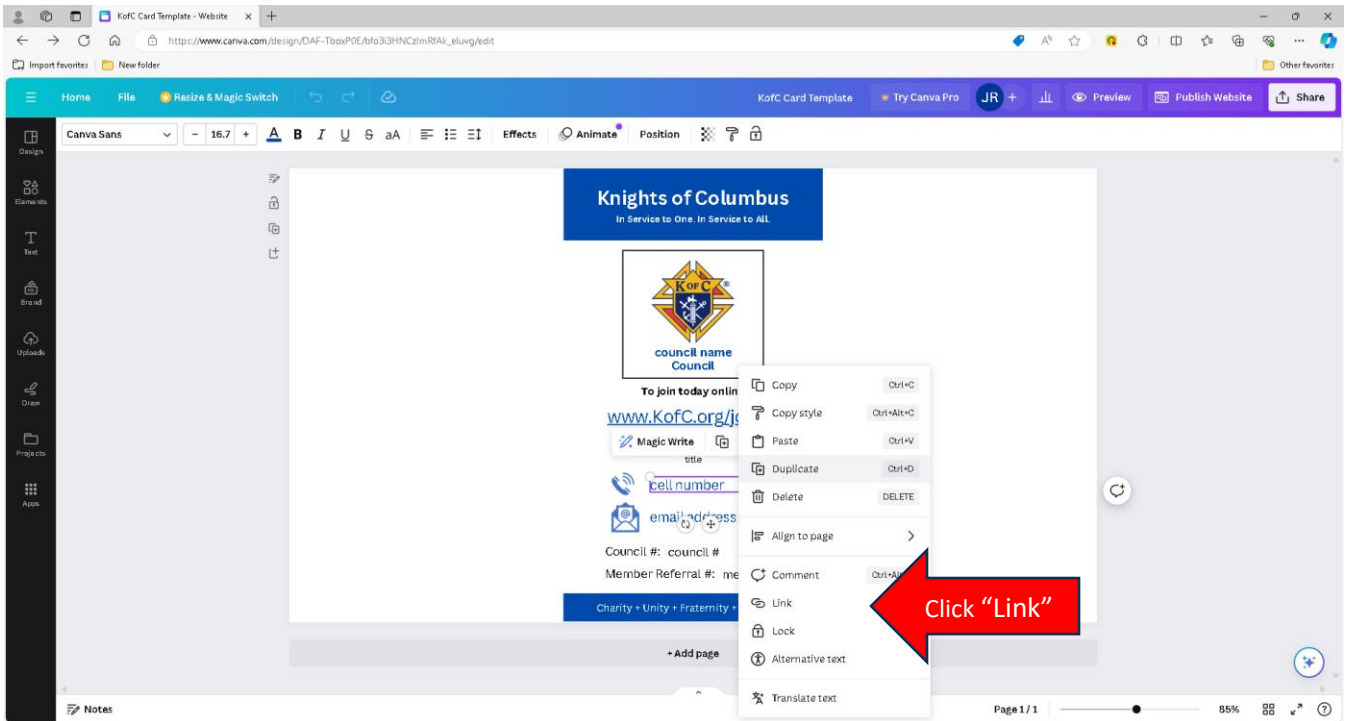
5. Click on each of the text boxes shown below outlined with a red box to change the council name, name, title, cell number, email address, council # and member # to your information.



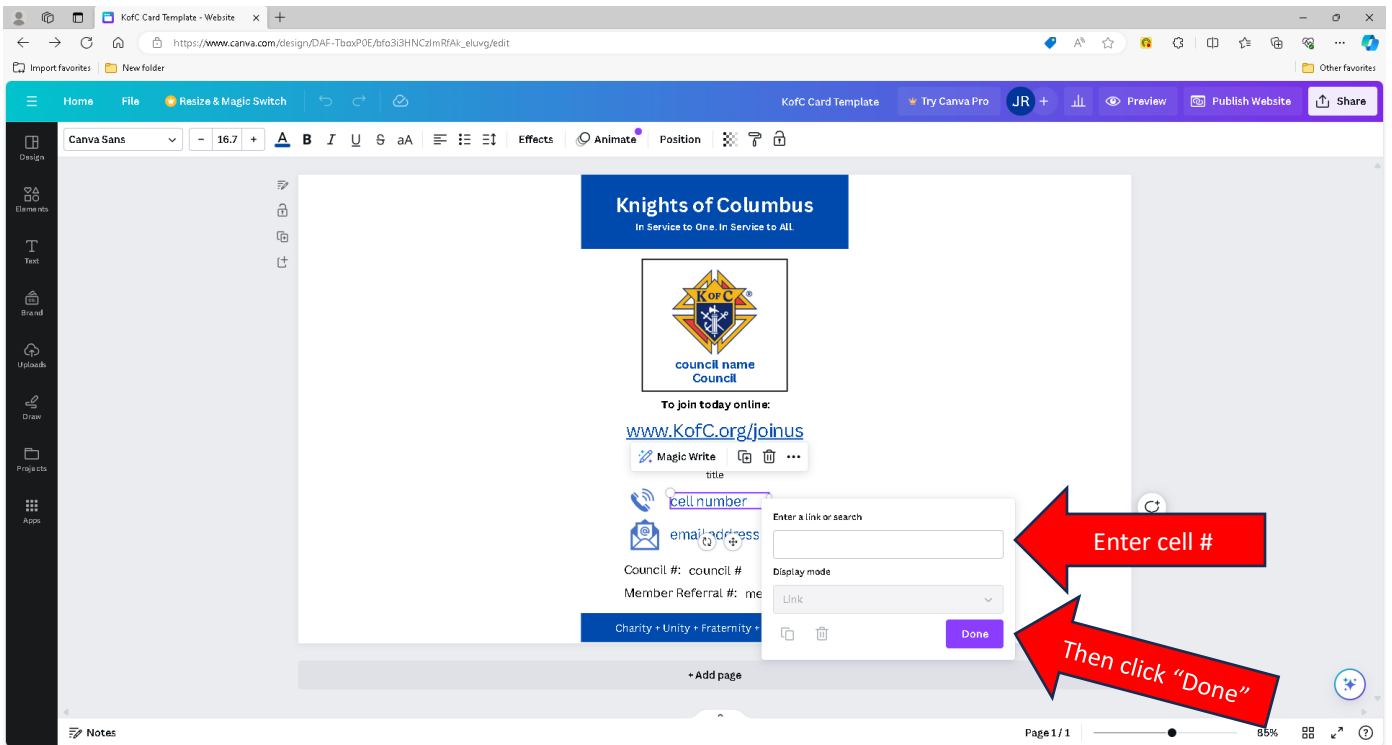
Align text boxes by clicking in box with left mouse button and while holding button down drag to where you would like it to be.

Instructions for Creating a KofC eBusiness Card

6. Create a hyper link for the Mobile # by right clicking on the text box and selecting “Link”.

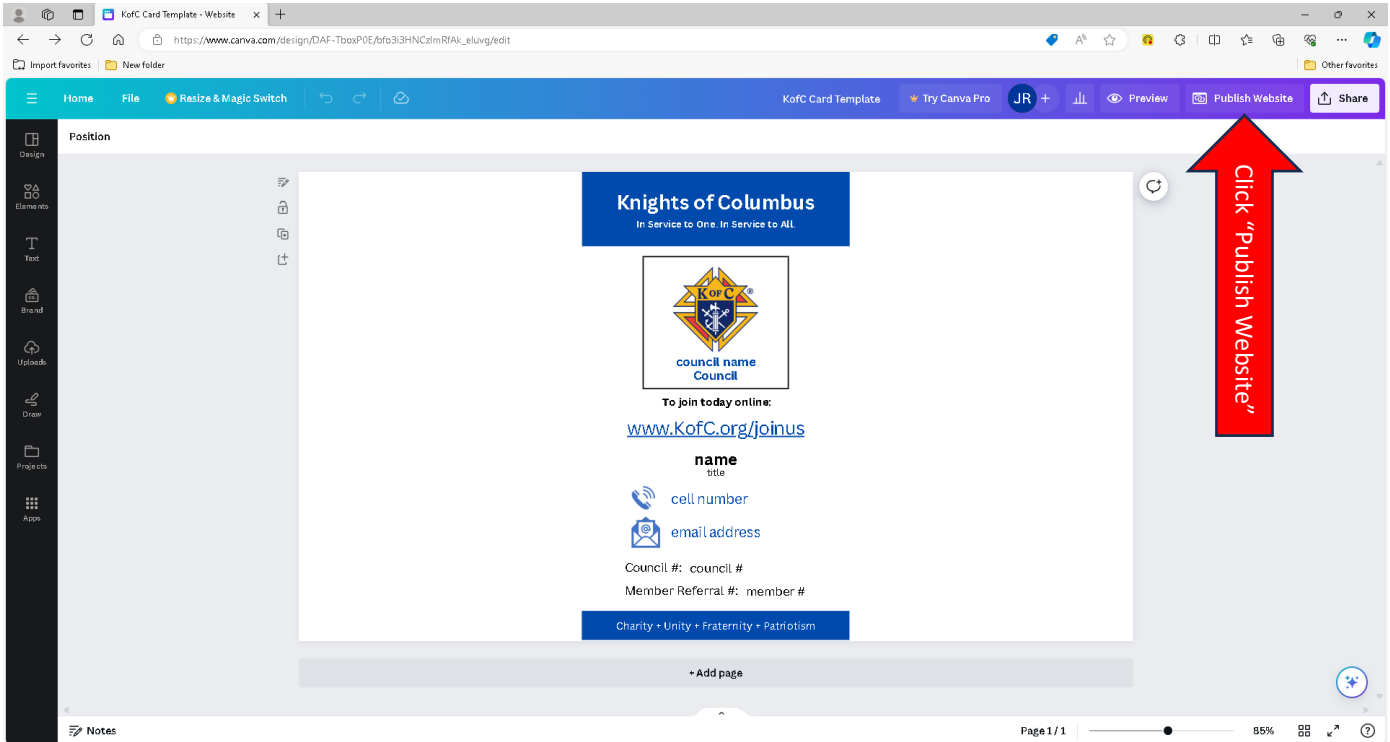


- Enter your mobile number, including area code into the box under “Enter a link or search”. Then click “Done.”

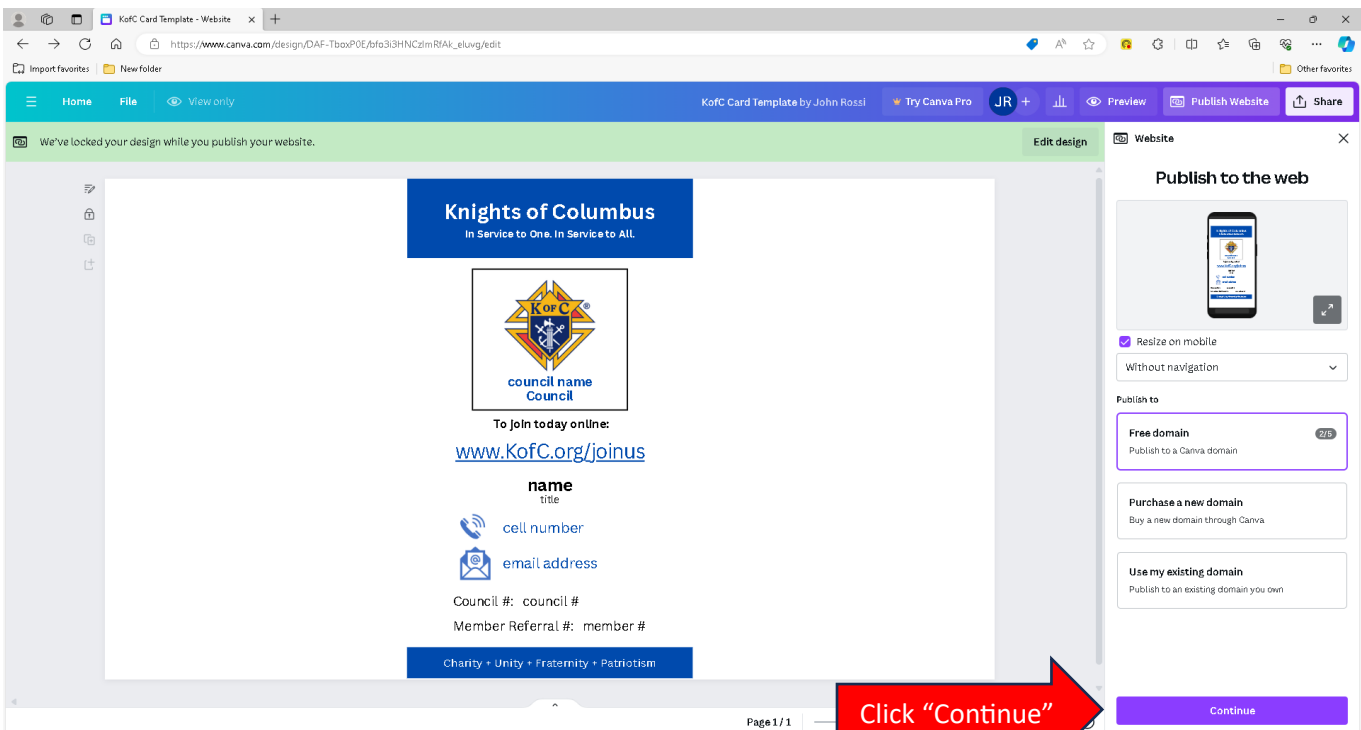


Instructions for Creating a KofC eBusiness Card

- Repeat the previous step to create a hyper link for your email address.
- You now have completed creating your card and you ready to publish it as a website so you and others can easily access it. Click on “Publish Website.”

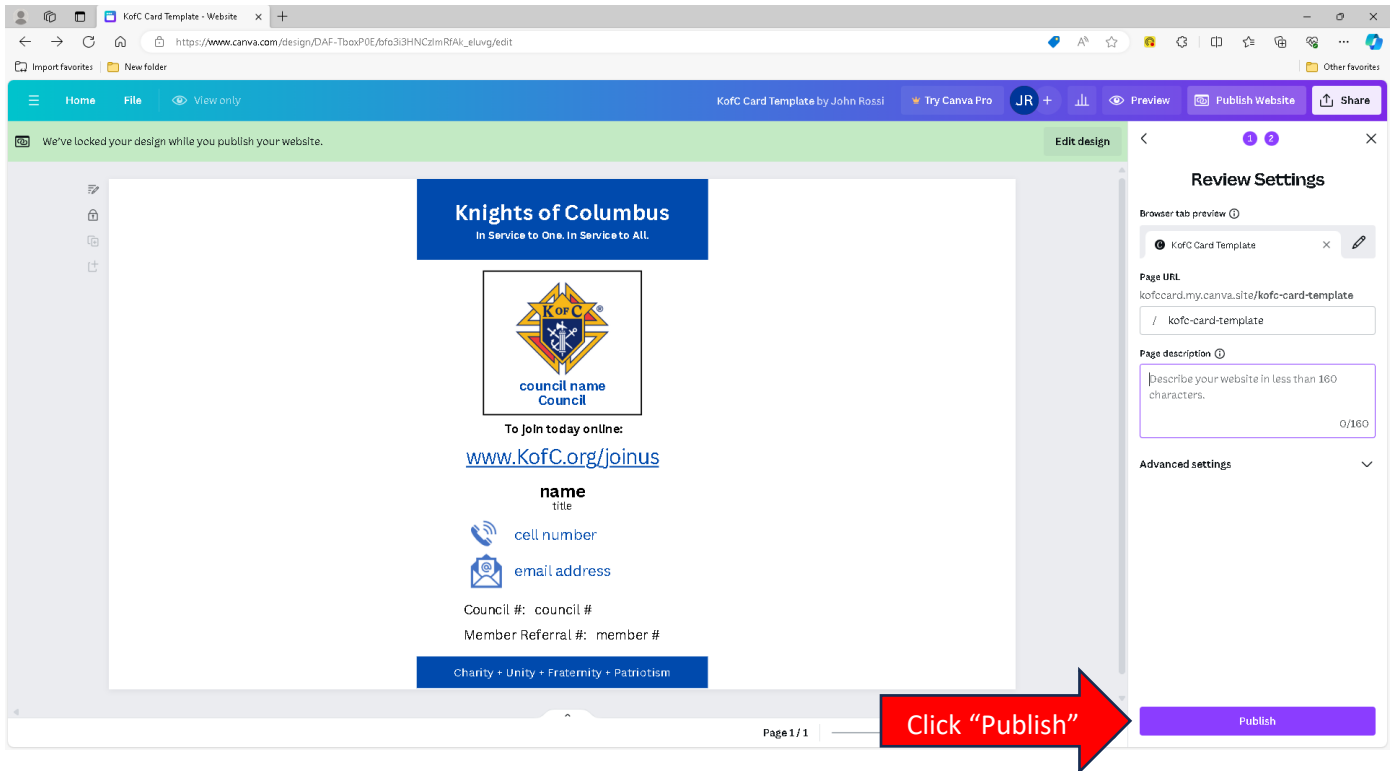


Publish to “Free Domain” should be selected and then click on “Continue”.

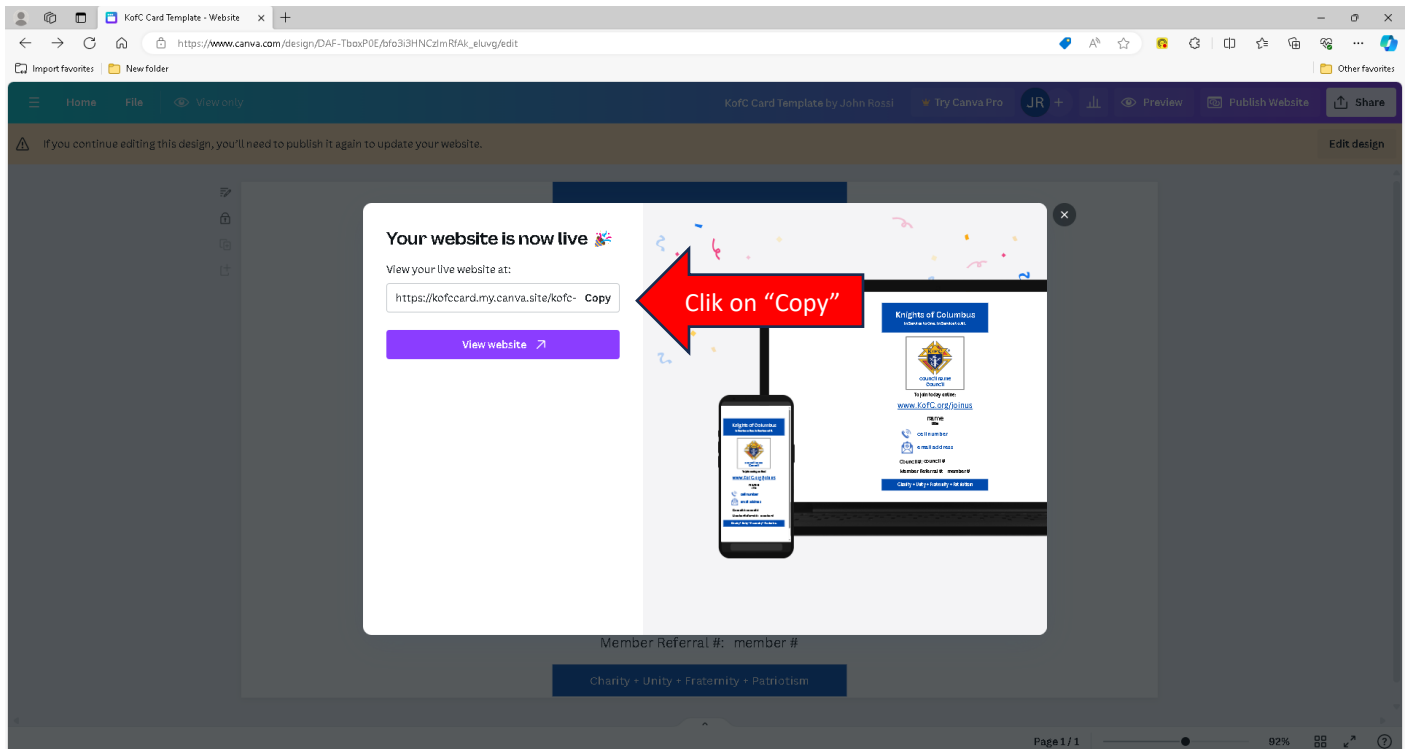


Instructions for Creating a KofC eBusiness Card

You can enter an optional Page description and then click “Publish”.



Your website is now live and you can copy the address and paste it in an email message to send it to yourself and access it from your mobile phone. You can also view the website from this page. .



Instructions for Creating a KofC eBusiness Card

Once you email the website address, open your email app on your mobile phone, then open the email with the link and click on the link to access your business card website. Test the links to the website, cell number and email.

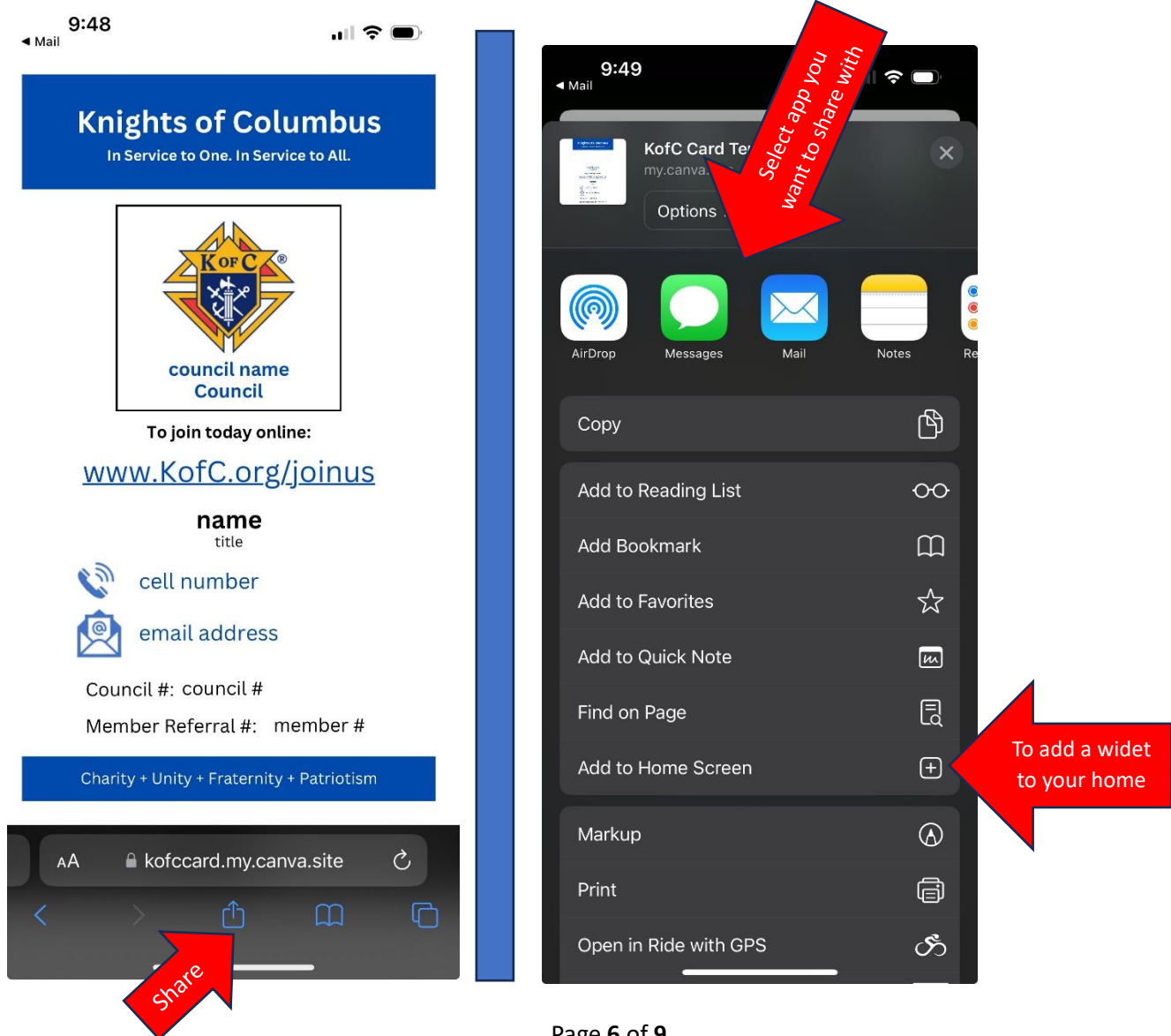
You can also download the Canva App in the Apple App Store (on iPhones) or Google Play (on Android Phones) to access, modify or publish your card to a website.

Instructions for iPhone Users

On a iPhone you can share the card to others by clicking on the “share” icon at the bottom of your screen (screen shot below on left).

You can now share the link to your card with others via AirDrop, Messages or Mail (screen shot below on right).

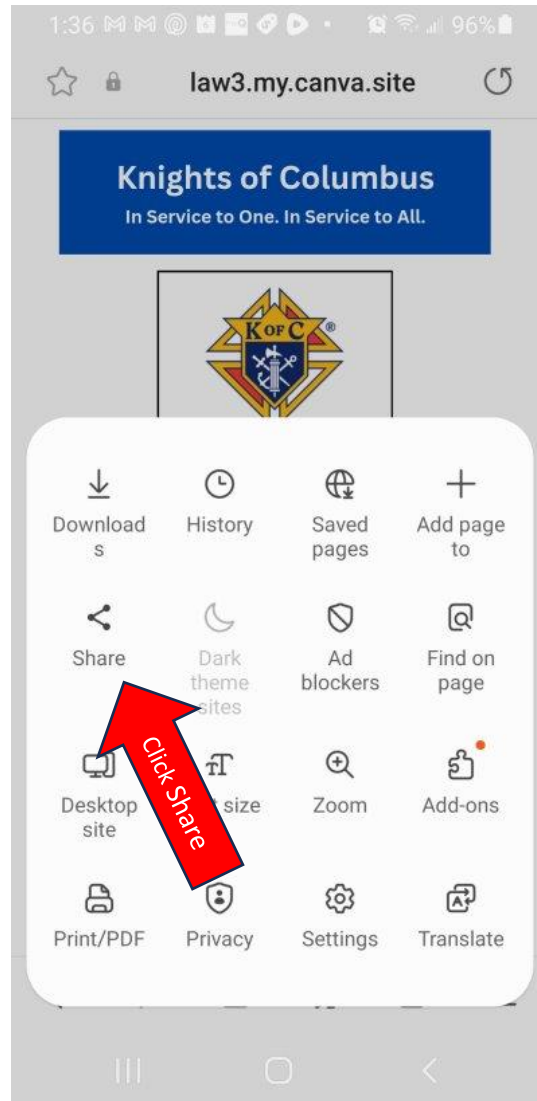
You can also add a widget to your phone’s home screen by selecting “Add to Home Screen” (screen shot below on right). You will now have a widget on your home screen you can use to easily access and share your card.



Instructions for Creating a KofC eBusiness Card

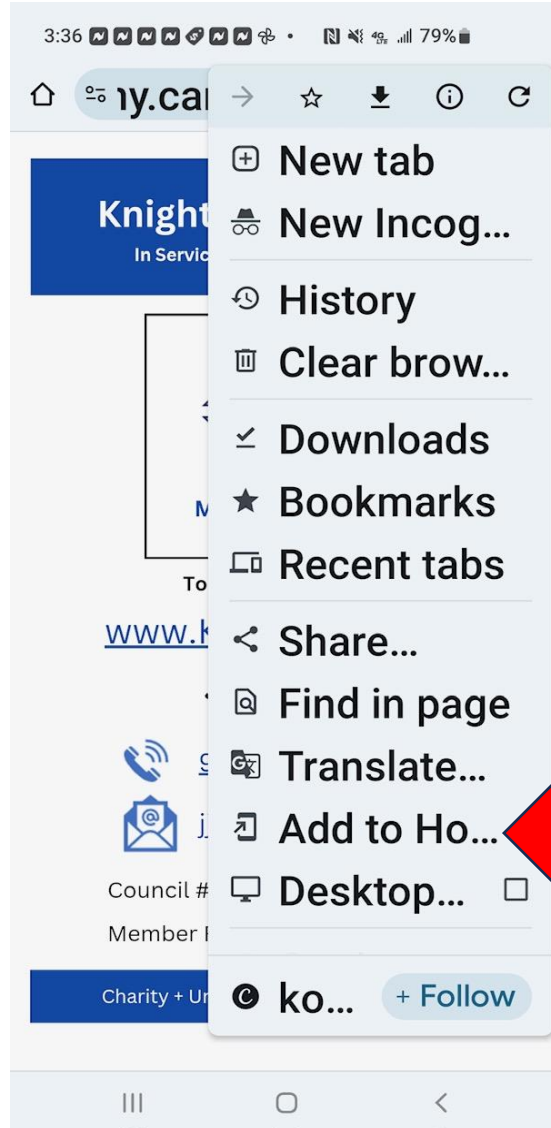
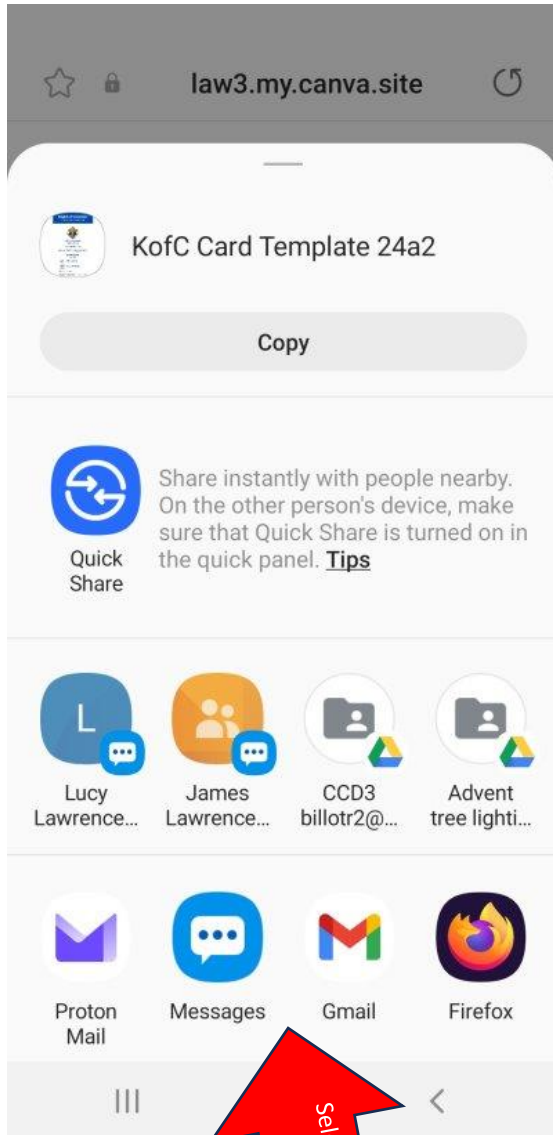
Instructions for Android Users

On an Android phone you can share you card by clicking the hamburger icon (see screen shot below on left). Then click on “share.” (see screen shot below on right).



Instructions for Creating a KofC eBusiness Card

You can now share the link to your card with others via Messages or Gmail (see screen shot below on left). You can also add a widget to your phone's home screen by selecting "Add to Home Screen" (screen shot below on right). You will now have a widget on your home screen you can use to easily access and share your card.



Instructions for Creating a KofC eBusiness Card

Then click "Add" twice as shown on the screens below on the left and right.

