



St. Michael High Football Program Ad Placements

1. Click the link, or navigate to: <http://www.digitalpress-graphics.com/stmichael.html>
2. This will take you to the St. Michael ad placement landing page. You will begin by selecting the size ad that you want to place. Once that's selected, scroll down and hit the continue button. (If you have more than one ad order, please submit a separate online order for each.)
3. The next area will ask for the information of the person, or company purchasing the ad and their contact information. Please fill in all of the information requested.
4. The very next area lists the three options available for submitting your ads. Each of them have an explanation. Just below the explanations you will select the one that applies to your ad submission.
5. From there you will scroll down to the payment information area, which will let you know where to submit your ad payments. At this time, we are not able to process a credit card payment but we may offer this convenience in the future. Please remember to submit/mail all of your ad payments in a timely manner to avoid any program delays.
6. The next area is the student/seller information area. This is an important area to fill out as they are required to sell a certain number of ads based on their particular sport.
7. In the last step, click the "submit request" button at the end of the page. You will receive an immediate confirming email at the email address you provided on the form. If you don't receive a confirming email, please check to make sure you provided a good email address, and then also check your junk or spam email folder. If neither are the cause, it's best to assume your order was not received and we would ask that you please resend it.

Notes:

If you need help submitting your ad please call Melissa Hebert at warriorclub@smhsbr.org or 225.323.0007. If assistance with special design or layout services is needed, Digital Press & Graphics can provide this service. However, if the request is deemed to be outside of the normal scope of our programs or requires more detailed and lengthy graphic design work; please be prepared to pay Digital Press & Graphic's separately for the additional time this may require. They will notify you in advance if this occurs and advise you directly of the applicable charges.

Thank you for your supporting SMHS Warrior Athletics!

Some Helpful submission guidelines:

- 1) *Please name your ad files as the "Company" name the ad is for, or the "Student" name the ad is for, or a combination of the two vs. naming it "St. Michael's Football Ad", and the like.*
- 2) *On repeat ads, when possible, please provide us the page number that the ad was printed on, in the prior program. This allows us to locate your ad quickly. A space is provided for this on the electronic submission form.*
- 3) *Note: When you must supply us any hard copies please do not tape, staple, fold, or paperclip artwork to your ad or photos. Tape residue is hard to remove, and when photos are scanned it can show up creating extra pre-press work. Staples will leave holes that also show up after being scanned and paperclips make indentations in the art that can also show up in the finished scan. Please place any ad/pictures in an envelope large enough to hold them. Your ad will appear much neater and cleaner requiring much less pre-press work.*