

Uploading a Banner

Login to the tournament website and go to the organization module. At the Admin tab, you can click on “Banner”.

Direct link: <http://tc.tournamentsoftware.com/organization/admin.aspx?id=DE68C458-FF0C-4BD0-B058-AB3E54F4D450&p=4>

Steps:

1. Click the “Add” button.
2. Click “Choose File” and browse for the new banner image. (You need to make sure the banner is in the correct dimensions, in your case the top banner (“standard banner”) will need to be 468*60 and the banner positioned on the homepage(“Medium rectangle”) will need to be 300*250)
3. At “Link”, you can fill in a link for the banner (this is the link to which the users will be redirected when you click the banner).
4. At “Banner Types”, select “*****Standard Banner (468*60)*****” for the top right banner and “Medium rectangle (300 * 250)” for the center banner on the homepage.
5. You don’t have to select an end date, if you leave it empty, it will be permanently placed. But if you want a banner to run for a certain time, you can fill in and start and end date.
6. Click the “Next” button.
7. If you want it to be placed for a specific tournament, you can click the Search tournament button, and search for the tournament you want the banner to be placed on). If you want to place the banner over all pages on the website, you don’t need to select a tournament.
8. Optionally you can enter a date for each placement, or you can leave empty, if you want it placed as long as the banner is active (the dates you set previously in step 5).
9. Next you need to determine where you want the banner to be shown, and for what language (French or English). “Top English” will show the banner top right when English is selected, and when you select “Homepage banner French”, it will show in the center of the homepage in when French is selected.
10. Click the “Add Placement” button.

11. Optionally you can add another place, for example if you want one banner for both languages.
 12. Finally, click "Submit". It can take up to 10 minutes before the banner is visible on the website.
- If you want to **delete the old banner**, you can click the delete button, in front of the banner row.
 - If you want to **remove the banner from the website temporarily**, you can click the name of the banner. Then click the "Next" button. At "Tournaments", remove the placement by clicking the delete button. Then click "Submit" to submit the changes. You will not see the banner on the website again, until you set a new placement again.

*****For Ontario and Tennis Canada Only:*****

We also enabled the banners for Ontario. There is a slight change in the banner size for both Ontario and TC. The standard banner size (for the top banner) is now 728 * 90 instead of the 468*60. So when you add a top banner you need to select the "Leaderboard" as banner type.

If you add a banner it will be visible on both sites (OTA and TC).