

# Site Banners

Site banners appear below the header & pages and are added by a site administrator, by selected catalog administrators or through advertising

## Topics:

How do I add banners to the site home page?

How many banners appear on the home page?

How do I activate & schedule banners once they are added?

Can catalog banners be added to the site home page.

Can I offer banners as paid advertising?

Add Banners

Activate & Schedule

Automated Banners

Banner Advertising

Advertising Set Up 1

Advertising Set Up 2

## Site Banners

### How to add a Site Banner

Go to Home Page Options, then select Banner. Upload a JPEG, JPG, or PNG file that is 3 MB or less and 1160 pixels wide by 240 pixels high. As an option, add a hyperlink, then select "Add Banner". The banner will now appear in your library so you can activate and manage it.

Upload Banners

Upload a banner file that is 1160 pixels wide by 240 pixels high. Once the banner is added, find it in the Banner Library to activate and manage it.

**Upload your banner image file.**  
Upload a JPEG, JPG, or PNG file that is 3 MB or less and 1160 pixels wide by 240 pixels high.

+ Select file Upload

240 Pixels Height

Preview Banner

1160 Pixels Wide

**Banner Name**

Enter Name Add Banner

### How many banners can I have on the home page and will they rotate?

You can have up to 10 banners on the homepage, but we recommend no more than 6 at a time.



*Banners do not appear on the home page until you "activate" them by clicking "manage" from the banner library. You can also schedule them or add them to other "spoke" sites.*

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Banner  
Advertising

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## Site Banners

### How do I activate and schedule a banner once it has been added?

From the banner library, find the banner, then click "Manage". Click the check box under "Active" for it to appear in the catalog.

### Schedule Site Banner.

Under the manage button you may select a start and end date under the schedule column.

**Manage Banners**

Use the blue arrow to change the position of the banner, change the banner name, or delete the banner. Select the manage button to make the banner active and schedule it.

	Status	Image	Name	Manage	
	Active		Align Banner 1		
	Active		Channel Banner 1		

Activate the banner by clicking the "active" box. Click post, page or URL to select the type of banner link. In the "All Sites" row, use the drop down box to find the page or post to link the banner to or enter a URL. The system will select the correct page or post link for each site. You can change the links for individual sites. As an option, schedule the banner to appear or be removed from the catalog and site home pages.

Align Banner 1

Site	Active	Post Page URL	Schedule
Convey Channel	<input checked="" type="checkbox"/>	http://conveyservices.com/	Start Date  End Date

Cancel Save



QUICK  
TIP

*Schedule banners that have a time-sensitive nature such as promotions, rebates, coupons or spiffs. This automatically removes them when the offer is no longer valid.*

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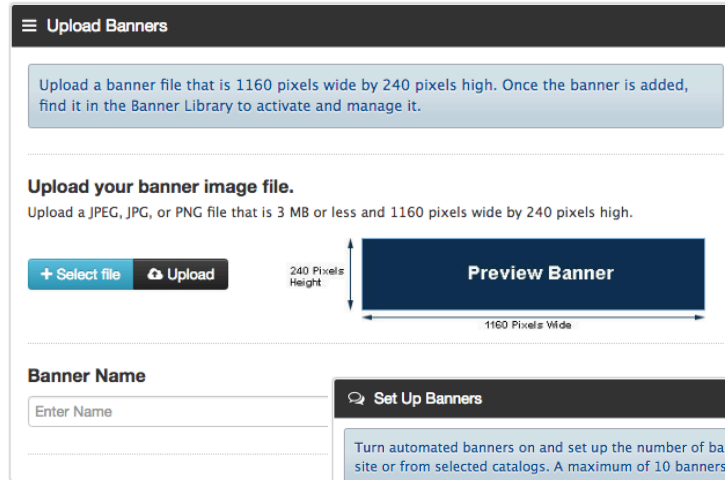
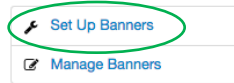
Advertising Set Up 1

Advertising Set Up 2

## Site Banners

### Add Banners from Catalogs to the Site Home Page

Site Administrators can grant permission to catalog administrators to add banners from their catalog to the home page. To allow catalog administrators add banners to the site home page, click "Set Up Banners" in the Banners section of Home Page Options



**Upload Banners**

Upload a banner file that is 1160 pixels wide by 240 pixels high. Once the banner is added, find it in the Banner Library to activate and manage it.

**Upload your banner image file.**  
Upload a JPEG, JPG, or PNG file that is 3 MB or less and 1160 pixels wide by 240 pixels high.

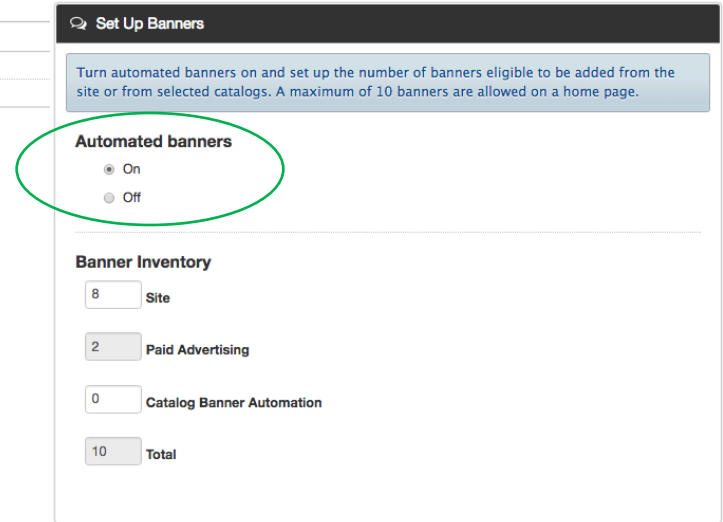
+ Select file Upload

240 Pixels Height

Preview Banner

1160 Pixels Wide

**Banner Name**  
Enter Name



**Set Up Banners**

Turn automated banners on and set up the number of banners eligible to be added from the site or from selected catalogs. A maximum of 10 banners are allowed on a home page.

**Automated banners**

On  
 Off

**Banner Inventory**

8 Site

2 Paid Advertising

0 Catalog Banner Automation

10 Total



*Automated banners can be offered to catalog owners as a "premium" option. Make sure to balance the number of banners coming from the site, from advertising and from catalogs.*

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## Site Banners

### Banners Sold as Advertising

Site Administrators can set up advertising so that external parties can purchase them for advertising. From Manage Site, Click Site Options, then Advertising, then Set Up Advertising.

-  [Set Up Advertising](#)
-  [Manage Ads](#)
-  [Add Advertisement](#)

### Manage Ads

Click the link on the ad name to edit or delete it.

**Select Date Range**

Month Quarter Year **All** Custom

**Select Filters**

<b>Sites</b>	<b>Type</b>
<input type="text" value="Spoke Site Filters"/>	<input type="text" value="Type Filters"/>
<b>Catalog</b>	<b>Time</b>
<input type="text" value="Catalog Filters"/>	<input type="text" value="Time Filters"/>

[Update List](#)



**QUICK TIP**

*Banners purchased as an advertisement always appear before automated banners. Banners are purchased a week at a time. Consider limiting the number of advertising banners.*

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### Set Up Banner Advertising

Select the option, "Set up new template", give the template a name and description, Select the sites that advertisement should be turned on, then click Next to go through the set up wizard.

#### Set Up Site Advertising

**Step 1 Set Up**   Step 2 On/Off   Step 3 Inventory   Step 4 Approval   Step 5 Pricing & Terms   Step 6 Confirm

Set up or manage an advertising template to apply to one or more sites. Set up or manage advertising for an individual site.

**Select an option**

- Set up new template
- Manage existing templates
- Set up or manage individual site

**Set up new template**

Example    Enter Optional Description

**Select one or more sites**

	Site Name	Updated On
<input type="checkbox"/>	[Hub] Convey Channel - conveychannel.com	08/01/2016
<input checked="" type="checkbox"/>	1 Source Knowledge - 1sourceknowledge.com	-



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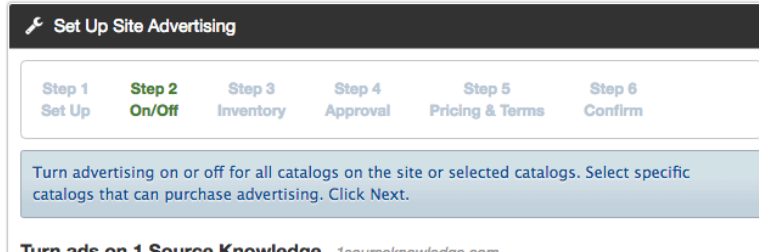
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## Site Banners

### Set Up Banner Advertising

Turn ads on for all catalogs on the site, or select catalogs, then click Next. In step 3, set up banner inventory.



**Set Up Site Advertising**

Step 1 Set Up   **Step 2 On/Off**   Step 3 Inventory   Step 4 Approval   Step 5 Pricing & Terms   Step 6 Confirm

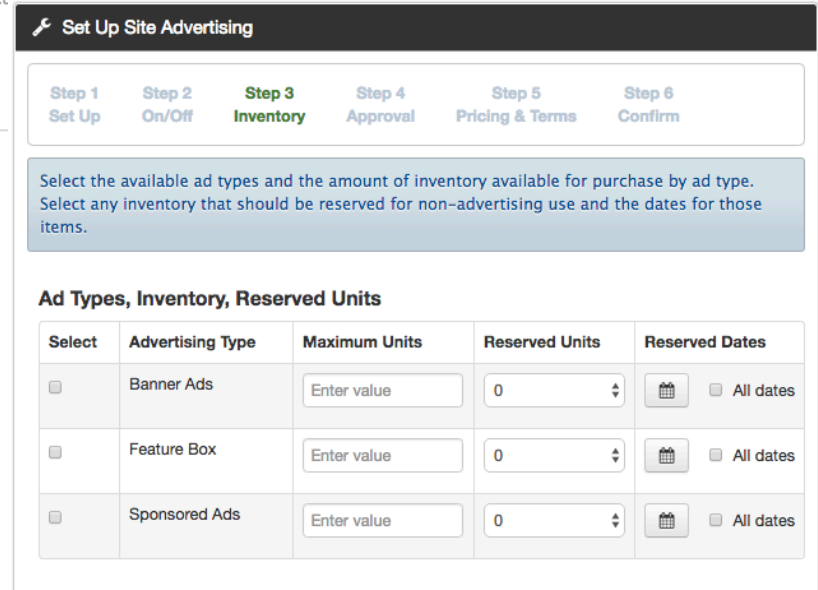
Turn advertising on or off for all catalogs on the site or selected catalogs. Select specific catalogs that can purchase advertising. Click Next.

#### Turn ads on 1 Source Knowledge - 1sourceknowledge.com

- Off
- On for All Catalogs
- On for Selected Catalogs

### Set Up the Inventory

Select the "Banner Ads" type, enter the maximum-allowed ads allowed, how many banner spaces you want to reserve for non-ad banners, and dates for those reserved spots, then click Next. Follow the wizard to complete the process.



**Set Up Site Advertising**

Step 1 Set Up   Step 2 On/Off   **Step 3 Inventory**   Step 4 Approval   Step 5 Pricing & Terms   Step 6 Confirm

Select the available ad types and the amount of inventory available for purchase by ad type. Select any inventory that should be reserved for non-advertising use and the dates for those items.

Select	Advertising Type	Maximum Units	Reserved Units	Reserved Dates
<input type="checkbox"/>	Banner Ads	<input type="text" value="Enter value"/>	<input type="text" value="0"/>	<input type="checkbox"/> All dates
<input type="checkbox"/>	Feature Box	<input type="text" value="Enter value"/>	<input type="text" value="0"/>	<input type="checkbox"/> All dates
<input type="checkbox"/>	Sponsored Ads	<input type="text" value="Enter value"/>	<input type="text" value="0"/>	<input type="checkbox"/> All dates

Back

Next



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