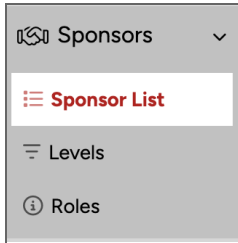
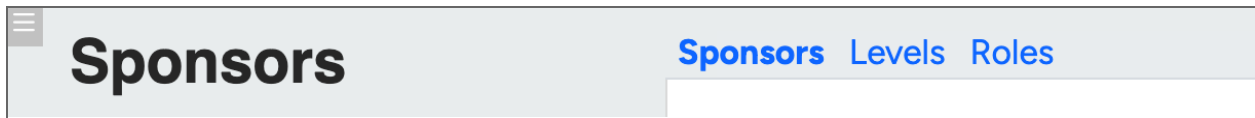


Setting up Sponsors

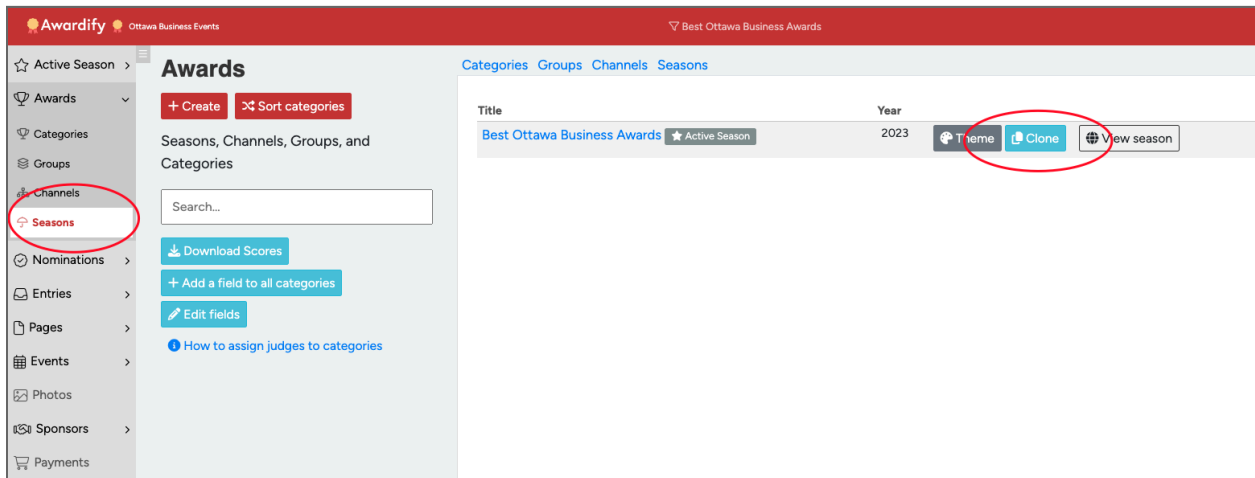


Creating sponsor profiles allows you to showcase sponsors on your website for the public to see.

Sponsors can be divided into Levels and/or Roles.



Levels can refer to monetary levels of donation through your sponsor. By default your account will have 8 levels set up, which will not have any effect until you assign a sponsor to a level.



To set up a Level, select 'Create' and level, or open an existing level to edit it. From here you can set a Title, switch up the order, activate or deactivate the Level, and determine where it will show on your website.

The main sponsor list will appear on your website homepage, and the event sponsors will show up on your Gala page.

If you have created groups of levels, you can select from the dropdown, this provides further organization of your sponsors.

Title

Levels group

Sort Order

Price (\$)

Active

Main sponsor lists

Events

Description

Add the price of your sponsorship at this level, and if you would like potential sponsors to be able to pay for this online, list this in the sponsor sign up. Then, if necessary, you can add a limit to your sponsorship level.

Any further description of this sponsorship can be added in the textbox at the bottom of this section.

Roles can divide your sponsor by function. For example Event Sponsors, Flower Sponsors, Food Sponsors, etc. Give your Role a title, and a sort order if you would like them to appear in a certain order. Set the Role to active and add a description.

This screenshot shows a form for creating a role. It contains the following elements:

- Title:** An empty text input field.
- Sort Order:** A text input field containing the number "100". Below it is a tooltip that reads "Ranked in ascending order. ('1' appears before '2' in a list.)"
- Active:** A checkbox that is checked.
- Description:** A rich text editor with a toolbar containing options for Paragraph, Bold, Italic, Underline, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Video, Embed, Undo, and Redo. Below the editor is a word count box showing "Word count: 0".

Once you have your Levels and Roles in place, it is time to add your Sponsors. Click +Create and Sponsor to begin a profile for a new sponsor.

This screenshot shows a form for adding a new sponsor. It is divided into two columns: "Sponsor Name" and "Contact".

- Sponsor Name:** Includes a text input field for the name, a text input field for the website (pre-filled with "https://www..."), a checked "Active" checkbox, a "Logo Image" section with a "Choose File" button and a note "15MB max file size. Formats: .jpg, .jpeg, .gif, or .png", a checked "Display uploaded logo" checkbox, and a "Logo URL" section with an optional text input field and a note "Use the full URL including 'https://' to use a logo from another website." There is also an unchecked "Display logo from URL" checkbox and a note: "If you have uploaded a logo and supplied a logo URL, determine which logo to display with these checkboxes. If both checkboxes are checked, the uploaded image will display."
- Contact:** Includes text input fields for Name, Position, Email, and Phone.
- Abstract:** A rich text editor with a toolbar and a word count box showing "Word count: 0".

Add in their information, including the Sponsor Name, Website, Logo, and Contact Name. If you would like to add a description or introduction about this sponsor, place it in the textbox. Once you save these first settings, a second page will load. This is where you will see a red +Add Sponsorship button, and a categories field.

This screenshot shows a partial view of a form. It features a prominent red button labeled "+ Add sponsorship" and a "Categories" section with a tag that reads "Best New Business".

You will need to add your sponsor to your season and then assign them a Role (optional) or a Level (mandatory). If you have a Presenter who is different from the primary contact, add that here as well. If your sponsor is sponsoring specific categories you can assign them here.

Sponsorship

Season *
2023 ▼

Role
▼

Level *
Presenting ▼

Presenter

Name	Email
<input type="text"/>	<input type="text"/>
Position	Phone
<input type="text"/>	<input type="text"/>

Remove sponsorship Yes No

You can also assign a sponsor to a category in the category itself. Open 'Awards - Categories' and then open the category itself, and click into the Sponsors textbox to assign a sponsor. Doing this through the category or through the sponsor will not make a difference. Back in 'Sponsors', if you have sponsors from previous years who are sponsoring again this year, you can simply open their existing account and update the saved sponsorship to the current season.