Sponsor Logo Website Insertion Instruction - Teams

Individual teams may seek sponsorships to cover additional team expenses. Expectations are specific to House League teams and Representative Teams. To view these, click here.

Inserting your sponsor's logo requires two steps:

1. *Adding the logo file to your team image folder*
2. *Setting up the sponsor into your visible Sponsor List.*

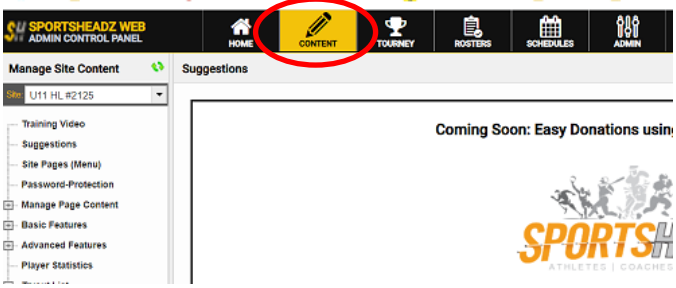
Adding Sponsor Logo file to your Team's image folder

Website Path:

1 Log in to the site

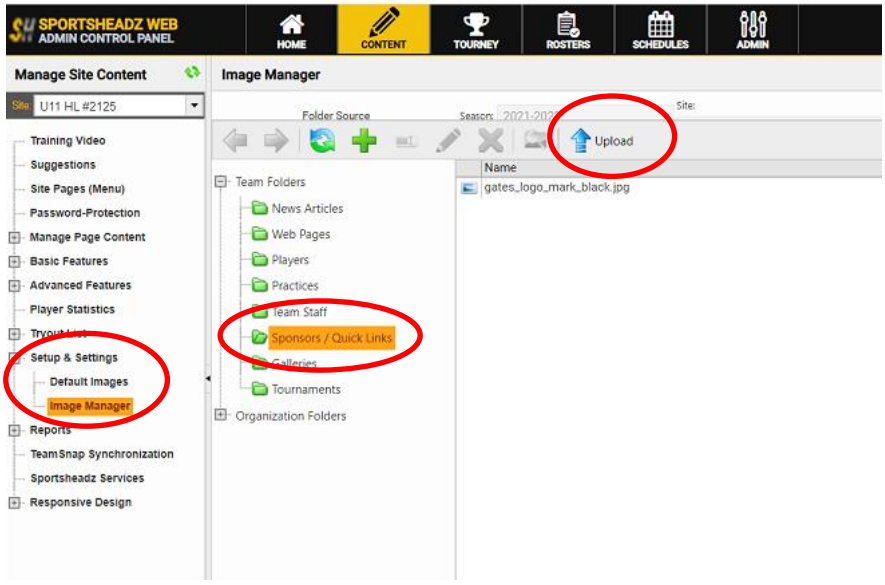
2 Click 'Control Panel' on top right Menu

3 Click 'Content' in the top black Menu Bar



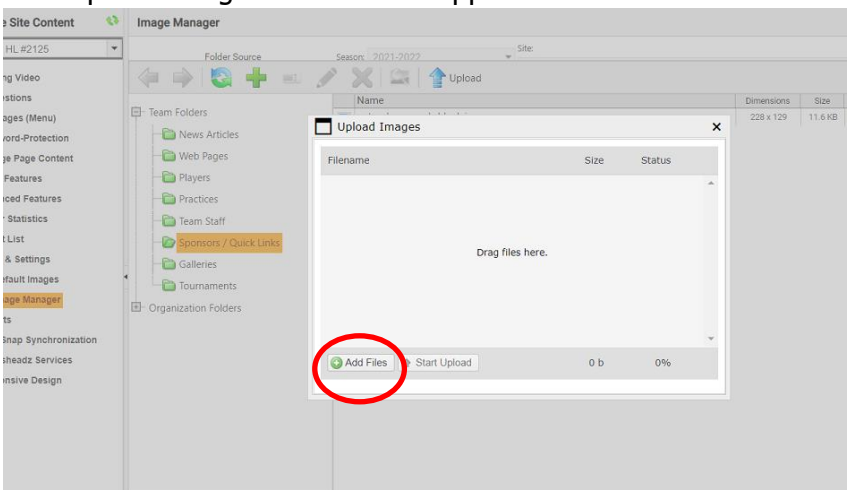
4 Click 'Setup & Settings'

5 A drop down list will appear. You will see 'Image Manager'. When this is clicked your team folders will appear. Click 'Sponsors/Quick Links'. A list of all previous sponsor logos will appear.



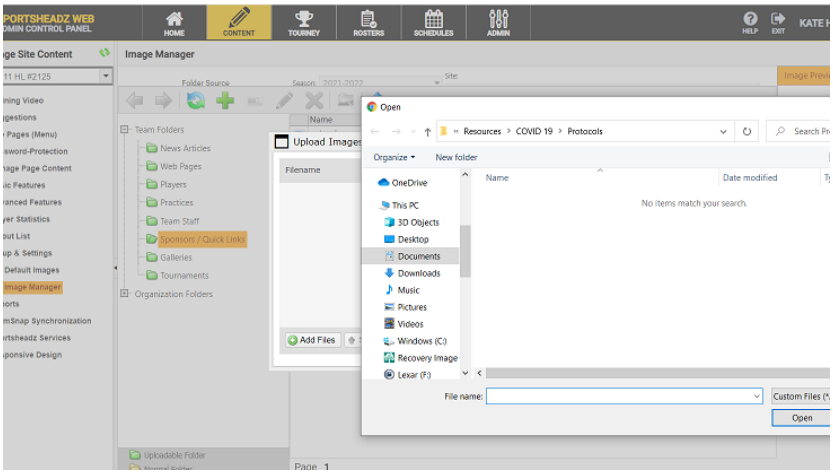
Click the 'Upload' Button

6 The 'Upload Images' window will appear.



Click the 'Add Files' button

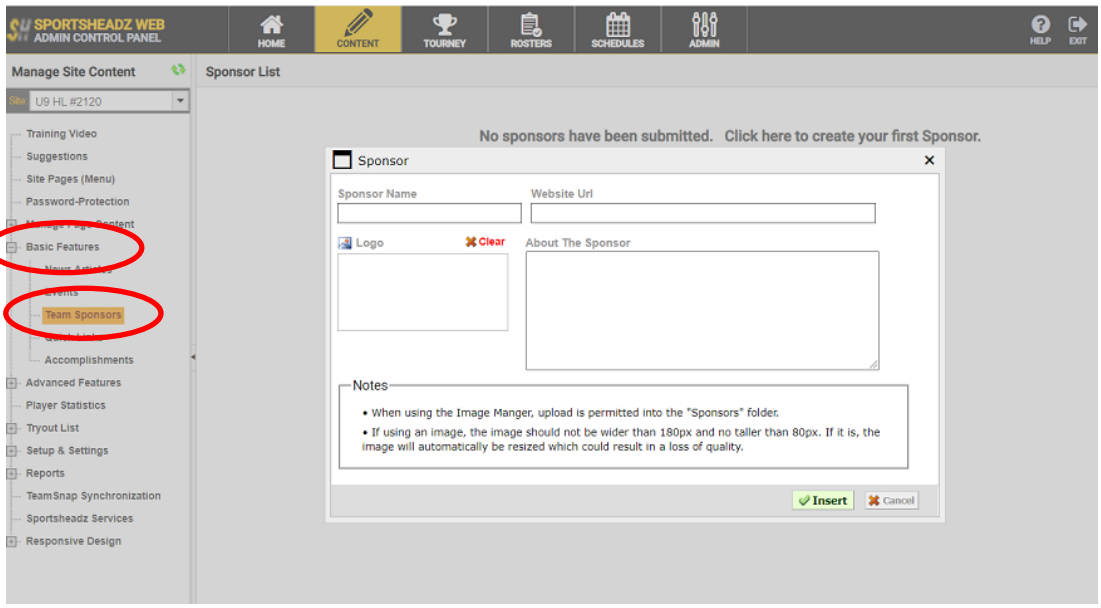
7 A window from your computer/tablet/laptop will appear. Find the logo file that you had saved.



Click your file and then click open. Your computer window will close and you will see the file in the 'Upload Images' window and a dot that will flash until it turns green. This lets you know that the file is ready to be uploaded.
The dot will be red if the file cannot be uploaded to the site. Example causes could be that the file is not the right format or it is too large.
Once the dot is green, then click the 'Start Upload' button. The site will then begin saving the file to your Sponsors folder.
Once done, you will see the file name in the folder.

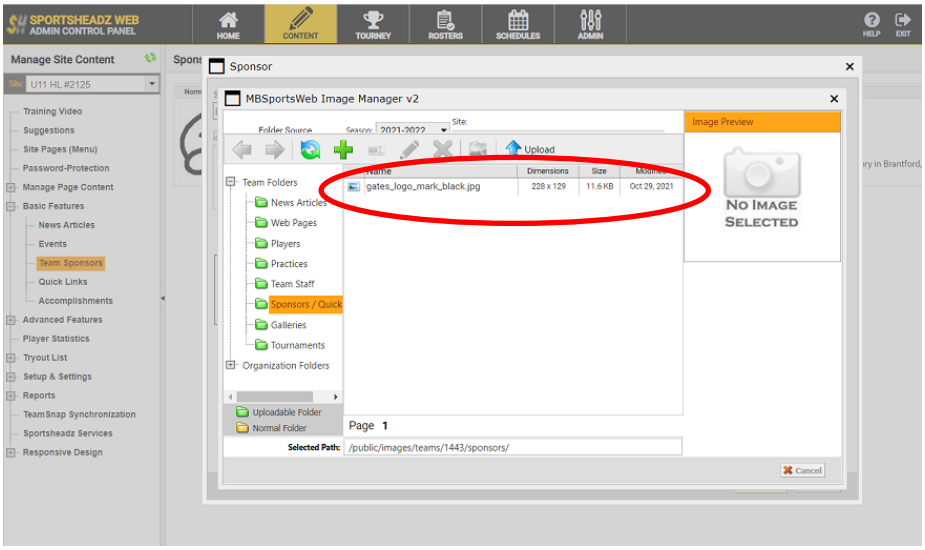
Adding Sponsor Logo file to your Team's Webpage

1 Now that your Sponsor logo has been filed into the site, the logo now needs to be added to your team's sponsor box.
In the Manage Site Content list, click 'Basic Features'. An added list will appear where you will click 'Team Sponsors'.

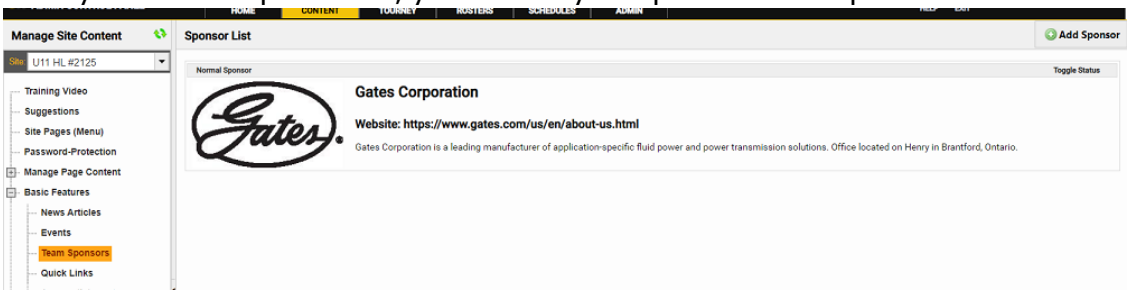


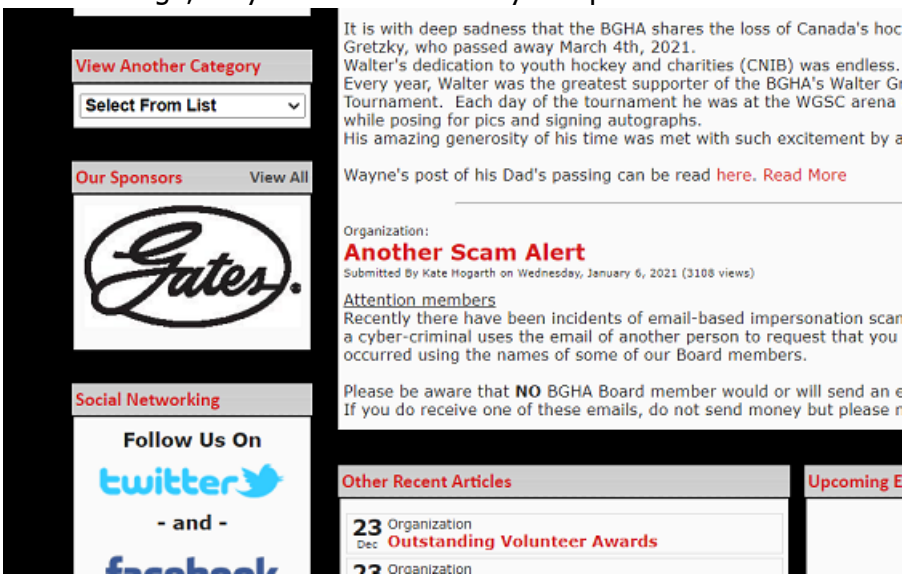
A 'Sponsor' window will appear after you 'Click here to create your first Sponsor'. If you have other sponsors, there will be an 'Add Sponsor' button in the top right hand corner. Enter in your Sponsor's Name, their Website address, and if you wish to add some verbiage about the sponsor.

2 To add the sponsor's logo, click the 'Logo' button. The Image Manager of you sponsor image folder will pop up. Click the file for your sponsor and then 'Insert'.



3 Once you have completed this, you will see your sponsor in the Sponsor List



All the information that was entered will appear.

4 Everyone will then be able to see your Sponsor on your team's homepage. If someone clicks the logo, they will be directed to your sponsor's website.