

## DNBC website: Sponsors – managing

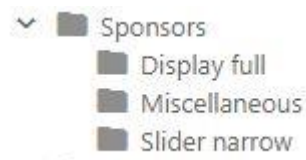
### Sponsors

There are five areas of the website which need to be updated when there is a change in the sponsor list.

1. Each individual sponsor has a dedicated page with contact details and any other information they require. A click on any sponsor logo, anywhere in the site, should take the user to that sponsor's page.
2. A page listing of all sponsor's logos, generally in order of support - accessed through *Pages > Sponsors*.
3. The default sidebar which shows with every site page, unless set otherwise, also shown in support order – accessed through *Appearance>Widgets> Default Sidebar*.
4. A horizontal scrolling list (slider) at the bottom of the Home Page- accessed when editing the *Home Page*.
5. At the top of the sidebar on the *Member Area* page, there is a gallery widget of the most supportive of our sponsors logos. These need to be redone if any of these sponsors change significantly.

### Preparation

1. Obtain, from the sponsor, a good quality image of their logo. If the logo comes as a picture file, then it can be processed from there. If as a PDF file, then it will need converting to a picture file (see document *IMAGES – Preparation before uploading*, and the final page in that document).
2. Firstly, use *Paint* to make a copy of the logo image that is 300 pixels high: it can be any width up to about 700 pixels. Load it into the media folder: *Sponsors > Display full*. These copies are used for areas 1,2 and 3 above.
3. Next make a copy of the logo image that is 120 pixels high: it can be up to about 500 pixels wide. It may be best for some logos to just use the name portion of the logo. Load it into the media folder: *Sponsors > Slider narrow*. These are used for area 4 and 5 above.
4. The media folder *Sponsors > Miscellaneous* is used for sponsor images that are shown on each sponsor's dedicated page (if required).
5. Obtain the street address, contact names and numbers, and website address of the sponsor for use on their dedicated page.



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### Area 1. Each Sponsor's dedicated page

Go to *Pages* to have a look at the sponsor pages already in the site. They have differing amount of information depending on the requirements of the sponsor, and the information they have supplied.

Add a page for the new sponsor (see help document *PAGES add or edit*). Add any information available and required.

Copy the page link (to right of *Permalink*;) and save it in Notepad or somewhere for later use in connecting the sponsor logo to this page.

### Area 2. A page showing all sponsor logos

Go to *Pages > Sponsors*.

The page has two main sections:

1. At the top are the main sponsors. These are added directly to the page, in the order supplied by the club's sponsorship director.
  - a. A new logo can be inserted in this section by clicking anywhere before, after or between existing logos, then go to *Add media*, select the logo, click *Insert into Page*.
  - b. To remove a logo, click it then click the X that shows immediately above it.
2. Under the main sponsors there is a *Table*, with two horizontal cells and unlimited rows. Notice the dotted lines of the table borders, indicating that these will not be visible when displayed. Other sponsor logos are placed in these cells.
  - a. To remove a logo, click the logo, then click the X that shows immediately above it.
  - b. To insert a new row of two cells, click at the top of where the new cells are to be added, then click the *Table* tool, then *Row*, then *Insert row before*. If the new cells are to be added at the end, click in the last right-hand cell then press TAB.
  - c. A new logo can be inserted in this section by clicking in any empty cell, then go to *Add media*, select the logo from the *Display Full* folder, click *Insert into Page*.

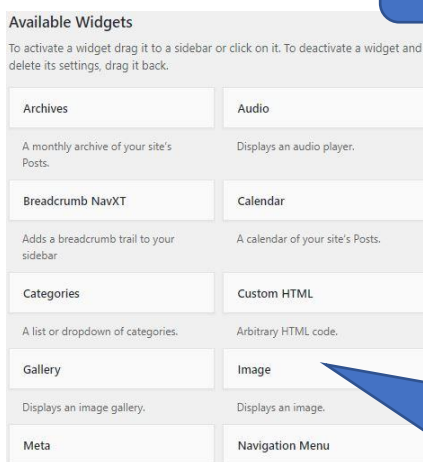
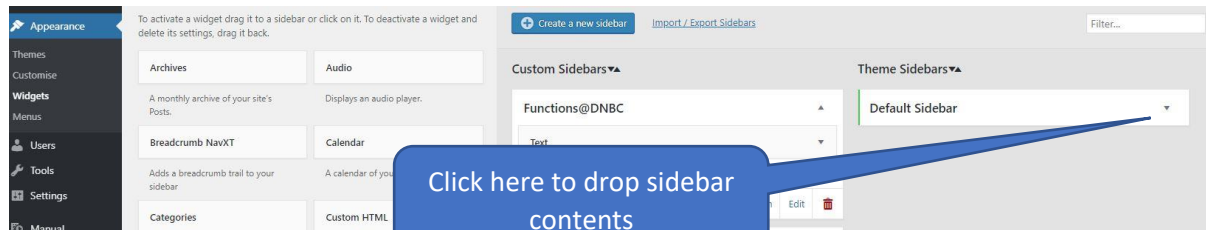
**Page sidebar not the default sidebar:** Note that the sidebar for this page is *Sponsors* (see *Sidebars* on the right of the window).

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### Area 3. The default sidebar showing all sponsor logos

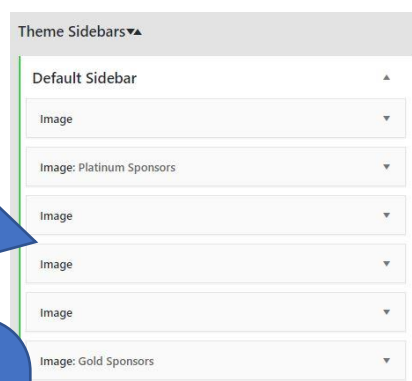
The default sidebar contains all sponsor logos and is displayed on the right of all pages unless specifically replaced.

It can only be updated by accessing *Appearance > Widgets*, and can be found on the right of that page under *Theme Sidebars*.

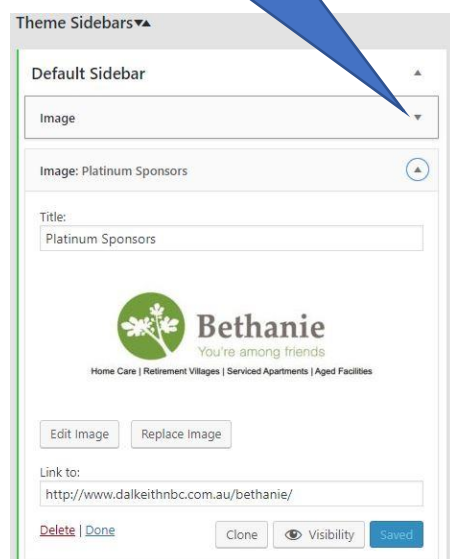


The sidebar comprises a series of *Image Widgets*, one for each sponsor logo.

More sponsor logos can be added by dragging and dropping an *Image widget* where required.



Click here to open the widget for editing



Do not enter a title.

Click *Add image* to insert the sponsors logo.

The image can be replaced or edited.

Add the link to the sponsor dedicated page by entering the previously saved link in the section marked *Link to:*

When done, click *Save* and wait for the save icon to disappear.

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### Area 4. Slider on *Home Page* showing all sponsor logos

The slider at the bottom of the Home Page is accessed as follows:

Click *Dashboard*

Click *Edit your front page*

Scroll down then select  
*Sponsors Section*

Next Steps

- Edit your front page
- Add additional pages
- Add a blog post
- View your site

Home Page

Slider Section

TextInfo Section

Info Section

News Section

Galleries Section

Events Section

Sponsors Section

Sponsors logos will show on the left.

1. To insert a new sponsor anywhere, click on the sponsor logo that the new sponsor is to appear above, then click the small + in a circle that appears on the right of that sponsor's area.

Sponsors Section

Show Sponsors

Yes  No

Sponsors Title

Our Sponsors

Sponsors

	Image	Link
1		<a href="http://www.dalkeithnbc.com.au//bethanie/">http://www.dalkeithnbc.com.au//bethanie/</a>
2		<a href="http://www.dalkeithnbc.com.au//city-toyota/">http://www.dalkeithnbc.com.au//city-toyota/</a>

2. Click *Add image* on the left. Select the sponsor image from the media library folder *Slider > Narrow*. Click *Select*.
3. Next paste the address, to the sponsor's web page,

into the area provided. Ensure that *http://* is inserted before the *www*.

Click *Update* further up the page to save changes.

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### Area 5. Small gallery of some sponsor logos on *Members* sidebar

Only the most important of the club's sponsors are shown in the small picture gallery at the top of the member area sidebar. Below are those at the time of writing.

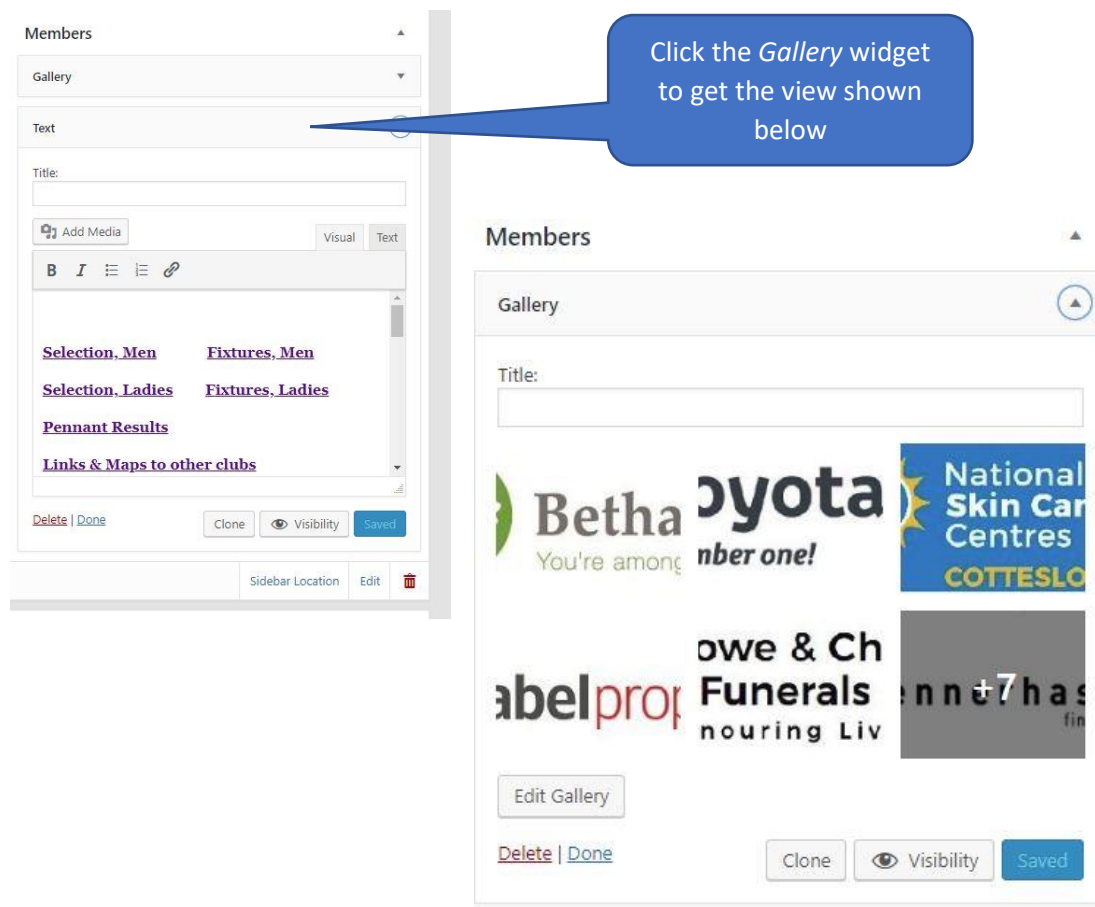


To create this small gallery:

The image shows two screenshots from the Joomla! administrator interface. The top screenshot shows the 'Appearance' menu expanded, with a blue callout box pointing to 'Appearance' that says 'Click Appearance'. Another blue callout box points to 'Widgets' in the sub-menu, saying 'Then Widgets'. The bottom screenshot shows the 'Custom Sidebars' configuration window for 'Functions@DNBC'. It lists several sidebar locations: 'Text', 'Members', 'Membership Images', and 'Sponsors'. A blue callout box points to the 'Members' sidebar location, saying 'Click the down arrow on the Members sidebar to drop the sidebar's contents'.

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There are two widgets on this sidebar. We are concerned here only with the *Gallery* widget. The *Text* widget is dealt with in a separate document: *Member Area- edit*.



To change the composition of this small gallery of logos.

1. Click *Edit Gallery* to take you to the media library
2. To remove a logo, click the X at the top right of the logo then click the -- that shows.
3. To add a logo, click *Add to gallery* at the top left. Navigate to the *Slider Narrow* library folder and select a logo.
4. When done click *Update Gallery* at bottom right.
5. Check and then click *Save* and wait until the saving icon is still.