

# CANVA TEAMS ACCOUNT

Username: [hellopebentonhomes@gmail.com](mailto:hellopebentonhomes@gmail.com)

Password: PembertonRE!

The marketing team has created multiple templates agents can use to design graphics for their own social media. To access and use these templates:

1. Open Canva ([canva.com](https://canva.com)). Select "Projects" on left hand side. Select "Brand Templates" from the top menu.
2. Pick the template you want to use. Select "Use this template."
3. Change the title of the project to "FIRSTNAME-Title" (upper right hand corner).
4. Design as you would like.

Agents also have the ability to create their own designs in the account. To do so:

1. Select the size of graphic you would like (you can use the search bar to help as well).
2. Change the title of the project to "FIRSTNAME-Title" (upper right hand corner).
3. Design as you would like.

Please note - you will be limited to fonts and colors within PHT's branding.

Guidelines:

1. Please do not edit the actual templates. Always select "Use this template."
2. Be sure to change the name of the project to include your first name, or we may have to delete it in an effort to keep the working space clean and organized.
3. All projects will be visible to any PHT member. Be sure to only edit your own projects! Feel free to create a folder for yourself to store your projects.

Have questions? Reach out to  
[marketing@teampemberton.com](mailto:marketing@teampemberton.com).