

How to link a Badge or Banner Ad

Goal and objective is to hyper-link all badges and banner ads going back to your schools zip code so that when parents click they will have one less step to get their supplies. At the very least, you want all badges and banner ads to be linked back to www.1stDaySchoolSupplies.com

Instructions to link a badge or banner ad back to your zip code.

1. **NOTE: WEBMASTER FOLLOW INSTRUCTIONS TO SET BADGES AND BANNERS ON SCHOOL WEB PAGE.**

Badges (top three on the page) can be used any way you would like, but are designed to be good visual links on Schools, PTA and PTO websites along with Face Book.

Banner ads are designed for e-mails, e-newsletters and websites links.

2. Right click on the banner ad or badge you are interested in posting and hit copy.
3. Paste the badge or banner ad in the e-mail or e-newsletter you are sending.
4. Right click the image again and you will see: 1) For Badges, a drop down menu with series of options and click on Hyperlink 2) For banner ads, a drop down menu with a series of options and click "Edit Hyperlink".
5. Once you click Hyperlink or Edit Hyperlink, you will see another series of options. The last option you will see a horizontal box requesting an "address".
6. The address you want to copy and past here is your schools zip code on the www.1stDaySchoolSupplies.com site. To do this, you go to www.1stDaySchoolSupplies.com home page and type in the zip code where you parents will be purchasing their supplies. (For an example, Medina City schools reside in 44256. The address that they would add to the address prompt would be http://www.1stdayschoolsupplies.com/list.php?school_zip=44256)
7. Right click and past that address in the address box and you are done.
8. TEST, TEST AND RETEST TO MAKE SURE IT LINKS BACK TO YOUR SCHOOLS ZIP CODE.

NOTE: IF YOU HAVE ANY TROUBLE LINKING BACK TO YOUR SCHOOL, WE WILL LINK IT FOR YOU. PLEASE E-MAIL OR CALL IF YOU HAVE ANY QUESTIONS. THIS IS MISSION CRITICAL FOR THE SUCCESS OF OUR PROGRAM SO MAKE SURE YOU TEST IT AND IT WORKS.

