



How Can I Add or Highlight Sponsors?

There are two ways that you may want to highlight your Sponsors as a "thank you" for their donation.

(1) Use Banners to Highlight Sponsors

If you would like to highlight your Sponsors, one way is to use the Banners feature within "Manage School" in order to showcase your Sponsors. You can either create a static banner or create up to 5 banners that rotate through on your site.

(2) Create a Custom Page to Showcase Your Sponsors All Year

However, if you would like to be able to not only showcase your Sponsors, but provide more information and keep the information on your site all year, you can add a "Custom Page" with all of your Sponsors' information as well as hyperlinks to each Sponsor's website.

In order to do that, you need to first create a "Custom Page."

- Make sure you are logged in as a Super Admin, and you are on your homepage.
- Then, scroll down the left side of your page until you see "Add Menu."
- Click on "Add Menu," and you will see this box:

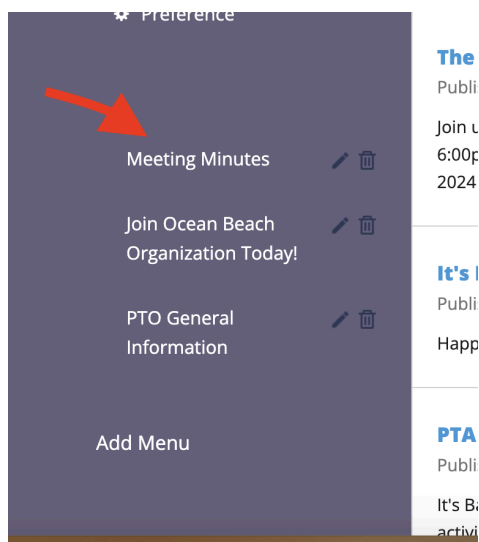
Add Custom Menu ×

Menu title:

Display order:

Save

- “Menu Title” is the name that you would like to name the “Custom Page.”
- “Display Order” is the order you would like your “Custom Pages” to be listed. The “Display Order” should be numerical in this section. For example, number your pages in the order you would like with 1, 2, 3, 4 etc.
- Click “Save” and you will see your title on the left side menu. For example, if you created a “Custom Page” named “Meeting Minutes,” it would look like this:



- Click on the actual title, “Meeting Minutes” and it will take you to a screen where you can start adding your “pages.”
- Click “Add a Page” to create your first “tab.”



- This will take you to the “page” where you can add text, images and/or logos in JPEG or PNG format as well as hyperlinks and videos.

*Title:

This is the title of this “tab.” Each “tab” will have it’s own title.

*Target Menu:

Meeting Minutes

Display Order:

a,b,c ...

Draft Mode:

☐ The content will be only displayed for content creator in 'Draft Mode'.

3 4 5

You can add a YouTube video here. Please see the instructions in the “Admin FAQs” on how to embed a video if you are unsure how to do so.

Upload pictures here.

You can create hyperlinks here. Please see instructions in the “Admin FAQs” on how to create a hyperlink if you are unsure how to do so.

If you check the “Draft Mode” box, it will show up as a yellow tab, and no one else except a Super Admin will be able to see the content. You can leave your “tab” in “Draft Mode” while you are working on it.

Cancel Save

- Make sure you click “Save” when you are finished with your page!

Here is an example of what your page could look after you add in logos and hyperlinks. In this example, the logos are hyperlinked as well as the text.

[2022 Fall Fest](#) | [What to Do](#) | [Our Community Partners](#) | [Food Trucks](#)

[2021-2022 It's Our First Spring Fling!](#) | [2021-2022 Spring Fling Book Swap](#)

[2021-2022 Spring Fling Our Community Partners](#) | [2021-2022 Spring Fling Food Trucks](#)

Please click on the image logo to visit our Sponsor's website.

Thanks you to all of our Sponsors for your support of the East Vincent Elementary School PTAI!

The Hedgehog Grill



The Nacho Depot



Lani Ice (Glenmoore, PA)



Kolbs Farm Store



As always, please reach out to Andrea at andrea.maneval@ptboard.com if you have any questions.