

# Order your FREE promo banner

Marketing hub support guide



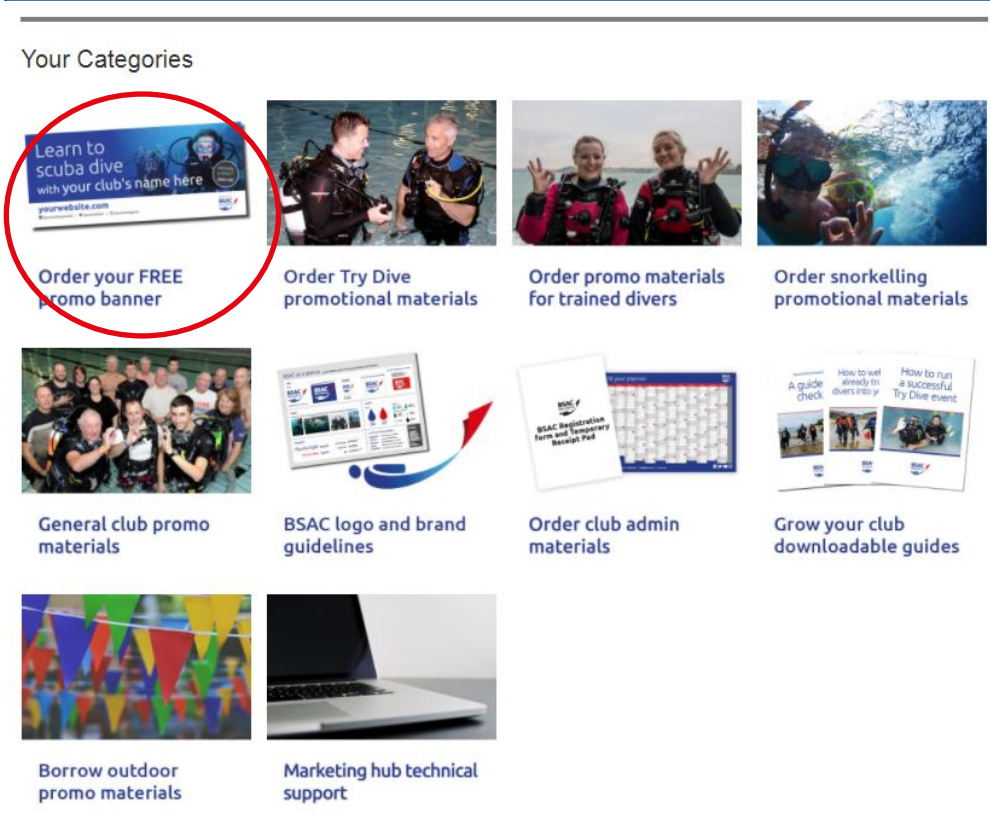
# How to order your free promo banner

## Welcome to the BSAC marketing hub.

Once you have logged into the marketing hub, with the login details your club has been provided, you will see the various product categories available to you.

**1.** To order your club's FREE banner click '**order your FREE promo banner**'

Your Categories



The screenshot displays a grid of product categories under the heading 'Your Categories'. The first category, 'Order your FREE promo banner', is circled in red. Other categories include 'Order Try Dive promotional materials', 'Order promo materials for trained divers', 'Order snorkelling promotional materials', 'General club promo materials', 'BSAC logo and brand guidelines', 'Order club admin materials', 'Grow your club downloadable guides', 'Borrow outdoor promo materials', and 'Marketing hub technical support'.

- Order your **FREE** promo banner
- Order Try Dive promotional materials
- Order promo materials for trained divers
- Order snorkelling promotional materials
- General club promo materials
- BSAC logo and brand guidelines
- Order club admin materials
- Grow your club downloadable guides
- Borrow outdoor promo materials
- Marketing hub technical support

# How to order your free promo banner

On the next screen you will see the ordering options for the banner

2. Click the arrow ▼ next to the **'Order'** button



BA-UK-BNF01-POD

## FREE Club banner

Customise and order this large PVC banner with your clubs details. Suitable for outdoor use. - Produ...  
[Show more](#)

Order

3. Click **'Create new'**



BA-UK-BNF01-POD

## FREE Club banner

Customise and order this large PVC banner with your clubs details. Suitable for outdoor use. - Produ...  
[Show more](#)

Order

Create New

# How to order your free promo banner

## 4. Here you can:

- Check your clubs details
- Edit your clubs details
- Upload your clubs logo

**Tip: your image must be at least 796px by 705px in size**

**5.** Once you are happy with your banner and club details click **‘Save as’** and then **‘Order’**

**Tip: save the document with a name you will recognise**

BA-UK-BNF01-POD  
**FREE Club banner**

Please enter you club details below. Once you have updated your details, or made any changes, please click on the 'refresh' icon (located above the design preview) to update your design.

Club logo  
Add Image

Main banner text \*  
Learn to scuba dive

Club name \*  
British Sub Aqua Club

Club web address \*  
www.bsac.com

facebook  
/britishsubaquacub

twitter  
/bsacdivers

instagram  
/bsacdivers

Save Save As Order

Save As New Document

e.g. Club name FREE banner

Close Save

# How to order your free banner

6. In the **'Order'** screen please order 1 and click **'Add to basket'**

The screenshot shows the 'Order' screen for a BSAC banner. On the left is a banner image with the text 'Learn to scuba dive with British Sub Aqua Club' and 'www.bsac.com'. On the right, there is a product description for 'FREE Club banner' (BA-UK-BNF01-POD) and a quantity selector. The quantity '1' is entered in a yellow box, and the 'Add to Basket' button is circled in red. A message above the product description states: 'Please add a quantity and fill in all mandatory fields before clicking Add to Basket.'

1 of 1

**Add to Basket**

**Learn to scuba dive with British Sub Aqua Club**

[www.bsac.com](http://www.bsac.com)

[/britishsubaquacub](#) | [/bsacdivers](#) | [@/bsacdivers](#)

**BSAC**  
Dive with us

**BA-UK-BNF01-POD**

**FREE Club banner**

Customise and order this large PVC banner with your clubs details. Suitable for outdoor use. - Product Spec: 150cm x 64cm Printed on 440mic PVC in full colour. The banner is trimmed, hemmed and eyelet, provided with cable ties for fitting.

**Quantity**

**Min : 1, Max : 1**

**1**

7. Once it's in your basket you can simply **'Proceed to checkout'** or continue to order more.

## How to order your free banner

8. When you click '**Proceed to checkout**' you will see a list of items you have added to your basket. If you are ready to check out please click '**Proceed to check out**'


You Have Added **1** Item(s)

Product

Name


Quantity

Actions



BA-UK-BNF01-POD  
**FREE Club banner**  
tester

1

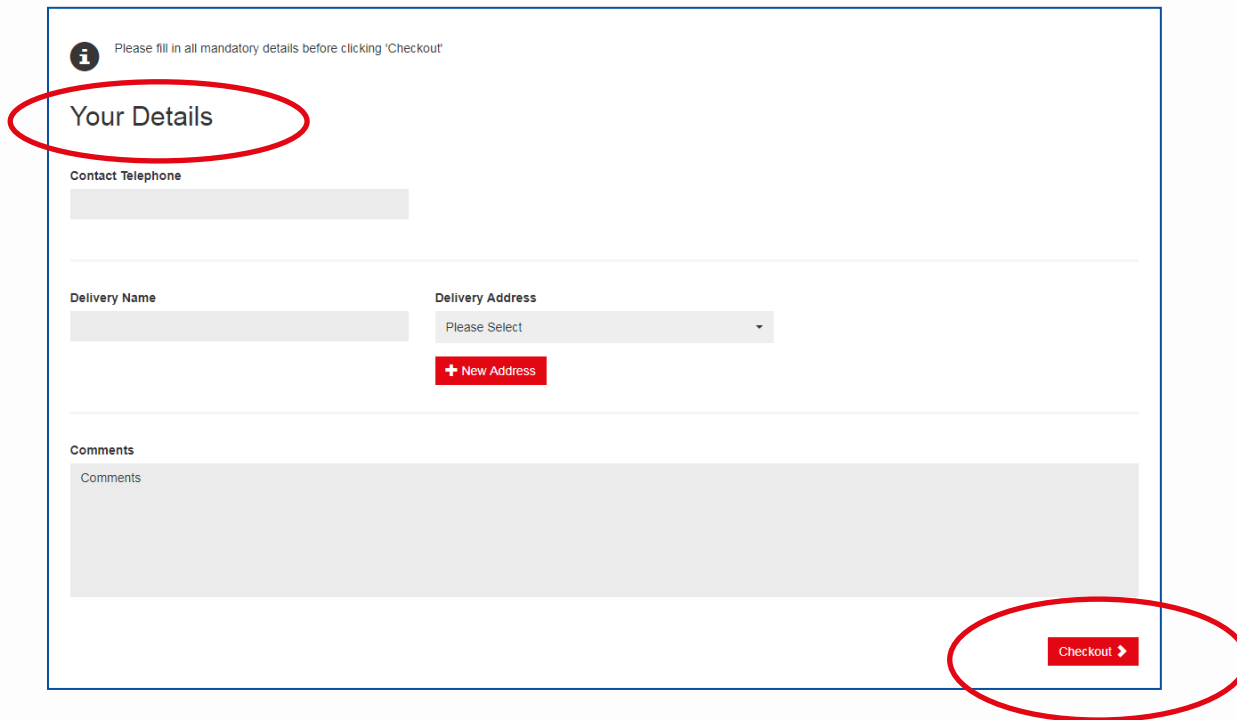


[Continue Shopping](#)

[Proceed To Checkout](#)

# How to order your free banner

9. Simply complete your delivery details and click **'Checkout'**



The screenshot shows a web form for ordering a banner. At the top, there is an information icon and a message: "Please fill in all mandatory details before clicking 'Checkout'". Below this, the section "Your Details" is highlighted with a red oval. It contains a "Contact Telephone" field. Further down, there are fields for "Delivery Name" and "Delivery Address" (a dropdown menu with "Please Select" and a "+ New Address" button). At the bottom of the form, there is a "Comments" section with a text area. The "Checkout" button, located at the bottom right of the form, is also highlighted with a red oval.

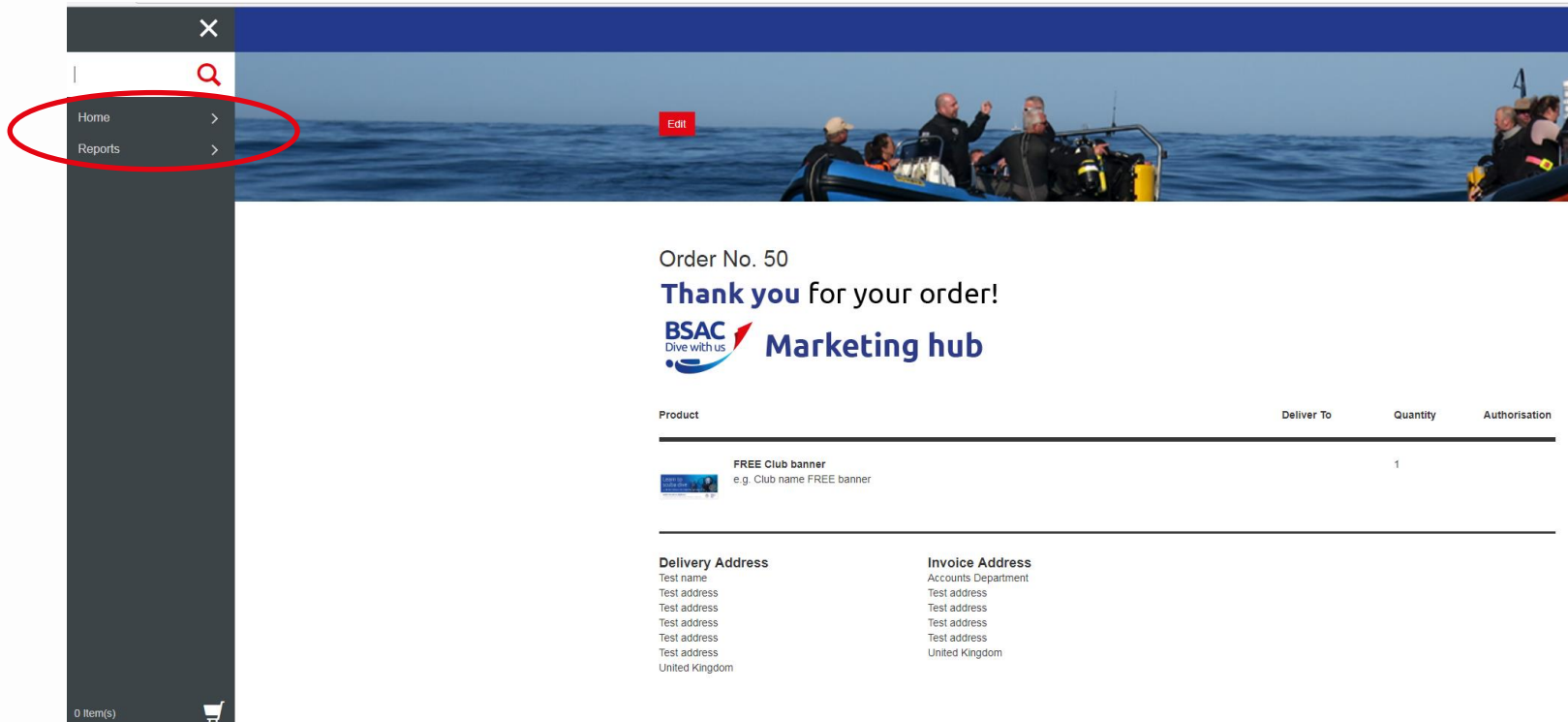
## Important

The confirmation email will go to the club officer who is registered on the marketing hub.

You may need to ask them to check if they have received an email or ask them to forward you a copy.

# How to order your free banner

**10.** Once on the 'Thank you' screen you can either logout or select 'Home' if you want to continue ordering or downloading products.




Order No. 50

**Thank you** for your order!

**BSAC**  
Dive with us

**Marketing hub**

Product	Deliver To	Quantity	Authorisation
 <b>FREE Club banner</b> e.g. Club name FREE banner		1	

**Delivery Address**

Test name  
Test address  
Test address  
Test address  
Test address  
Test address  
United Kingdom

**Invoice Address**

Accounts Department  
Test address  
Test address  
Test address  
Test address  
United Kingdom

0 Item(s)



## Checking artwork

**A proof of your free banner will be checked by the team at BSAC -** if there is an error on the banner they will contact you and ask you to resubmit your artwork (correct and order again). This is to avoid printing a banner with incorrect or missing contact information.

## Marketing hub support

For **marketing hub support** please contact the team on **0300 002 0062** or email **[bsac@tpmedia.co.uk](mailto:bsac@tpmedia.co.uk)**. TP Media are BSAC's marketing hub provider, their team are on hand to support you.

Of course you can contact us at BSAC too - if you need any help please email **[marketing@bsac.com](mailto:marketing@bsac.com)**.

# Keep in touch

[bsac.com](http://bsac.com)

[facebook/britishsubaquacub](https://facebook.com/britishsubaquacub) | [twitter.com/bsacdivers](https://twitter.com/bsacdivers)

(0)151 350 6200 | [info@bsac.com](mailto:info@bsac.com)

