

Place Banners – Formerly Adserver

Banners—the SOCS term for buttons placed on your site—provide links to additional pages like the lunch menu or activities calendar. Banners can also link to other sites like PowerSchool, AltoonaEd, the community library, or a weather website. You can place these banners on the front page or on any section or sub-section of your site. The location of the banners depends on your SOCS template. Utilizing banners is a great way to make your SOCS site user-friendly and attractive and it's also a way to individualize sections or sub-sections.

Rotating Banners feature more than one banner in a banner location. Each banner can be a website, a static page or graphic. The banner will rotate to a different one each time the front page/section/sub-section is accessed.

This is a two step process involving the person creating the banner and the Manager. If you create a banner and do not have Manager access, you will need to contact the Manager to tell them the section and position where the banner will appear. The Manager will then assign the banner position. The Manager has to be involved in this process – otherwise you can create a banner, but you can't put it on the website.

To add a Banner/Button:

- Select “Banners” from the left-hand side of the Central Services page.
- Select “Clients” from the Banners Menu.



- Select “Add Client” from the Clients screen.

Clients

Edit Client	Edit Banners	Client	Status
		Calendar	Active
		Elementary School Calendar	Active

On the “Add Client” screen, you will input.

- User Name (*Username must be different for each client. Password can always be the same.*)
- Client Name (*We suggest using the same name or theme for each Client, Banner and Banner Group to make managing easier.*)
- Contact Info (*Can be left blank.*)
- E-mail address.
- Report Frequency (*Can be left at the default of Never.*)
- Status should be Active.
- Notes (*Can be left blank.*)
- Select “Add Client”
- On the Clients screen, click on “Edit Banners” for the client just added.

Clients

Edit Client	Edit Banners	Client	Status
		Bakery	Active
		Calendar	Active
		Elementary School Calendar	Active

- Select “Add Banner.”
 - On the Add Banner screen, enter the Banner Name.
 - Status should be Active.
 - Comments can be left blank.
 - Upload New Image (Image must be a GIF or JPEG).
 - Click on “Upload Image” and then “Browse” to select the image.
- Note:** You must have either an image or fill in the “Image Alt Text” field.
- Select “Continue” to go back to the Edit Banner screen.

Upload New Image

If you choose “Image Path,” click on “Browse” to select an image from your local or network drive. If you select “Image URL,” enter the full URL to the image in the text area. Include the “http://” in the URL. Click “Continue” to upload the image.

Client Name: Bakery

Local Image

Upload Image From

Drive:

Image File Path:

Network Image

Fetch an image from URL:

Image URL:

- Click-Thru URL (*Input the URL for the site link or leave blank if you're displaying an image but not linking to a site.*)
- Banners for right-hand side: standard –120 x 40; maximum – no more than 150 x 60.
- Banners for top and bottom: 468 x 60.
- Image Alt Tag (*Must be completed if you do not have an image, otherwise can be left blank.*)
- Horizontal Align (*Can be left at None.*)
- Vertical Align (*Can be left at None.*)
- Banner Link Target (*Choose open in a new window from the drop down box.*)
- Image Border (*Select from the drop down box.*)
- Optional Text (*Can be left blank or appears centered under the image.*)
- HTML Block (*Leave as is or call Customer Support if using HTML.*)
- Select “Preview,” to preview the banner or Update Banner to save the information

Remove image Upload new image

Click-Thru URL: *This is where you go when you click the image.*

(Example: http://www.newdigitalgroup.com)

Image Width: calculated automatically

Image Height: calculated automatically

Image Alt Text: *This text will replace the banner if images are unavailable.*

Horizontal Alignment:

Vertical Alignment:

Banner's Link Target:

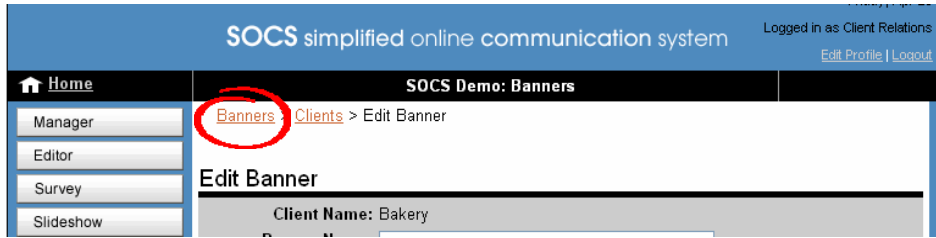
Image Border:

Optional Text: *This text appears centered under your banner.*

To include HTML with the uploaded image, place it around the <banner> tag in the “HTML Block” below (use only HTML that would appear between the <body> and </body> tags of an HTML document). If you did not upload a banner image above, remove the tag.

HTML Block: *Use the <banner> tag to embed your banner.*

Note: If you are using Rotating Banners (more than one banner), add your next banner using the same procedure. When you have added all banners, return to the Main Menu.



Select Banner from top:

- Select “Banner Groups”.
- Select “Add Banner Group”.
- Input Group (client name).
- Status should be Active.
- Comments can be left blank.
- Add Banner Group.

Add Banner Group

Group Name:

Status: Active

Comments: *Comments are for internal use only.*

Select “Manage Attached Banners” for the group you just added.

Banner Groups

Edit Group	Edit Group Locations	Preview Attached Banners	Manage Attached Banner	Reorder Banners	Group Name	Status
					calendar	Active
					Elementary School Calendar	Active
					fafsfa	Active
					High School Calendar	Active
					lkfdj	Active
					menus	Active
					Middle School Calendar	Active
					SOCS Email	Active

Select “Attach Banners”.

Manage Attached Banners

Group Name: Sample

Edit Delivery	Select Banner	Banner Type	Banner	Client	Start Date	End Date	Status	Size
<i>There are currently no banners attached.</i>								

- Select the client from the drop-down box.
- Select “Search”.

Attach Banners

To add new banners to this group, search for available banners by entering a keyword and/or selecting a client name, client status, or banner status. The search results will be displayed below.

Group Name: High School Calendar

Keyword:

Client:

Client Status:

Banner Status:

Your selection will appear.

- Change “Attach As” from “None” to either “Default” or “Rotation” (for more than one banner).
- Attach banners.

Search Results

To attach banners select "rotation" or "default" from the drop down in the "Attach As" column. Then, click the “Attach Banners” button. To give a banner more weight in a group, attach it more than once.



Your search returned 0 results.

Attach As	Banner Name	Client Name	Status	Size
default	Grade School Calendar	Grade School School Calendar	Active	120x40

- Click on “Edit Delivery” to access the Edit Banner Delivery. (Repeat for each banner if using Rotating Banners.)

Manage Attached Banners

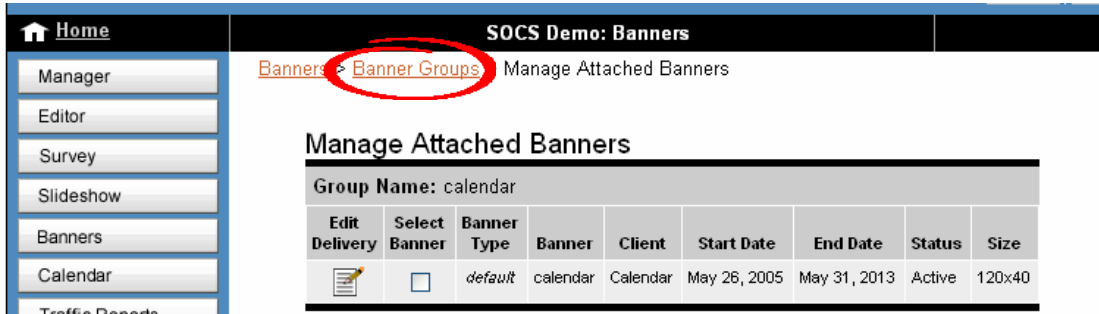
Group Name: High School Calendar

Edit Delivery	Select Banner	Banner Type	Banner	Client	Start Date	End Date	Status	Size
	<input type="checkbox"/>	rotation	High School Calendar	High School Calendar	Apr 27, 2006	Apr 30, 2006	Active	120x40
	<input type="checkbox"/>	default	High School Calendar	High School Calendar	Jul 25, 2005	Dec 31, 2013	Active	120x40

- Select “Start/End Dates.” If this banner will appear indefinitely, select 2014 as end date.
- Accept the default values for the remaining fields on this page.
- Comments are optional.
- Update Banner Delivery.

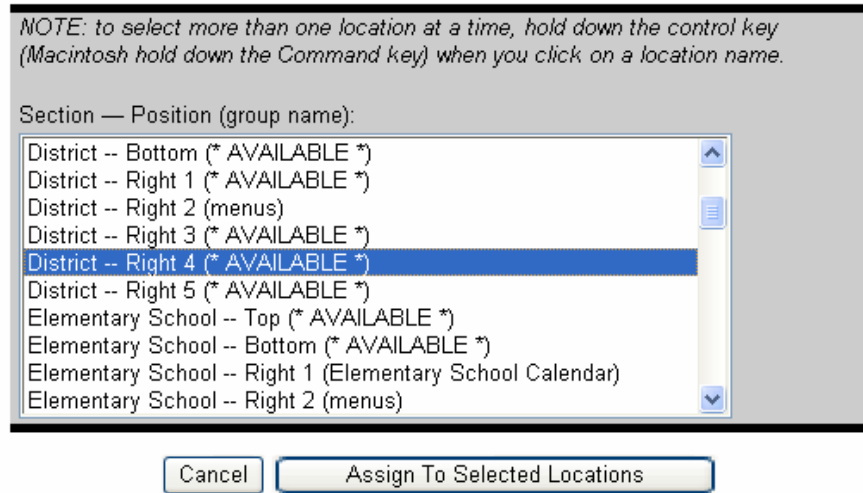
Note: Banner position has to be assigned by the Manager before the next step can be completed.

- Select “Banner Groups from the top of the screen.



- Select “Edit Group Locations” for the banner you added.
- Scroll down to choose the Section and the location for your banner.

To assign this group to additional locations, select the location(s) in the multi-select box below and click the "Assign To Selected Locations" button. If a location is already occupied by another group, first remove the other group from the location (click on "select another group" from the "group menu").



- Select “Assign To Selected Locations”.
- Note:** If you want the banner to appear on the section and all the sub-sections, select the location for every sub-section within the section.
- Wait several minutes for caching (processing time), and your banner will appear.

Note: If new sub-sections are added later, you will need to notify the manager to assign the new banner position. You will also need to assign the banner to the new location.