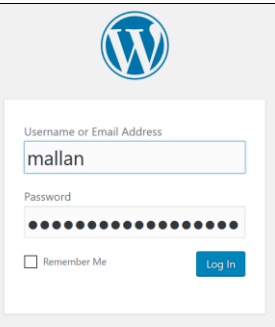
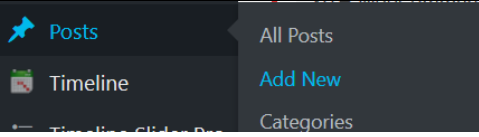
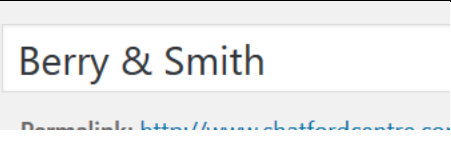

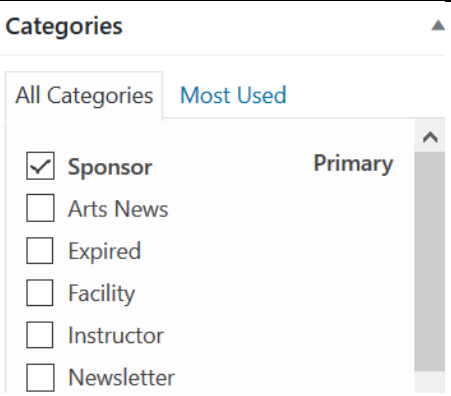



How to add a Sponsor to the Sponsorship page

Introduction

The purpose of this document is to explain how to add a sponsor to the sponsorship page.

Instructions

	<p>First you must sign into the dashboard of the site with your own userid and password.</p> <p>To get to the dashboard you click on the following link http://www.shatfordcentre.com/admin</p>
	<p>From the dashboard hover over “Posts “and select “Add new”</p>
	<p>Make the title of the post the name of the sponsor</p>
	<p>Leave the description blank</p>
	<p>Select the category “Sponsor”</p>

<p>Tags</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <input style="width: 100%;" type="text"/> <input type="button" value="Add"/> </div> <p><i>Separate tags with commas</i></p> <p>✕ Silver</p>	<p>In the tag section enter the sponsorship level of the sponsor.</p> <p>Valid values are</p> <ul style="list-style-type: none"> • Platinum • Gold • Silver • Bronze
<p>Page Links To</p> <p>Point this content to:</p> <p><input type="radio"/> Its normal WordPress URL</p> <p><input checked="" type="radio"/> A custom URL</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input style="width: 100%;" type="text" value="http://www.berryandsmith.com/"/> </div> <p><input checked="" type="checkbox"/> Open this link in a new tab</p>	<p>In the "Page Links To" section select A <i>custom URL</i> and enter the URL of the sponsors website in the space provided.</p> <p>Also, click on Open this link in a new tab</p>
<p>Featured Image</p> <div style="text-align: center;">  </div> <p><i>Click the image to edit or update</i></p> <p>Remove featured image</p>	<p>Set the Featured Image of the post to be the customers logo.</p>
<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <input type="button" value="Publish"/> </div>	<p>Publish the post.</p>

Note: At the time of the writing of this document there were no GOLD level sponsors so that column was removed from the sponsorship page. If you are adding a GOLD level sponsor and it does not display on the sponsorship page, then contact the website administrator as shown below.

Michael Allan

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