

# Adding Images to Enhance Your Tripleseat Direct Form

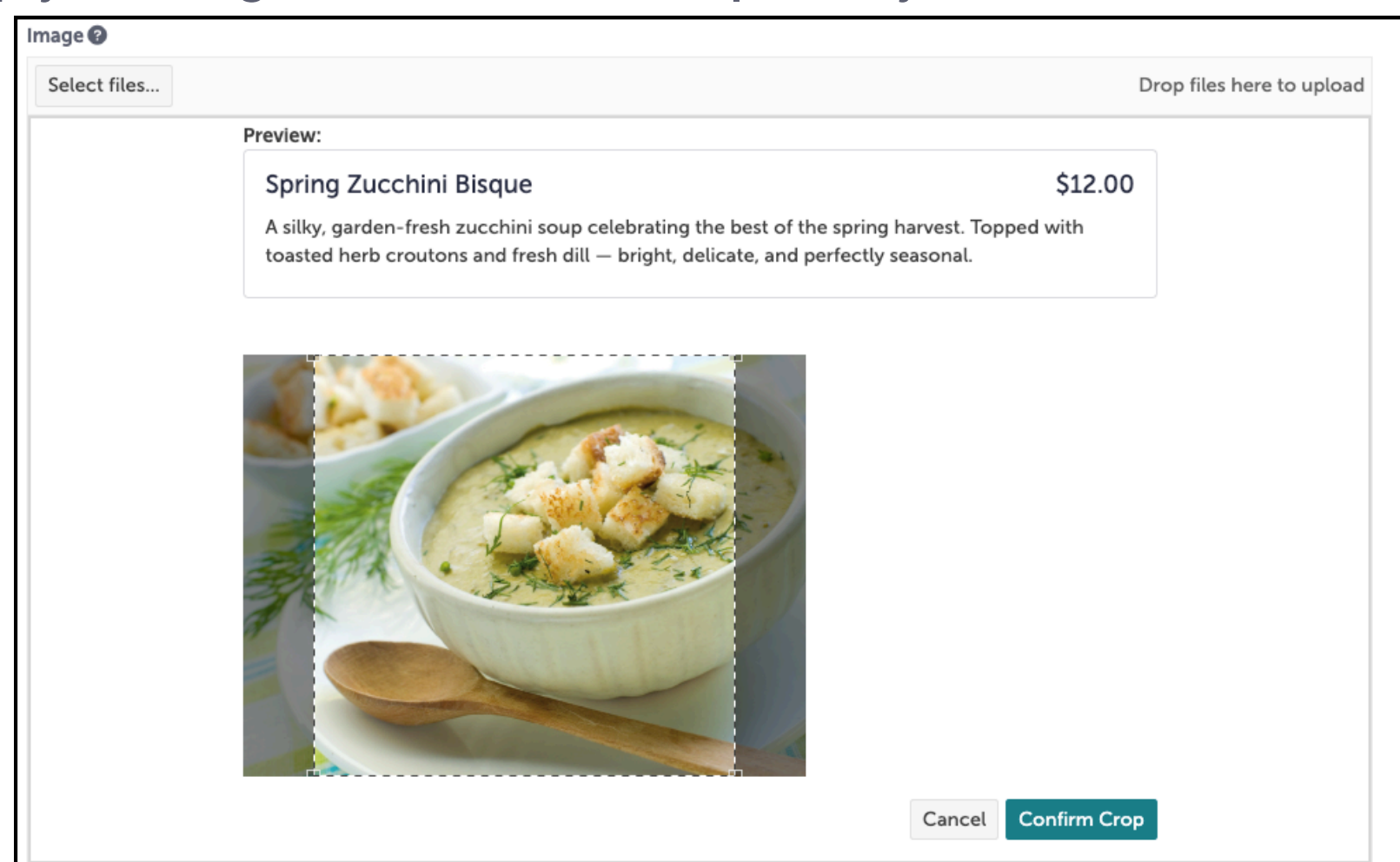
Learn how to add photos to showcase your rooms, packages, items, and additional offerings. This visual preview helps guests make informed selections when completing a TripleseatDirect form for your venue.

## Add images to TripleseatDirect items and packages.

- Navigate to Settings > Documents and Menus > Menus > Packages or Items tab.
- Click **Edit** in the gear icon or directly on the menu item or package that you want to add an image to and scroll down to the bottom of the Edit Item page to the image uploader.
- Select the image you would like to upload.
  - Picture size recommendation: 16:9 aspect ratio and greater than 800 x 450 pixels.



- Crop image, if desired.
  - If you do not want to crop your image, click **Upload** underneath "Crop."
  - If you crop your image, click **Confirm Crop** after you're done.



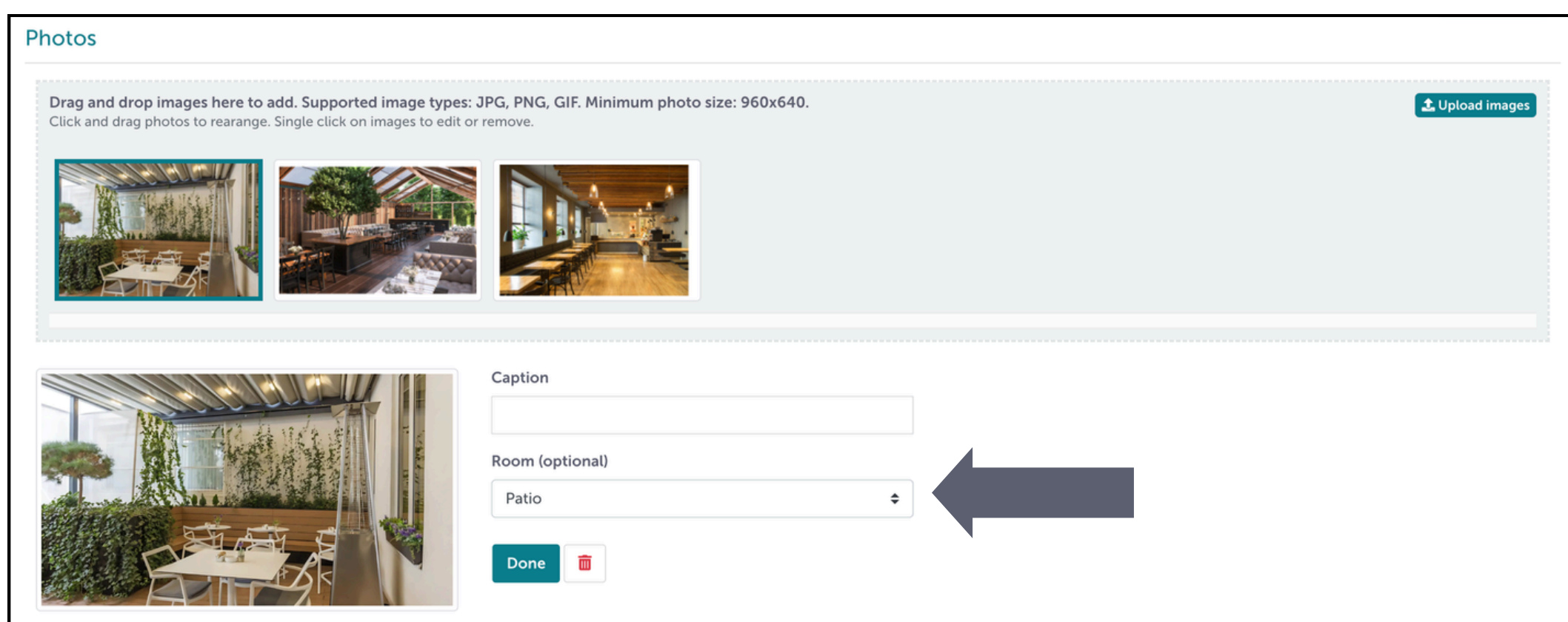
- Click **Upload** when you are satisfied with your item or package's new image and then select **Update** to save the menu item.

## Add images to rooms.

- Navigate to Settings > EventUp and select **Edit** next to the Venue.
- Scroll to the "Areas, Facilities, or Rooms" section to set up rooms.
- Ensure that both "Facility or Room Name" field is filled out and an "Associated Room" is selected.
  - The "Associated Room" is directly correlated to rooms from Settings > Locations > Rooms.



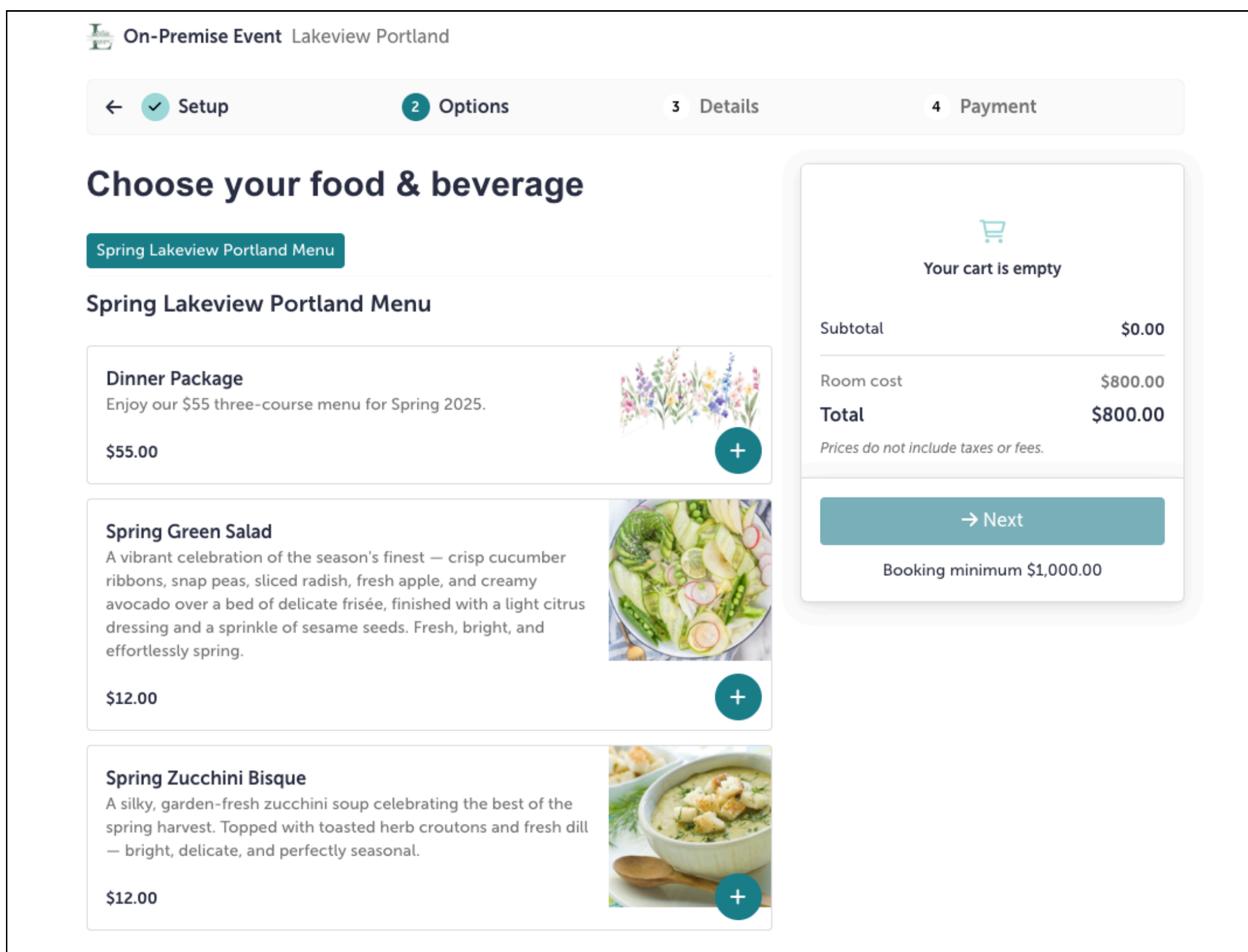
- Scroll up to the 'Photos' section and upload photos.
- Select a photo and use the "Room (Optional)" dropdown to associate the image with a specific room.
  - For example, Patio is the Facility/Room Name and its Associated Room is also the Patio. Choosing Patio in the Room (Optional) dropdown means that this photo will be associated with the Patio on the form.
  - If more than one photo is associated with a room, the form will display the first image in the list of photos.



**Note:** The EventUp listing does not need to be turned on for photos to appear on the TripleseatDirect form.

## Preview your images

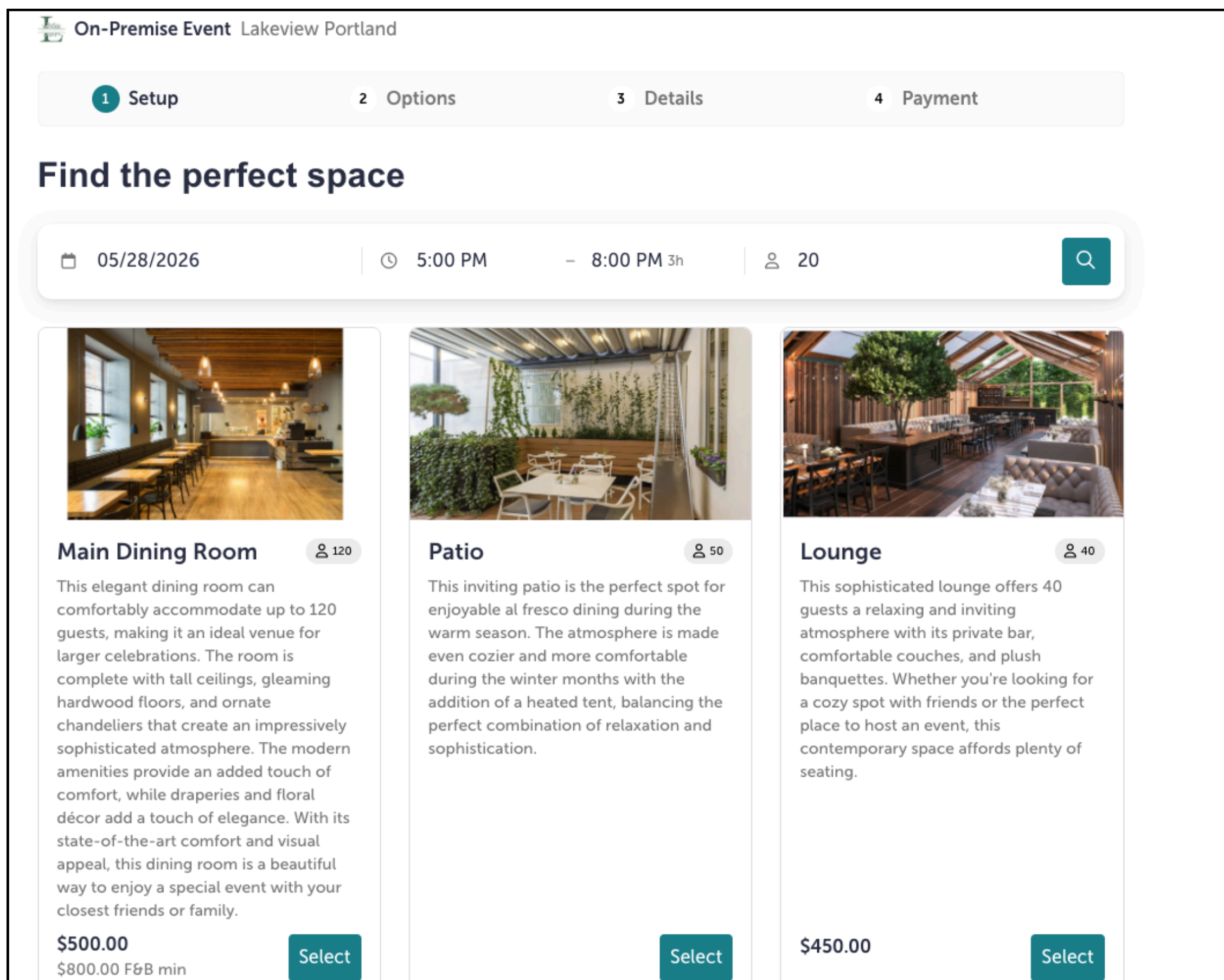
- After you have added photos to your items and/or packages, and added images for your rooms, open the live page of your TripleseatDirect Form to ensure that your images are appearing correctly.
  - Photos can be changed at any time and should be updated and monitored to make sure they are consistently visible by your guests.



For room images:

- When guests expand the dropdown to select a room, thumbnail images are displayed in a grid above the room name, capacity, and description.
  - The name, capacity, and description will continue to pull from Settings > Locations > Rooms
  - If at least one room has an image available, rooms are displayed in a grid format within the dropdown.
  - If a room does not have an image, the "No Image Provided" graphic is shown instead.
  - If no rooms have images available, the dropdown defaults to the original list view.

**Note:** Room descriptions on the form populate from Settings > Locations > Edit Rooms.



For assistance adding photos using different formats, please reach out to our [Support team](#).