Adsys Instructions

Login using the following URL: http://www.yourdomain.com/?admin
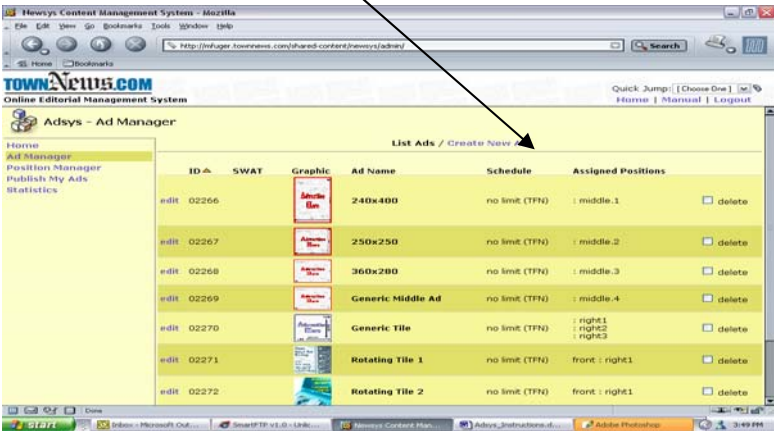
There is a drop down menu on the right hand side of the screen Choose Adsys
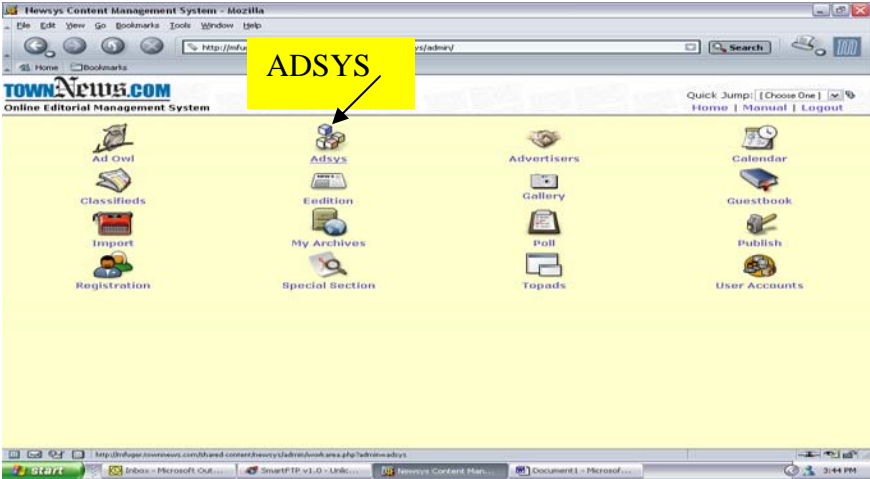


Create a New Ad:    Click on Ad Manager
        This page shows you all of your  ads that have been uploaded.
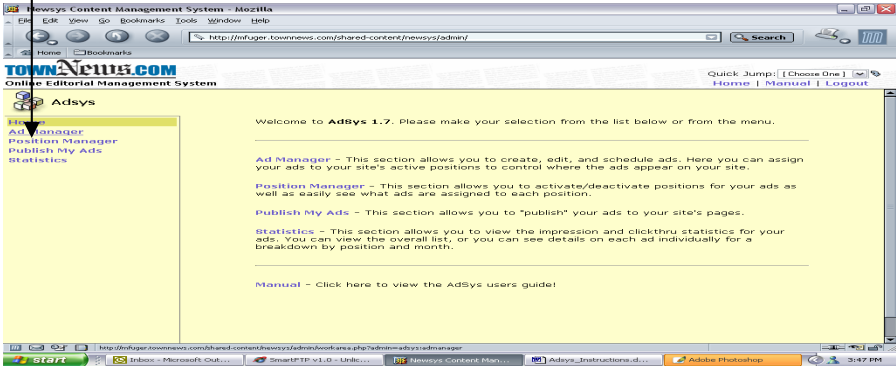


To Create a new ad – Click the Create a new ad located above the ads.

Enter Description: name of the advertiser
Enter Origin:
　　　SWAT – our SWAT team helped sell the ad
　　　Non-SWAT – we did not help sell the ad

Ad Type:
Text: If you are using a Google code:
check the ad Type as Text.
Image: gif, jpg, or swf.
Text - Paste your code into the Ad Text area.
Image – browse for the image on our
Desktop and upload it.
(GIF, JPG, PNG, and SWF files are acceptable)
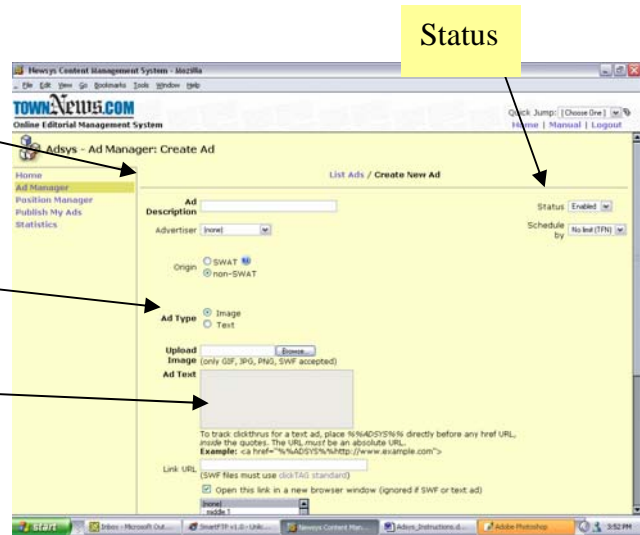
Link URL – if your ad is to link off to the advertiser's website enter the full URL here.
Ex: http://www.townnews.com

Status: Choose Enabled or Disabled.

Schedule by: No limit (TFN) – will stay active until you disable | Date Range – stays active during the date range you choose | Impressions –  is active until the number of page views is reached | Click thrus -  is active until the number of clicks has been reached.
Assign position: these are the pages that you want the ad to appear on, the front : top position is the front page of your website. You can choose multiple positions for one ad.

Extra Notes: these are for your use only – these will not be seen by
　　　others.

Create this ad: Saves all changes

After you have uploaded all ads or made changes to any ad you will then want to click Publish My Ads. This takes you to a page with another link. Click Publish My Ads and these new ads or changes will be made live on your site.

To Edit An Ad
To edit an ad go to Ad Manager and click the edit link next to the appropriate ad.

Make sure to publish your ads after any changes are made to make it live on the site.

Statistics – this is where you can view the stats for each ad.

The Position Manager is used to activate or deactivate ad spots. All of your ad spots are activated and can be used anytime.

That's it!