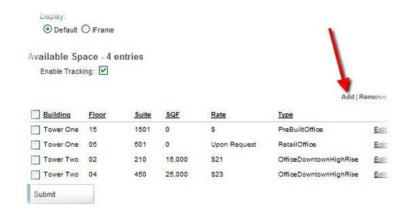
## Add Available Space

Control Panel > Content Manager > Available Space

## Add Available Space:

1. Click **Add** on the top right.



- 2. Fill out all required attributes of the newly available space.
- 3. To select the **Available Date**, click on the popup mini-calendar.



- 4. To add pictures, click the **Browse** links at the bottom of the page.
- 5. Locate and select the desired pictures from your computer using the popup window.

## Note:

- It is recommended that pictures be previously resized to an in a third-party image editing program before
  uploading to your portal.
- 6. Click Submit.