

Web Ad Manager (approximately 1 hour/month)

Requires:

- Basic knowledge of QuickBooks and Excel
- Basic knowledge of websites.

Responsibilities:

- Potential subscribers contact us at *webad@plvoice.org* to get a web ad posted.
- Manage subscriber contact information in QuickBooks Online, entering new and changed information and creating invoices.

**** These directions will need to be updated after Cody's website is launched. ****

- Go to *plvoice.org*.
- Log in to the Admin section.
- Navigate to the "Media" page.
- Upload image file in .jpg or .png format.
- Note the image link.
- Navigate to "Manage Ads" and click on "New Ad".
- Enter the image link, give the ad a name, and choose the location for the ad.
- A more detailed form will pop up. Enter the dates and override you like.
- Be sure to fill in the customer's web link. Test it first in your browser. (They often give bad links that need adjusting.)
- Fill in the notes section with any pertinent info.
- Disable unwanted or expired ads.
- Trouble shoot problems when they are reported.
- Contact delinquent advertisers (resend invoices, send email, phone) to encourage payment.