



Welcome to the CHUG Sponsor Tutorial!

In this walkthrough we'll outline the Sponsorship sign-up process. The following is a brief overview of the steps you will need to take to become a CHUG Sponsor.

1. Visit www.sponsors.centricityusers.com and complete the sign up form.
2. On the next screen click the **PayPal Subscribe** button. You will be redirected to paypal.com where you will enter your payment information. Once your payment is confirmed, you will receive a confirmation email containing your new CHUG username and password.
3. Congratulations! You are officially a CHUG Sponsor!
4. Click the website link in your confirmation email directing you to www.sponsors.centricityusers.com and log in with your new credentials.
5. Click on the **Sponsor Admin Tab**.
6. Here you can access your Profile information, see the start and end date of your annual sponsorship, view and upload your profile images and assets, add events to your calendar, and edit the information displayed on your profile.

Program Name & Categories

We'll begin by assigning a name to your program and selecting categories that best fit your products and services. From the **Sponsor Admin** tab, click **Edit** next to the start and end date of your program. Scroll down to the **Sponsor Assets** section.

Sponsor Assets

Program Name:	<input type="text" value="Centricity Sponsor 1"/>
Categories:	<div><div><div>Analytics</div><div>Application Development</div><div>Appointment Reminders</div><div>Claims Management</div><div>Clearinghouse</div><div>Clinical Analytics</div><div>Clinical Services</div></div><div>(Shift-click or Control-click to select multiple categories)</div></div>
<input type="button" value="Update Name and Categories"/>	

Enter your **Program Name** in the text field. In most cases, this will be the name of your company. Scroll through the list of categories and select which categories best fit your company or program. Hold down the CTRL key while clicking to select multiple categories. Once finished, click **Update Name and Categories**.

Sponsor Graphic Assets

Now we will begin uploading graphic assets. If you have any trouble uploading your assets or resizing your logos to the correct dimensions, you can email erin@kistnergroup.com and one of the Kistner Group team members will assist you.

You can also reach out to the CHUG Technology Committee with any comments or questions at technology@centricityusers.com.

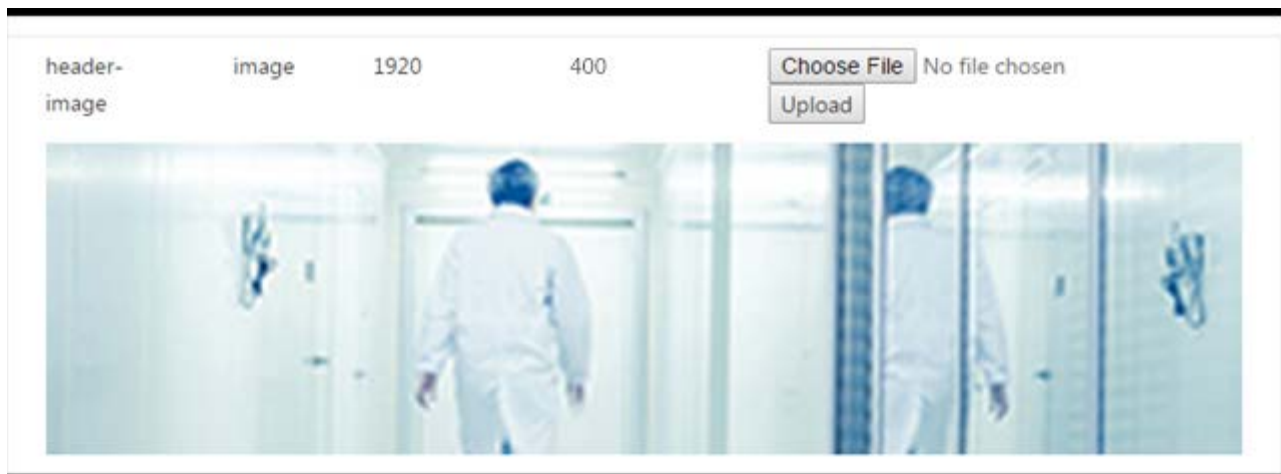
Header Image

We'll start with the profile header image. The profile header image is similar to Facebook's "Cover Photo". It goes behind the logo and company description on your profile page. We recommend choosing a photo or color that complements your logo while allowing your profile text to retain visibility.

The dimensions for your header image should be **1920x400**, and can be either a **.JPG** or **.PNG**.

From the **Sponsor Admin** tab, click the **Edit** button next to the start and end date of your program. Scroll down to the **Sponsor Assets** section to the *header-image* row.

The information displayed to the left of the **Upload** button displays the asset name, type, width and height. To upload your header image click **Choose File**, select your image, then click **Upload**.



You will now see a preview of your header image in the area below the upload section.


Congratulations! You have successfully uploaded your header image! This image will automatically display on your CHUG Profile page.

Profile Icon

We'll follow the same process to upload the icon logo. This logo will appear in the header section of your profile page. The dimensions for your icon logo should be **300x180px**. Your icon logo can be saved as a **.PNG** or **.JPG**.

In the *icon* row, Click **Choose File** then **Upload**. You'll see your profile icon in the preview screen below.

icon	image	300	180	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
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Your profile logo is now uploaded! This logo will automatically appear on your profile page.

Profile Description

The next section is where you enter the title and description that will appear on your profile page. Enter your text along with a title into the **Title** and **Text** input fields, then click **Upload Title and Text**. You'll see a preview of your title and description below.

profile- description	Title:	<input type="text" value="Centricity Healthcare U"/>
	Text:	<p>The Centricity Healthcare User Group (CHUG) is a vendor independent association of Centricity Electronic Medical Record (EMR) and Practice Management (PM) users.</p> <p>The chief purpose of this site is to provide useful resources and convenient means for users to connect and collaborate. We are able to provide these resources thanks in part to the generous support of our Sponsors. Their support helps to ensure our organization remains a successful, independent user group. Please take the time to visit their websites and explore the multitude of products and services they have to offer</p>
		<input type="button" value="Upload Title and Text"/>

Centricity Healthcare User Group

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Using the sample images and text in the tutorial above, this is what our profile header looks like:



Congratulations! Your profile header is now complete!

Sponsor Profile Page Container Assets

Next we upload the information that appears below your profile header area. This section is divided up into six “boxes” - you can add an image, PDF, text, or video to each box. The boxes are labeled by the order in which they appear on the page – **Top Left**, **Top Right**, **Middle Left**, **Middle Right**, **Bottom Left**, and **Bottom Right**.

We’ll start with the **Top Left** box. This will appear in the top left box on your CHUG Profile page. Select the **Top Left** button under the **Location** tab.

Sponsor Profile Page Container Assets

Location

<input checked="" type="radio"/> Top Left	<input type="radio"/> Top Right
<input type="radio"/> Middle Left	<input type="radio"/> Middle Right
<input type="radio"/> Bottom Left	<input type="radio"/> Bottom Right

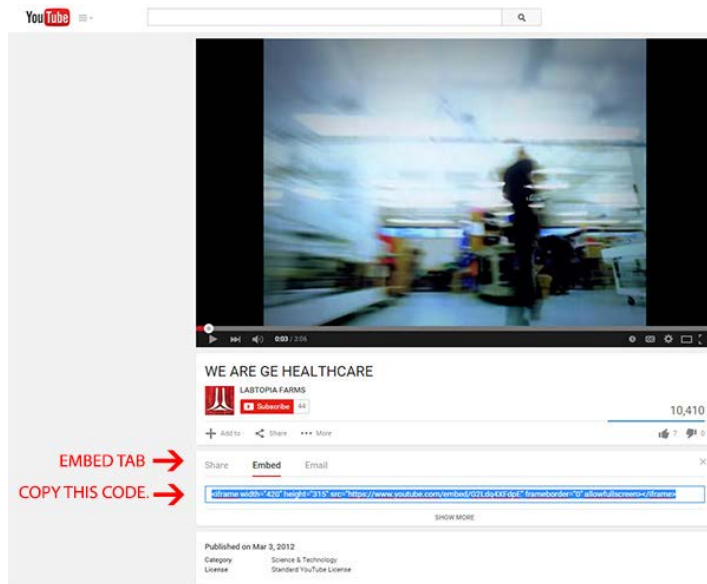
Let’s add some content! We’ll start with a video. In the box below the **Location** section, you’ll see four buttons labeled: **Image**, **PDF**, **Video**, and **Text**.

Type Image ☐ PDF ☐ Video ☒ Text ☐

Title:	<input type="text"/>
Video Link:	<input type="text"/>
<input type="button" value="Upload Video Link"/>	

Simply select what file type you’d like to upload into the location you just selected. This allows you to control what type of content you would like to have on your profile page, and where you’d like it to appear.

To upload a video, select the **Video** button. Enter your **Video Title** followed by the **Video Embed Link**. If you’re not sure how to get your YouTube video embed link, simply go to YouTube.com, search for your video, click the **Embed** tab, and copy the entire HTML code.



Paste the highlighted code into the **Video Embed Link** text box and click **Upload**. Congratulations! Your video is now on your profile page!

Continue selecting different areas under the Location tab to fill out your profile page. For example, if you'd like text to appear in the top right box of your profile page, select **Top Right** then select the **Text** button in the area below.

Location


<input type="radio"/> Top Left	<input checked="" type="radio"/> Top Right
<input type="radio"/> Middle Left	<input type="radio"/> Middle Right
<input type="radio"/> Bottom Left	

Type Image ☐ PDF ☐ Video ☐ Text ☒

Title:	<input type="text"/>
Text:	<input type="text"/>
<input type="button" value="Upload Title and Text"/>	

Repeat the same upload process for each section.

Note: Remember to select the location (Top Left, Top Right, etc.) first – the form will default to the top left position after each section is uploaded.



Centricity

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[Centricity Website](#)

[Centricity Email](#)

[f](#) [t](#) [g+](#) [You Tube](#) [RSS](#)

Healthcare



Welcome

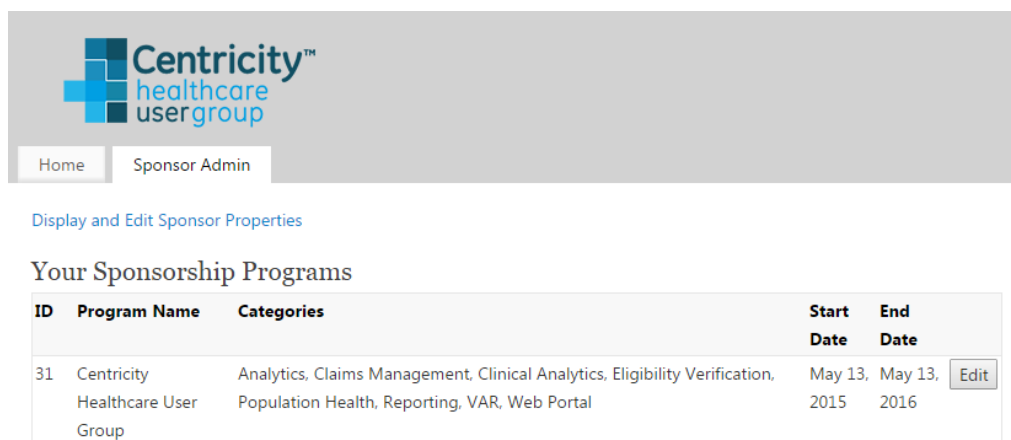
The Centricity Healthcare User Group (CHUG) is a vendor independent association of Centricity Electronic Medical Record (EMR) and Practice Management (PM) users. The chief purpose of this site is to provide useful resources and convenient means for users to connect and collaborate.

Congratulations! You've now created a Profile Page! Remember, if you have any trouble uploading your assets, or resizing your logos to the correct dimensions, you can email erin@kistnergroup.com and one of the Kistner Group team members will assist you!

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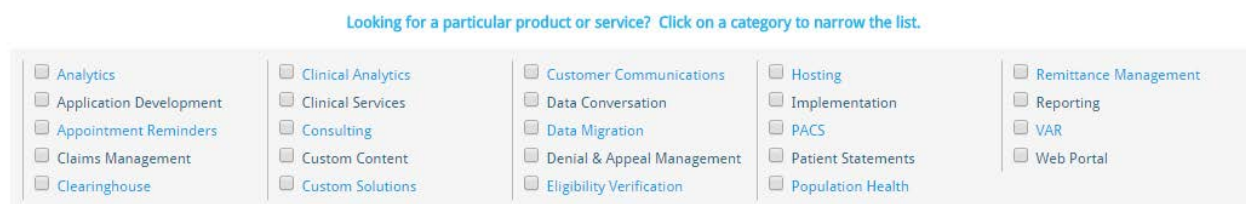
Global Sponsor Graphics

There are two additional logos that need to be uploaded to complete the sponsorship process. These logos will appear on the Products & Services page and in the footer section of the CHUG website. You can upload these logos from the Sponsor Admin tab under **Display & Edit Sponsor Properties**.



Product & Services Page Logo

The Product & Services page logo appears on the Products & Services page on the CHUG Website. This page contains a list of categories that users can sort through to find companies like yours that suit their needs.



YOUR LOGO WILL APPEAR ON THIS PAGE WITH OUR OTHER CHUG SPONSORS.



To upload your logo to the Products & Services page, click on **Display & Edit Sponsor Properties**, scroll to the row titled *Products & Services Page Logo*, and then click **Choose File**. The Products & Services page logo should be sized at **200x100** and saved as a **transparent PNG**.

Products & Services Page Logo:



Choose File

No file chosen

(required)

Once your logo is uploaded click **Update Values**. Your logo will automatically populate to the Products & Services Page on the CHUG site!

Footer Logo

The last step is to upload the footer logo. The footer logo should be **white, 100x75**, and saved as a **transparent PNG**. This will appear in the list of sponsors on the footer of the CHUG website. From the **Display and Edit Sponsor Properties** page, navigate to the *Footer Logo* row.

Footer Logo:

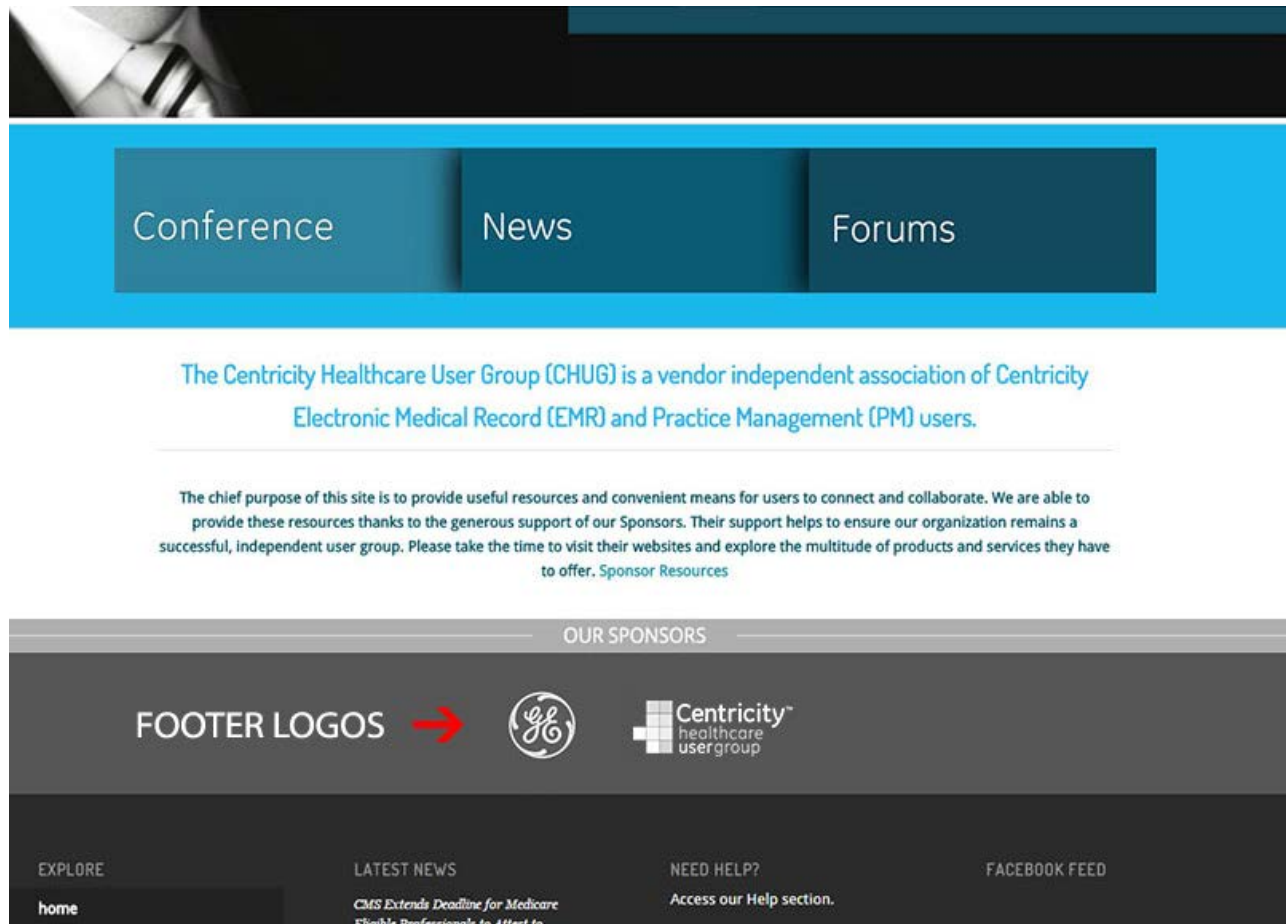


Choose File

No file chosen

(required)





Click **Choose File**, select your logo, then scroll down and click **Update Values**. Your logo will now appear in the footer on the CHUG website!



Congratulations! Your company now appears on the CHUG website. Users can navigate to your profile page by either clicking on your logo in the footer, or from the Products & Services page.

Graphic Asset Reference Guide

Use the guide below to quickly reference the dimensions and file types of each asset you will need to upload.

SPONSOR ASSET	SIZE	FILE TYPE	COLOR / B&W
 PROFILE BACKGROUND IMAGE	1920 X 400	JPG OR PNG	COLOR
 PROFILE ICON LOGO	300 x 180	JPG OR PNG	COLOR
 PRODUCT & SERVICES PAGE LOGO	200 x 100	TRANSPARENT PNG	COLOR
 FOOTER LOGO	100 X 75	TRANSPARENT PNG	1 COLOR WHITE

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Thank you!