

Submit Your Ad Online!

SMA Directory Ad Submission Guidelines

Ad Size

- 7.5" w x 9" h - Grayscale

Ad Deadline:
Nov. 21st

Ad Specs

- High resolution PDF file
- Files must be saved in Grayscale format
- No Color or Crop Information should be present on submitted ad files

Please Note That All Ads Will Be Printed In Black And White In The Directory.

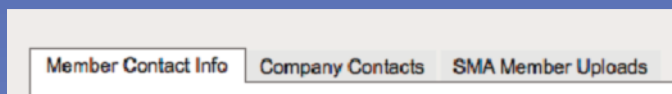
Online Submission Instructions

Step One: Login to the Members Only Section and click Edit My Profile.

Please note: Only Primary Company Contacts can upload adwork. Be sure the correct person is logging in!

MEMBER LOGIN

Step Two: Scroll down the page to the set of tabs that includes "SMA Member Uploads" on your profile. From this tab, you can upload your Adwork for the SMA Directory! Simply click where it says "Submit New Gallery Entry". The next pane will allow you to enter details about your ad, browse for your ad and upload it to the SMA website.



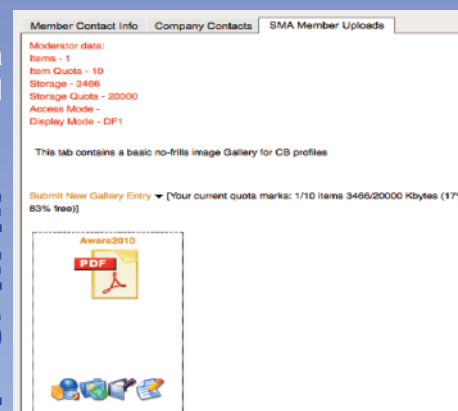
Step Three: To successfully upload your document and identify it correctly, please follow these simple instructions.

Please note: If you already have an ad uploaded to the site, you will have to delete that ad before you can upload a new one. If no new ad is uploaded, your old ad will be used in the directory.

1. Title your document using the following template: `CompanyName.Directory_Ad` (you will input your company name.)
2. Include in your description, your company name and the date the ad was approved for the SMA Directory Publication.
3. Browse for your document, and then press "Submit Gallery Entry".

A screenshot of the "Submit New Gallery Entry" form. It includes fields for "Title" (with a placeholder "CompanyName.Directory_Ad"), "Description" (with a placeholder "This is the Directory Ad for (Company). It was approved on (date) and is available for SMA for printing in the 2011 SMA Directory."), and "Image File" (with a "Browse..." button). There is also a "Submit Gallery Entry" button at the bottom.

Step Four: Immediately following part three of step three, you will receive a confirmation that your upload was successful. It will show your uploaded document and give you several administrative options below it.



ALL ADWORK MUST BE SUBMITTED TO SMA BEFORE November 21st. ANY ADS RECEIVED AFTER THIS DEADLINE WILL NOT BE INCLUDED IN THE 2015 STADIUM MANAGERS ASSOCIATION DIRECTORY. • NO EXTENSIONS WILL BE GIVEN.

Please contact the SMA office if you have any questions regarding your SMA Directory Ad. You may contact Sunni at 515-282-8192 or by email at Sunni@StadiumManagers.org.