How to insert your medal:

**WHAT YOU’LL NEED**

- Towel
- Butter Knife
- Your Medal

Lift up top mat and carefully remove the display box for the medal.

Drape the medal ribbon over the top tab of the display box, centering the medal 1 inch from the bottom.

Use a tape loop to secure medal in place so it doesn’t bang against the glass.

Flip the display box over and flatten the ribbon into a U shape. Tape down the ribbon to hold in place.

Insert the display box back between the back mat and the top mat.