



## Adding Sponsor Logo's (Image Library)

Sponsor logos are displayed on the greeting page of each TeamRaiser event. Some formats/layouts vary depending on the event.

**Proper sizing of the image is very important. If the image is too large it will not display properly or may not display at all.**

Current dimensions of Sponsor Logos are as follows:

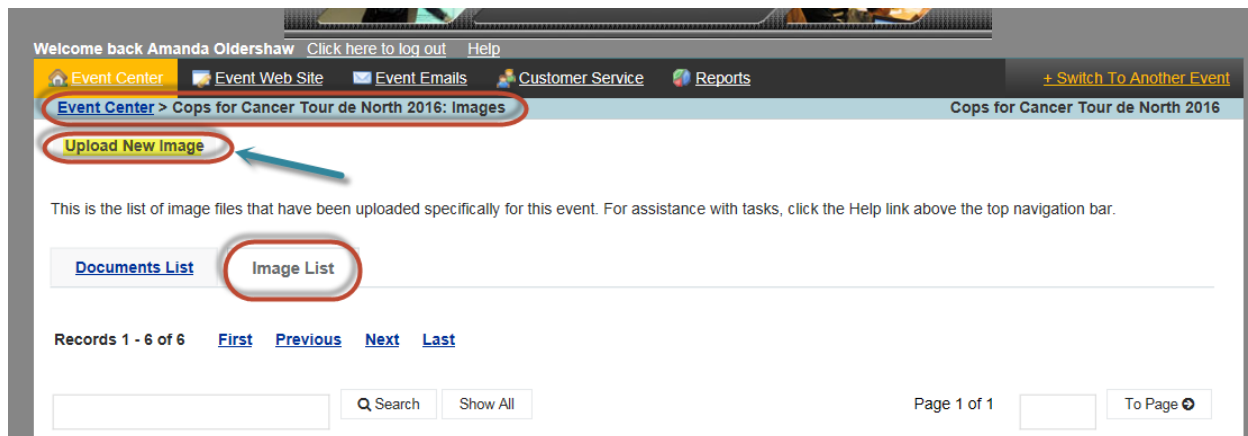
- **Relay For Life:** No larger than 76px high by 60 px wide
- **All other Events:** No larger than 160px by 160px

Below is an **Image resizing Tool**. Alternatively, **Paint** or **Office Picture Manager** can also be used to resize an image. (Edit Image – Resize Image)

[http://convio.cancer.ca/site/PageNavigator/RFL/RFL\\_CAN\\_reus\\_webresizer.html](http://convio.cancer.ca/site/PageNavigator/RFL/RFL_CAN_reus_webresizer.html)

After the image has been sized accordingly - login to the EMC and select the event you would like to manage.

- Click on the **Event Centre** tab.
- Click **Manage Event Library**, under the Related Actions menu.
- Click on the **Image List** Tab.
- Click **Upload New Image**.



Areas available to edit are:

- **Image Title** – Add an Image title. Logos will display alphabetically based on this title. To display the logos in a specific order, consider adding a numeric prefix to the titles.
- **Alternate Text** – Alt text will show on the website or in an email in place of an image if it does not load properly.
- **Sponsorship Logo** – Check this box. If left unchecked the logo will not show on the Greeting page. It also opens the Sponsor URL field.
- **Sponsor URL** – Adding this URL will link the logo image to the Sponsor's website.
- **New Image** – Click Browse. Navigate to where the image file has been saved. Click Open.
- Click Finish.



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Event Center > Cops for Cancer Tour de North 2016: Images > Upload New Image | Cops for Cancer Tour de North 2016

1. Upload Image

- 1. Image Title:**  
Identifies the image file in the Event Library  
*Add your Image Title. Start with a number to alter the order of appearance*
- 2. Alternate Text:**  
Helps identify the content or purpose of the image (used in the HTML img src tag)  
*Alt Text shows if the image does not load*
- 3. Sponsorship Logo:**  
Sponsorship logos can be displayed on event pages using the TeamRaiser Sponsorship Logo component  
 **Yes, this image is a sponsorship logo** *Checking this option will open the Sponsor URL field. If left unchecked the image will not show in the greeting page.*
- 4. Sponsor URL:**  
Users who click on the image will be taken to this URL  
*Add Sponsor URL - this will link the logo on the greeting page to the Sponsor webpage*
- 5. New Image:**  
Determines the location of the image file  
*Browse for your Image - Make sure you image file is named and sized appropriately*

[Click Upload](#)  Saves an image to the Event Image Library

*Click Finish*

The uploaded images will then show in a list under the Image Tab.

To Edit any of the information or to update the image file **click Edit under the Actions column** to open the Edit Box.

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Upload New Image

This is the list of image files that have been uploaded specifically for this event. For assistance with tasks, click the Help link above the top navigation bar.

[Documents List](#) | **Image List**

Records 1 - 6 of 6 | [First](#) | [Previous](#) | [Next](#) | [Last](#)

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Name	Actions	File Name	Status	Date Uploaded	Sponsorship Logo	Sponsorship URL
1Canadian Tire - Tour Sponsor	<a href="#">Edit</a> <a href="#">Archive</a> <a href="#">Preview</a>	Canadian_Tire_Tour_PG, FSJ, Smith, Terr.jpg	Active	Apr 6, 2016 2:14 PM	Yes	http://www.canadiantire.ca/en.html

**Note:** If a new image file has been uploaded to replace an existing file, it will take a little while (30 mins or so) for the system to refresh and update the greeting page.