

## **Sponsors**

Allows you to display the name, logo, link and other information to your organization's sponsors.

### ***View Sponsors Tab***

Displays all of the sponsors that have been entered in the ISM.

#### *Creating a New Sponsor*

1. Click on New.
2. Enter the company name; this is what will show up on the website.
3. Select whether or not it's hidden.
4. Highlight the applicable category.
5. Enter any additional information using the text editor.
6. Enter a contact name and contact email, if applicable.
7. Enter the sponsor's URL. Note that the programmers can make the sponsor's logo and name clickable to whatever is entered in this field.
8. Upload the logo using the Select button.
9. Save.


### ***Categories Tab***

#### *To create a category*

1. Click on New.
2. Enter a description for that category. This will show up on the front end but is an optional field.
3. You must enter at least one category in order for items to display. They can either create one generic category or they can break it down into multiple categories (i.e. Gold, Silver, and Platinum Level.)

#### *Creating a Custom Field*

Note that creating custom fields is identical no matter what component you're editing.

1. When you are viewing the Custom Fields tab, you will have a place to create an entry.
2. Type in the name of the custom field.
3. The type refers to the type of information that will be entered.
  - a. Drop-down Box – drop-down menu of choices
  - b. Multiple Select Box – user can select multiple answer choices from the list
  - c. Checkbox Array – displays checkboxes, but the user can only select one choice
  - d. Radio Array – displays circles for you to select, but the user can only select one choice
  - e. Small Text – this allows the user to type in information such as a name or address
  - f. Large Text – allows the user to type in information, but this gives them a lot more characters than a Small Text box; generally used when the user needs to type sentences or paragraphs
  - g. Photo – allows the user to upload a photo
4. Required – it's up to you if you want to require it or not, but if you select Yes, then the user will have to enter that field in order to submit the information or save.
5. Click the orange Add Field button (  ), and this will save the Custom Field.
6. Once you have added the custom field, it will show up automatically on the back end, but depending on where you are adding it, it may or may not display on the front end. If it does not show up, you will need to contact your customer service representative or enter a task in the task manager for this field to appear.