Events Poster Template Guidance

Our online template allows you to easily create posters for upcoming events. We hope this will help to promote local events whether they are educational, fundraising, social or awareness raising. Posters can easily be downloaded and shared on social media too.

Logging on
https://crohnsandcolitis.brandstencil.com/

Username: Your Network's email address
Password: Poster16

(if these details don't work, try replacing the word "networks" in your email address with the word "groups")

Creating a poster:
- Once logged in click on the 'live create' tab to create a poster or 'saved material' to amend an existing template.
- Click on 'Networks Events Poster'
- On the left of the page you will then be able to:
  - Select your Network name which will generate the Networks logo and contact details at the bottom of the page
  - Choose a background colour. Remember choosing white will print better and save ink.
  - Choose brand colour.
  - Choose a graphic to suit your event.
  - Add a title/subtitle, date/time and event details. Text boxes are not prescriptive and can be inputted with any information. You are also able to go above the suggested character limit.
- Remember to add a title to the document at the top of the page.

Once finished you will be able to save as a PDF or as a JPG via the 'save and download' button at top right of the page.

To share on social media you will need to save as a JPG.

If you need any help using the poster template please contact us via networks@crohnsandcolitis.org.uk