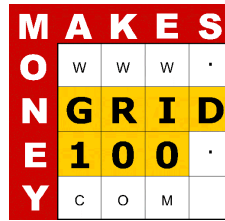


Grid100 Admin Guide



This guide is directed to the person who will be responsible for the Grid. We are presuming that you already have a paypal account and that this has been activated by AIM4WebDesign. If this is not the case, please contact us with your paypal details.

Please login with the username and password provided by Aim4WebDesign.com via the 'Grid Admin' link at the bottom of your homepage.

Grid Price

Here you can set the price of your squares and establish whether or not you are registered for vat. If you select 'Yes' vat will be automatically added to the cost of your squares at the point of sale.

Click on 'Grid' from the top menu.

Select the price of your squares from the drop-down list, select yes or no for vat and press submit. (We recommend you do not change this setting again in the future)

Grid Price

Use the form below to edit the grid price and VAT settings.




Grid Price Details	
Individual square price*	<input type="text" value="£60"/>
Include VAT?*	<input type="text" value="Yes"/>

Grid Squares

Here you can add, edit or delete individual squares on your grid. Many of your customers may prefer to pay you by cheque or cash, in which case, you can add their square manually for them.

Click on 'Squares' from the top menu, select the appropriate square by clicking on +


Grid Squares

1 Empty	
2 Empty	
3 Empty	

The selected square will appear but you can also see the other available squares from this drop-down list.

Available squares

Square*

2 

Complete details of the advertiser here.

Company Details

Company name*

Web address*

Email*

Address1*

Address2

Town*

Postcode*

Telephone*

Please provide a brief description of the company*
(max. 165 characters)


165

Use this 'User Details' section to record the individual contact details.

User Details

Job title*

Title*

Please select... 

First name*

Last name*

To add the company logo which can usually be copied and pasted from their website to your pc, tick the box, browse for the image and upload. Finally, click on 'Preview the Square' and approve for it to appear live on the site.

Logo

If you choose not to upload a logo, the company name will appear as plain text.

I would like to add a company logo

Please select an image

Image formats accepted: JPG, GIF, PNG
The image must be less than 500kb

Click on 'Draw' from the top menu

The grid has an automatic 'Free Draw' facility which can be activated from here. If you select the draw to 'Off' and do your draw manually, you will see the information below.

You can add the names of winners and a history will be collated.

Grid Draw

Automatic Draw

The automatic draw is currently disabled.

On

Off

Add a Winner

Please add the winning square of each month's draw.

Winning square

1

Month*

Please select...

Winner History

There are no previous winners.

If you select the Automatic draw, the following options will appear for your attention;

Select the time of day you would like your monthly draw to take place from the drop-down list.

Grid Draw

Automatic Draw

The automatic draw is currently enabled. A draw will take place on day 28 of every month.

On

Off

Draw Time

Please select the hour upon which you would like the automatic draw to take place.

6pm 

You will also be asked to select the day in each month the draw should take place. The shortest month is February which could have only 28 days so there are no options for 29,30 or 31.

Draw Day

Please select the day upon which you would like the automatic draw to take place.

28 

A countdown clock on the homepage will let everyone know when the next draw is due to take place. As soon as the winning square is randomly selected an email will be sent to the winner informing them of the good news, what they have won and how to get their prize.

You can edit this email every month by replacing the text in this 'Outgoing Winning Email' text area and pressing 'Submit'

Outgoing Winning Email

Email message*

CONGRATULATIONS YOU ARE THIS MONTH'S PRIZE DRAW WINNER

Your prize is

Submit

At the same time another standard email goes out to all participants informing them of the winning number. You may like to use this facility to also remind them of next month's prize. Again, simply replace your text and press 'Submit' to set the email.

(A history of winners is also shown in this section.)

Outgoing Standard Email

Email message*

This month's prize is

Submit

Winner History

There are no previous winners.

Grid Approve

Click on 'Approve' from the top menu.

If anyone buys a square online an email is sent to the main admin contact (you) requesting approval. A link in the email will bring you to this page allowing you to preview the square and authorise. (or decline if inappropriate)

If you manually add a square you will also need to approve it before it appears on the grid.

Grid Terms

Click on 'Terms' from the top menu.

You are responsible for the terms and conditions displayed on your grid. We have supplied you with some recommended terms applicable to your site but must emphasise that they are your responsibility. You can tailor these terms specifically to your requirements in this section by replacing existing text and pressing 'Submit' to publish.

Grid Terms

Use the form below to edit the grid terms.

Terms Details

Terms*

Terms and Conditions

1 The purchase of an Advert on this Grid will be deemed to be an acceptance of these conditions by the Advertiser:

2 We gratefully acknowledge the support of businesses whose Adverts

End of user guide.

We hope you find this guide useful. Our objective is to make your user experience as easy and simple as possible. If you can see a way to improving the system, please feel free to contact us with your suggestions.

Kind regards



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