

## **Local Workforce Notice: LWN-05**

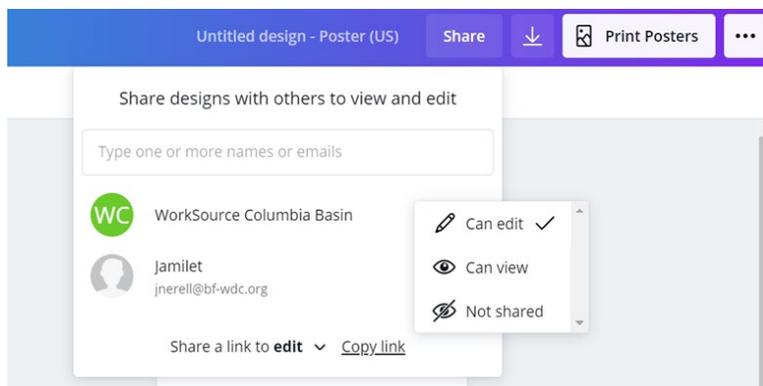
**SUBJECT:** Canva Procedure – Sharing Files, Adding and Removing Users  
**EFFECTIVE:** 8/17/2021

### **Background**

The intent of this procedure is to ensure all branded material for outreach purposes will not be lost or deleted when adding or removing staff from Canva. Canva is the preferred graphic design platform used by the Benton-Franklin Workforce Development Council (BFWDC), WorkSource Columbia Basin (WSCB), and TC Futures for social media graphics, presentations, posters, flyers, documents, and other visual content. Several templates are available in the WSCB account and shall be used in accordance to the Branding and Social Media Policy for both WSCB and TC Futures.

### **Sharing Files**

Staff assigned to Canva (Branding Coordinator) shall ensure all final outreach/branded material is shared with the WSCB Canva Group or TC Futures Group as shown below.



### **Adding Users**

Approval is required from the BFWDC Brand Designee, Jamilet Nerell ([jnerell@bf-wdc.org](mailto:jnerell@bf-wdc.org)), or backup, David Chavey-Reynaud ([dchavey@bf-wdc.org](mailto:dchavey@bf-wdc.org)), before adding new Canva users. This is to prevent existing users from being un-intentionally removed due to the finite number of licenses. Should a new user be required, and all existing licenses are in use, BFWDC staff will collaborate with WSCB and TC Futures to determine the best course of action.

Prior to developing any material, new users must review this Workforce System Notice and the Branding and Social Media Policy for both WSCB and TC Futures.

### **Removing Users**

Before removing a Canva user all works, both in-progress and completed, must be shared with the relevant Canva Group: TC Futures or WSCB.