

Instructions to create a program ad

Please use the instructions and link listed below to create your Big 33 game program ad. It will take you through step by step instructions to create your ad. You can upload photos and insert text.

Click on the link http://link.entourageyearbooks.com/view_account.asp?l=5876E5A1-938B-418F-95FE-19EC1056D9B0. You should see the title Big 33 2018 located in the left corner of the page. **(They will update it to 2019)**

1. Click on **Ads** in the middle of the page.
2. The next page is a Welcome page where you will see a Login and Register tab. Please click Register to create your new link account and complete the fields. Please note – Be sure to uncheck both boxes for updates.
3. In the **Name** field, please enter the first and last name of the Big 33 participant's name. Please make note of your password and use it every time you log in.
4. Select the type of ad you would like to create. All participants are required to submit a half page program ad along with the program ad fee of \$250.00. If you have solicited sponsors for a full page ad and program ad fee of \$500.00, please select a full page ad. Click **Purchase and Design Ad**.
5. Once you select the type of ad (half or full page), you will then begin designing your program ad. Start by selecting the template you would like to use. Follow the instructions in the "CREATE YOUR FIRST AD" box. You can upload photos and add your text. If you have questions, please click on the blue HELP box. Save your program ad while you are working on it by clicking on the green "Save" button on the upper left corner. Once you are finished creating your ad, click on the green box "Continue & Review" (upper right corner.)
6. You will be taken to a page that says "Nice Ad. DOES EVERYTHING LOOK ALRIGHT?"
 - **If you are satisfied with your ad and it is complete as it appears on the screen:** click on Log Out located on the left bar on the page. You should NOT check the box that states "I approve the design on this Ad." All you have to do is log out and we will be able to view the ad you created.
 - **If you are NOT satisfied with your ad and want to make any changes:** click No, Edit This Ad and it will return you to the editor to make any changes.
 - **If you want to make changes at another time:** click on the Log Out located on the left bar on the page. When you are ready to make any updates or changes, log back in and click on the My Started Ads on the left bar of the page.
7. Program Ad Payment Options:
 - You can pay for your program ad right here on this website.
 - Checks can be mailed to the Big 33 office: Big 33, 1840 Fishburn Rd. Hershey, PA 17033.
 - Credit Card payments can be made on our website: <https://big33.org/program-ad-sponsor>.
8. If you have any changes that need to be made to your program ad after it has been approved, you must contact your coordinator with the Big 33 to make those changes. Changes can NOT be made after April 30, 2019.