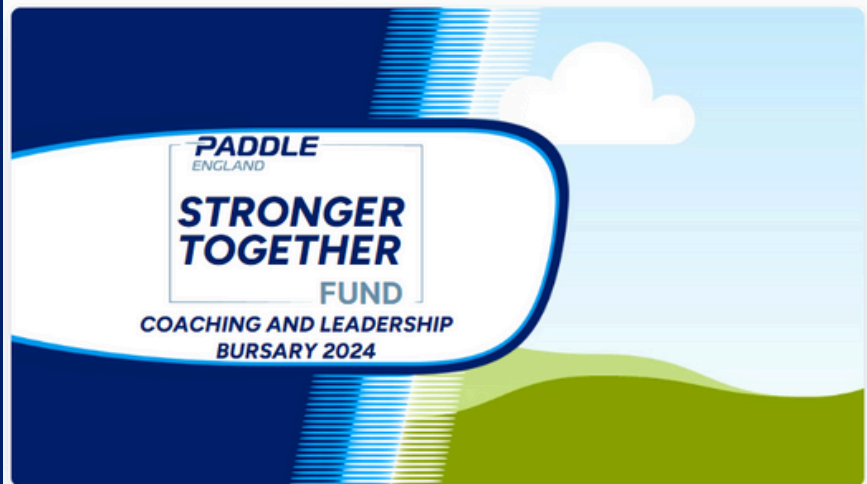# Your Quick Guide To Using Canva Templates

We have created Coaching and Leadership Bursary recipients free social media templates your club can use to make your own and advertise your progress!

Canva is a free a graphic design platform that provides tools for creating social media graphics, presentations, promotional merchandise and websites. There are paid subscriptions available for people and organisations who are looking to optimise its use, but for these templates you can skip past any subscriptions or free trials because these templates are all FREE!

When you hit the download link of the template you want to use a new tab will open and look something like this ⟶

Select the purple 'Use template for new design' button to open the template.

A template created by Jessica Atherley was shared with you, start designing now

PADDLE
ENGLAND
STRONGER TOGETHER
FUND
COACHING AND LEADERSHIP BURSARY 2024

1280 × 720 px

Use template for new design

Edit the design now

Create a free Canva account and edit the design. Canva is loved by everyone, beginners and experts, teams and individuals.
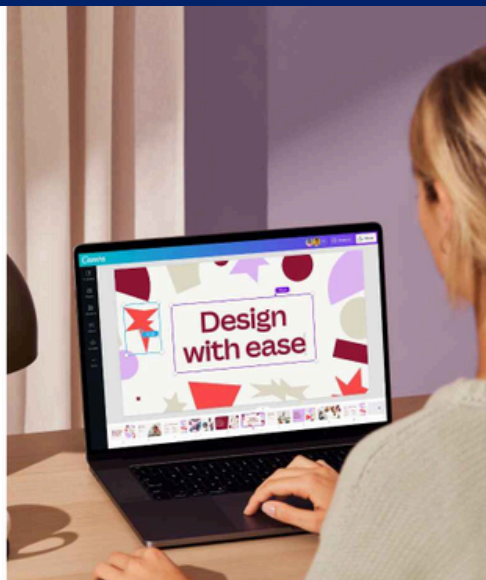
G Continue with Google

f Continue with Facebook

✉ Continue with email

Continue another way

By continuing, you agree to Canva's Terms of Use. Read our Privacy Policy.

🔲 Sign up with your work email

Design with ease

A pop up will appear to sign into a Canva account. If you don't already have an account you will need to set one up!

With an account you can come back and update your templates and designs at any time.

If you have never used Canva before it's easy!

Here are some of the basics to get you started:

These arrows are the undo and redo feature!

If you accidentally move something you did not want you can quicky undo your previous actions.

If this little cloud has a tick through it, your design has auto saved! If your connection is slow it may show with ... while it works to save your design.

You can edit the name of the design by clicking the name here.

Handy Tip! You can use Canva on your PC, Laptop, Smart Phone and Tablet. But for the easiest user experience we recommend using a PC/Laptop with a mouse!

Elements is where you can find images, icons, frames tables and shapes!

Text will allow you to add text boxes and alter size, font and format.

Uploads is where your own images and icons can be added and stored.

The small bin icon lets you delete something with one click!

If an item on your design appears stuck, look for the lock symbol in the top right corner of the design or at the top of the item, if the lock is closed you will need to select it to unlock the item.

When you see this icon you can duplicate text and elements- copy and paste but quicker!

Where you see a crown icon next to a feature, that means it is a Canva Pro feature and is unavailable on its free version.

Right here is the zoom bar for your design.

You can also press the 'ctrl' button on your key board and scroll up and down with your mouse to zoom more intuitively!
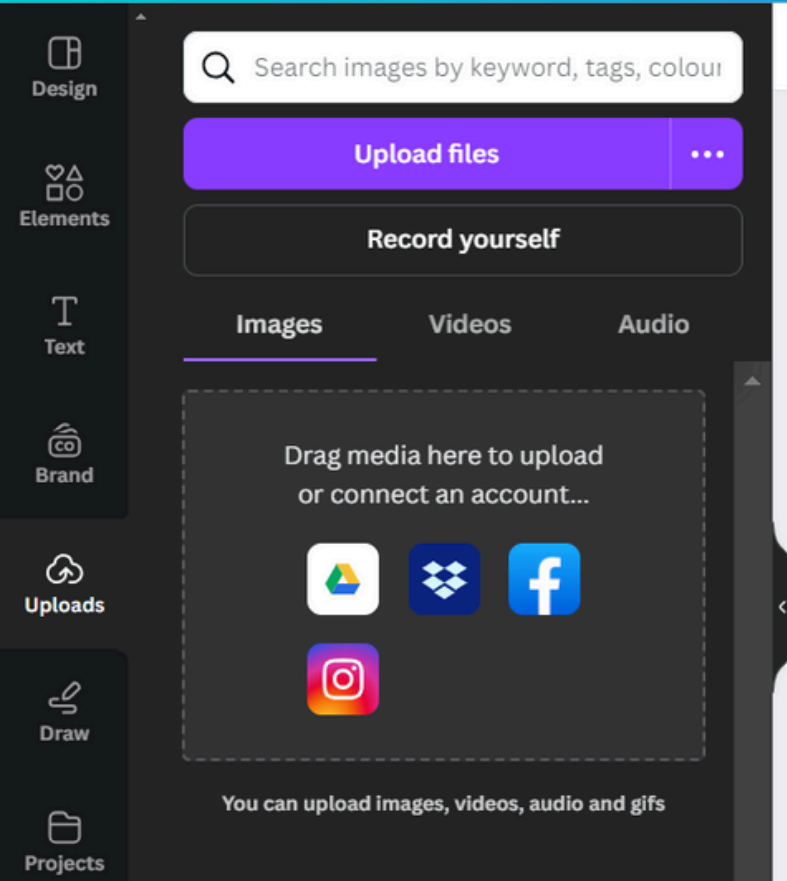

Most of our templates have at least one of these images:

These are called 'Frames' and they are a feature that allows you to incorporate your own pictures within a specific size and shape to give your design a clean look.

This works great if you want to showcase any photographs of your clubs activity or your members!

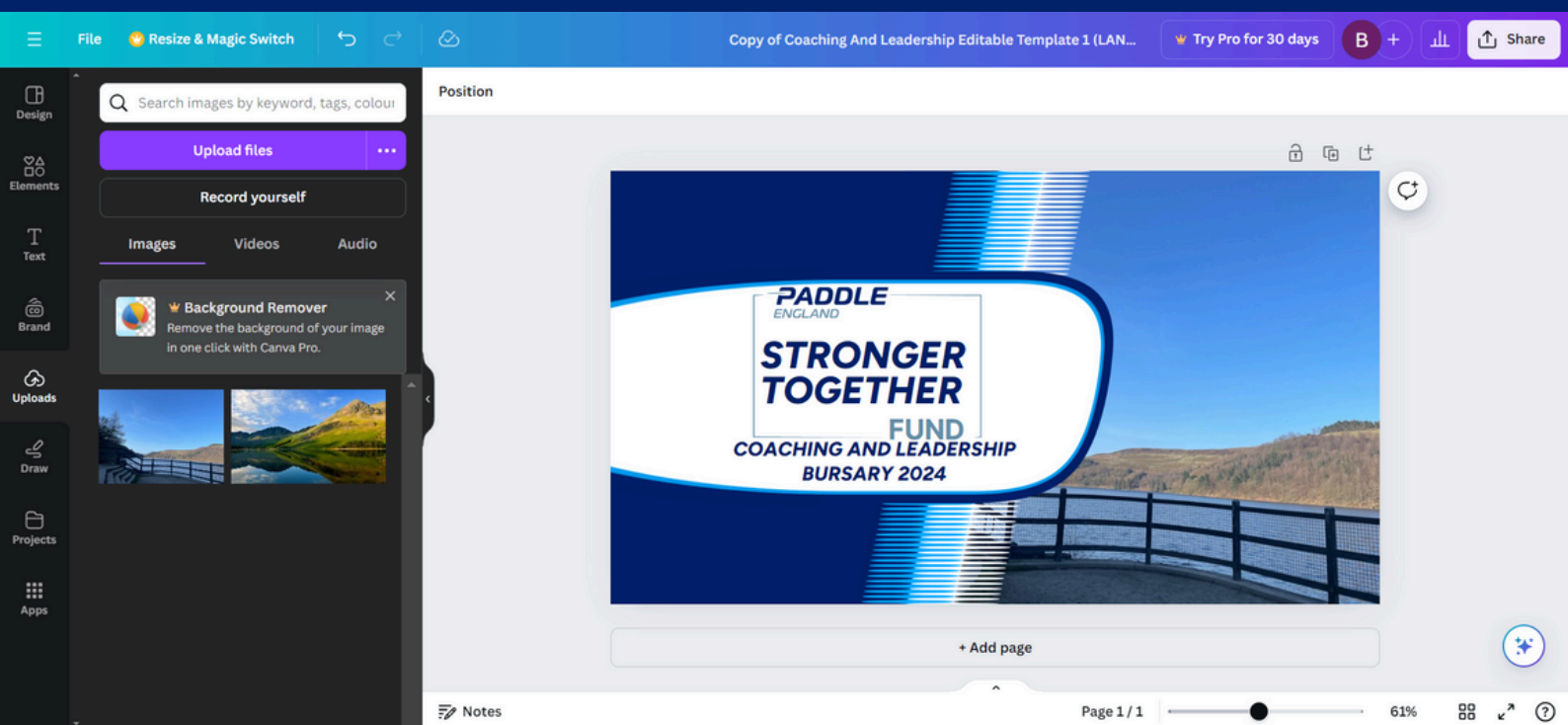To add your own picture select the 'Uploads' button from the options on the left of the screen.

If you are new to Canva then your uploads section will look like this!

If you have used it before then any uploads you have previously added should show here.

If your image is saved on your device, you can add it by selecting the purple 'Upload files' button and then selecting the image file you wish to use.

It is also possible to copy and paste images straight onto your design! When you do this the image should automatically save in this uploads section so you can find it later.
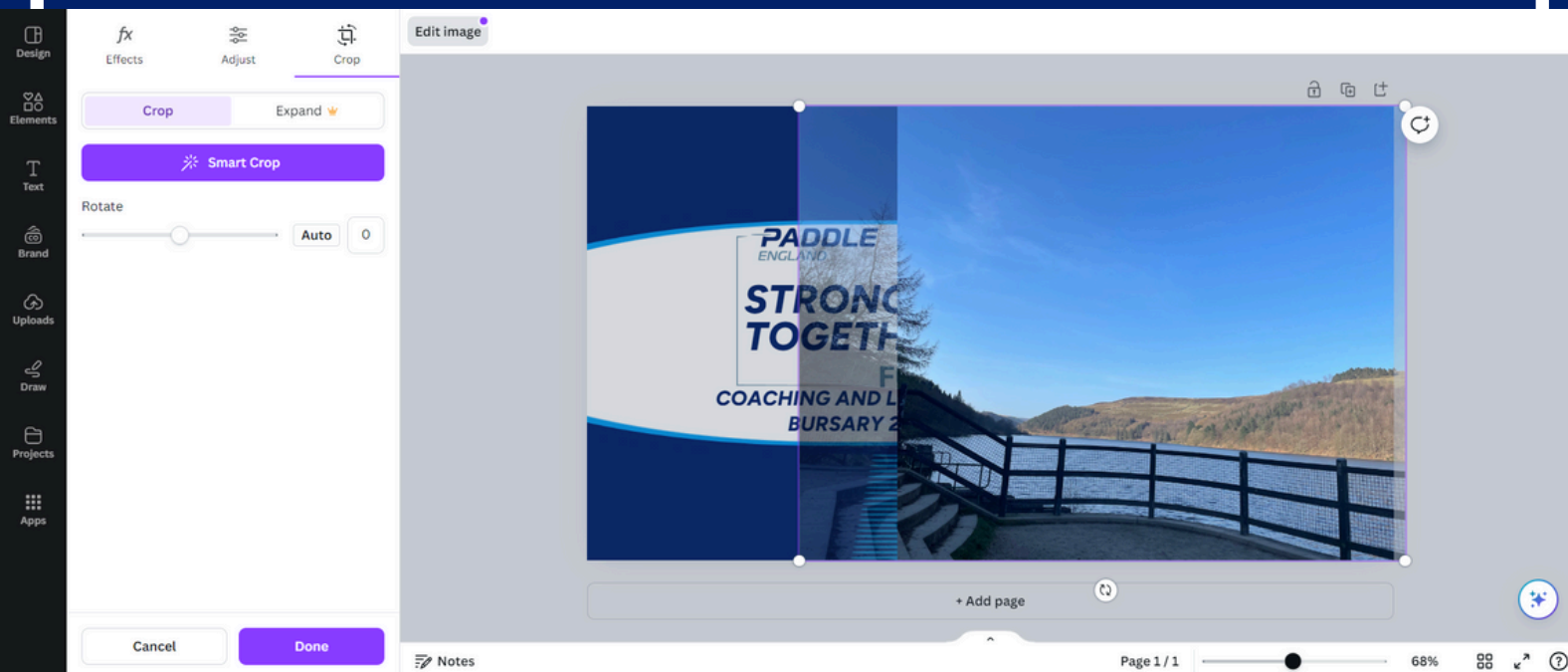

You can see here we have just used a generic image as an example. However, the purpose of these templates is to make them your own! You can add any club photo you want to showcase!

Simply click and drag the image you want to use to the frame, and it will grab the image and automatically adjust like you can see above.

Sometimes the image might not line up perfectly, the good news is you can edit that!

There are some considerations when choosing a suitable image, for example choosing a portrait image for a landscape frame means you will not get the same fit as choosing an appropriate size and orientated image.

If you want to make an adjustment you can double click the image and this will pop up:
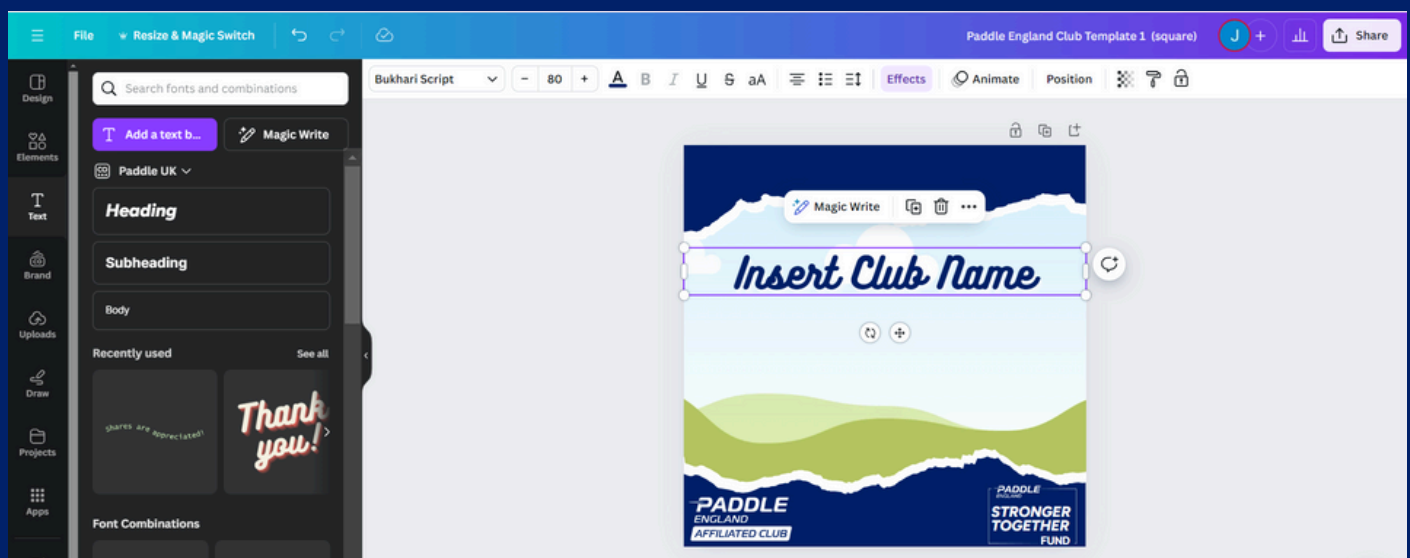

From here you can grab the image using your mouse and move the image around as well as zoom in and out from the corners.

This is really handy when trying to fit lots of people into a frame!
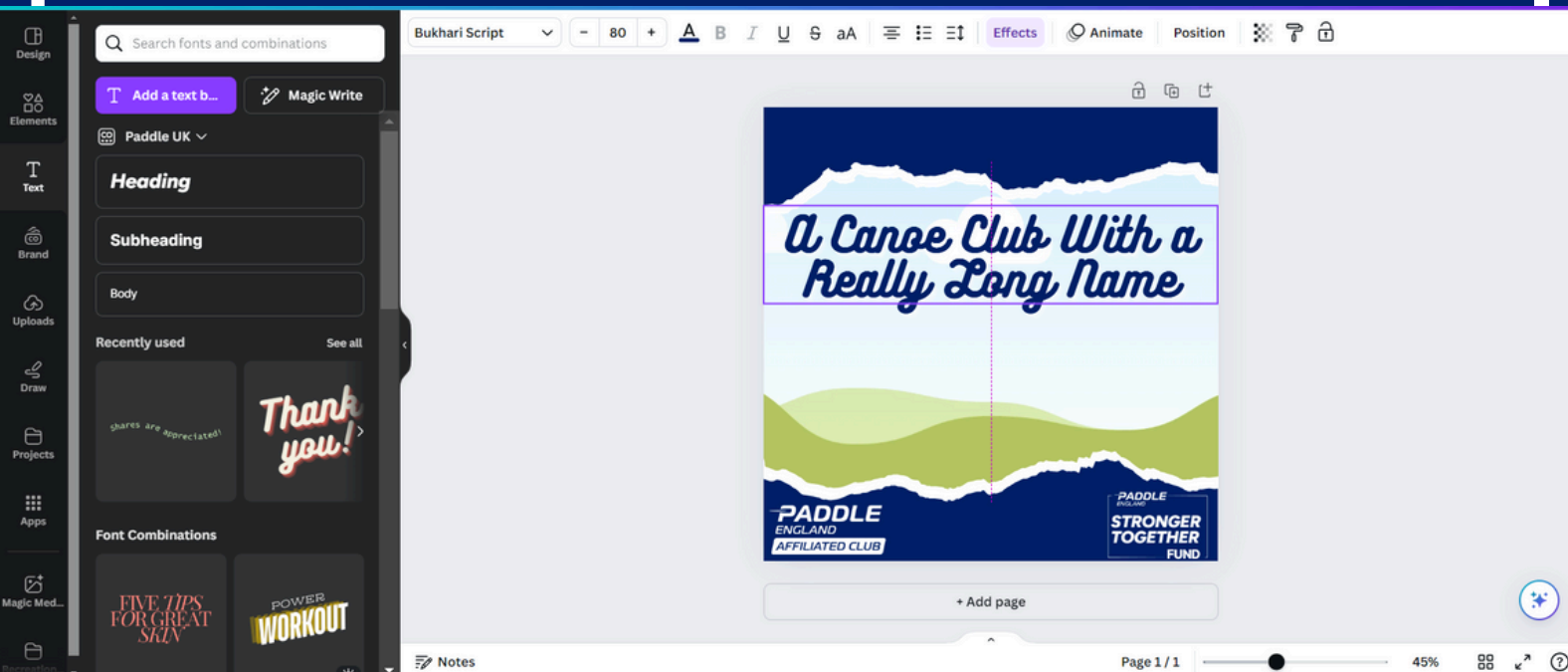
Editing Text:

If your template has editable text you can add your clubs name by double clicking the text box.
One click will select the text box as shown below, two clicks the text cursor will appear within the box and you can begin typing your own text.

If once you have added your text it doesn't line up perfectly you can adjust the text! Select the text box and hold you can move the text box around the screen. Canva has tools to help you centre your text box such as the pink line seen below, these lines will disappear when you let go of the text box and you can be confident your text box is aligned.

Removing and Adding Frames:

If a template has too many or too few frames you can change that!

Simply select the item and then:

🗑 > Select the trash can to remove

⊞ > Select this icon to duplicate

Once you have enough frames for the pictures you wish to use, you can click and move them around. You can shrink and expand from the dots in the corners of the selected item and you can rotate the frame by clicking and rotating the ↻

Can We Add Our Own Logo?

Of Course!

If your Club has its own logo you wish to add then you can do it on Canva!

Just like adding images for your template frames, you want to head to the uploads tab and upload your logo image file.

Top Tip! For a professional looking result try uploading your logo without its background.
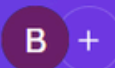
Example:

Don't Worry if this is not something available to your club, you can still add your logo as you prefer!

Once you have uploaded your logo to Canva you can select and drag it across to your template from the uploads tab. Instead of bringing the image to the frame you can drag the image and adjust its size to where you think it looks best!

When you are happy with your template select the 'Share' button in the top right hand corner and then select 'Download' from the list of options.

Canva will suggest a file type for your project, a PNG works best for posting images to social media. When you are ready hit the purple 'Download' button and you are done! - Almost
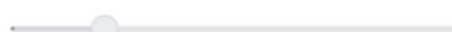
Now it's time to share your post!

When thinking what to write, think about what you want people to know about your club and its volunteers. Think about your objectives and what sets you apart from the rest, how the bursary has impacted your club and what impact your club has on its members and local community.

Have you got any examples?

'@paddleuk have awarded (Insert Club Name) a Coaching and Leadership Bursary grant to assist with the development of our coaches and leaders.

(Insert Name/s) has been selected to receive the bursary to support their progression in (Insert Paddlesport).

(Insert progression update)

Good luck (Insert Name)!'

Or...

'A number of us are away doing (Insert Course Name) in preparation of (Insert Goal).

Thanks to @paddleuk for awarding us the Coaching and Leadership Bursary and (Insert Provider) for a great course.'

Don't forget to tag us!

Instagram: @paddleuk
Facebook: @paddleuk
X: @paddle_uk
LinkedIn: @paddleuk

Use our hashtag #PaddleUK in your posts!
You can also use:
**#ShePaddles
#WePaddleTogether
#paddlesports**

Of course if you prefer you can post your own thing! However if you would like support in getting started hopefully this guide helps tackle the basics.

If your club would like to chat to the Club Support Team about this, email clubs@paddleuk.org.uk
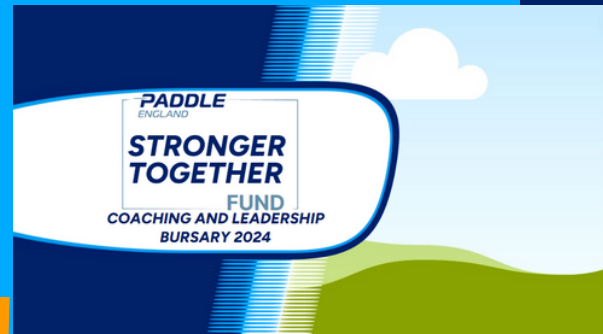
Templates

Template one:

Landscape Image 1280 x 720px
Suitable for Facebook and YouTube, not suitable for Instagram use.
Features one image frame suitable for a square or landscape picture.

Click To Use Template!

Template two:

Square Image 1080 x 1080px
Suitable for Facebook and LinkedIn, perfect for Instagram!
Features one image frame suitable for a landscape picture.
Contains editable text which can be changed to feature your clubs name!

Click To Use Template!

Template three:

Landscape Image 940 x 788px
Suitable for Facebook, Instagram, X, and LinkedIn.
Features four image frames suitable for a square picture.
Frames can be added/deleted as required.

Click To Use Template!