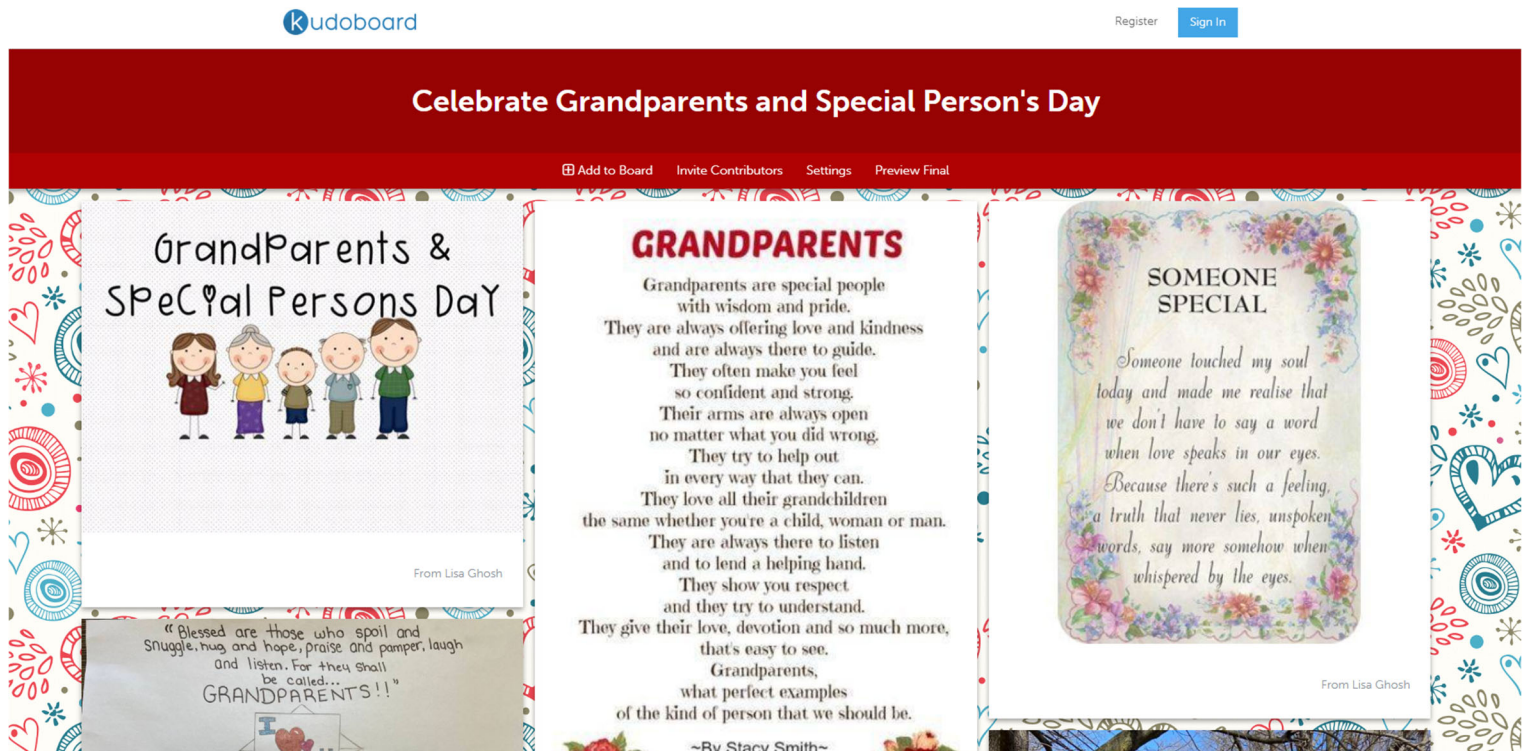


## Posting to Kudoboard

1. Click on the following link to open your Kudoboard:

<https://www.kudoboard.com/boards/W4Nlrv26>

You should see this screen appear!






2. Click on the "Add to Board" button, which looks like this:





3. Enter your message in the text area! Make sure the cursor is blinking and the box has a blue outline before you start typing, like below.

## Add a Kudo



 ADD IMAGE    ADD VIDEO



4. If you have a picture or a video that you want to add to your message, click the “Add Image” link or the “Add Video” link above the box and choose the button (pictured below) you want to use!

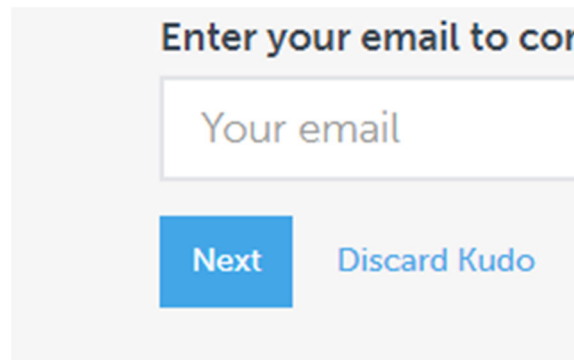
 ADD IMAGE    ADD VIDEO

Upload Image   Picture Library   GIF Library

 ADD IMAGE    ADD VIDEO

Upload Video   Link to Youtube

5. Once you finish typing your message, click the blue “Next” button underneath the text box.

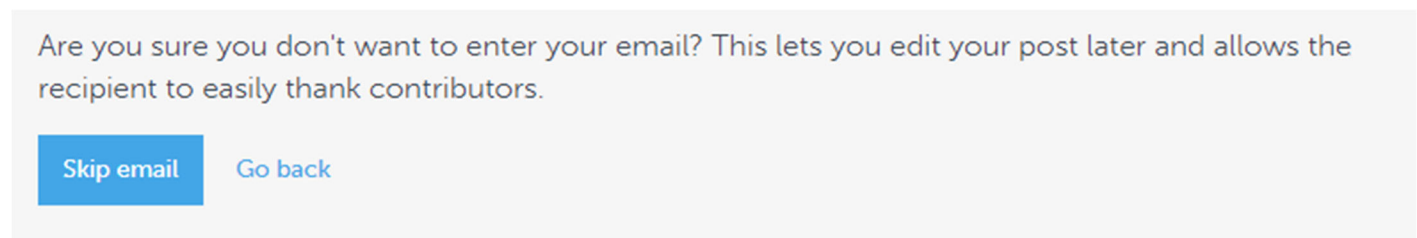


Enter your email to continue

Your email

Next Discard Kudo

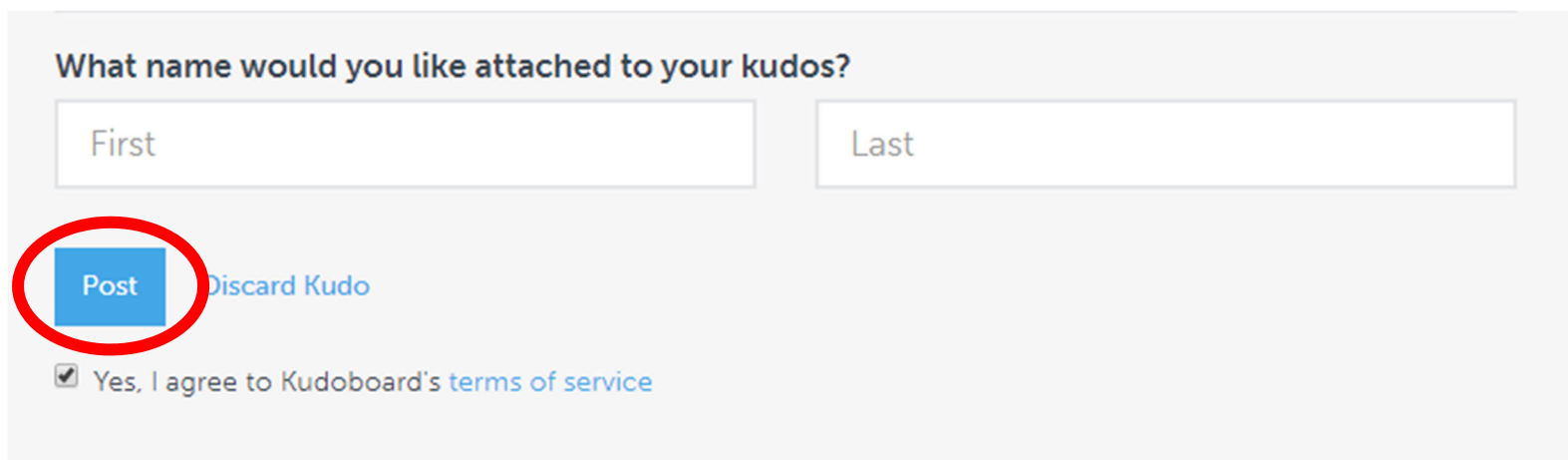
6. Click the blue “Skip Email” button when you see the message below:



Are you sure you don't want to enter your email? This lets you edit your post later and allows the recipient to easily thank contributors.

Skip email Go back

7. Type in the name you want to appear under your message in the “First” and “Last” fields under the text box, like below. When you are all set, make sure the check box at the bottom of the page has a check mark in it and **click the blue “Post” button**, circled below in red.



What name would you like attached to your kudos?

First Last

Post Discard Kudo

☒ Yes, I agree to Kudoboard's [terms of service](#)

8. Your message has been posted! Scroll all the way to the bottom of the Kudoboard to look at your message. If your message isn't there, start at step 1 and try posting again.

**If you have any questions, please feel free to call Lisa Ghosh at 646-522-1809!**