Advertiser Guide

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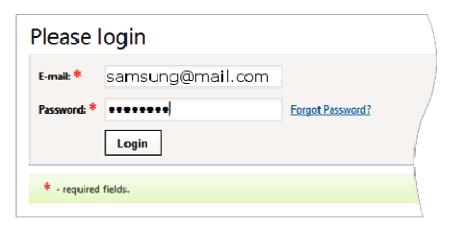
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Login

To login, perform the following steps:

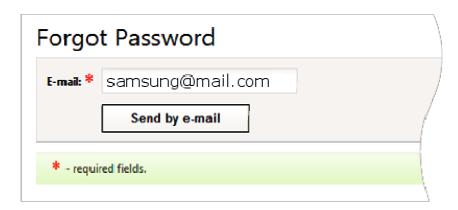
- Open http://www.site.com/index.php/advertiser/login.
- Enter your email address and password.
- Click the Login button.



Lost Password

To reset a lost or forgot password of administrator perform the following steps:

- On the page www.site.com/index.php/advertiser/login click the Forgot Password link.
- Enter your e-mail address.
- Click the Send by e-mail button.

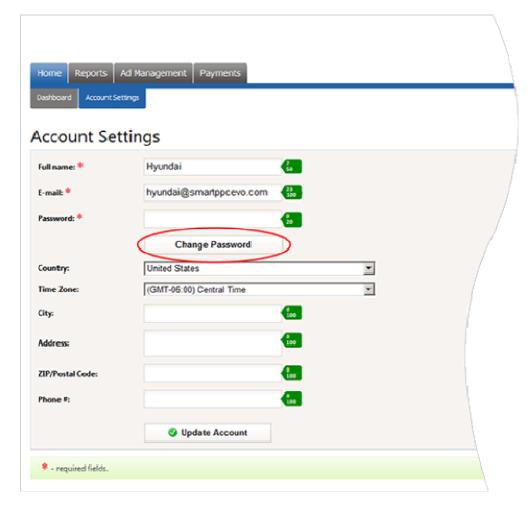


After this, the system will email you detailed instructions on resetting your password.

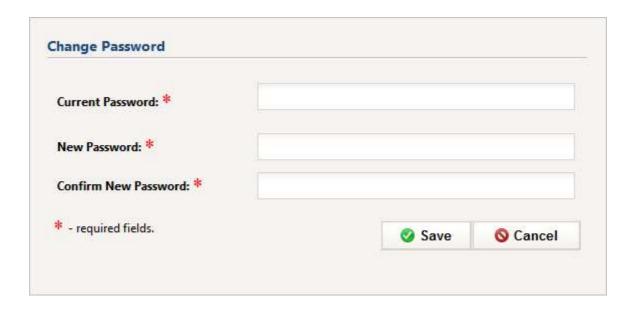
Change Password

To change your password, perform the following steps:

- In the control panel menu, select option *Home -> Account Settings*.
- Click Change Password button.



- In the new window, you will be asked to enter your current password, your new password and to reenter your new password to confirm the change.
 - Click Save button.



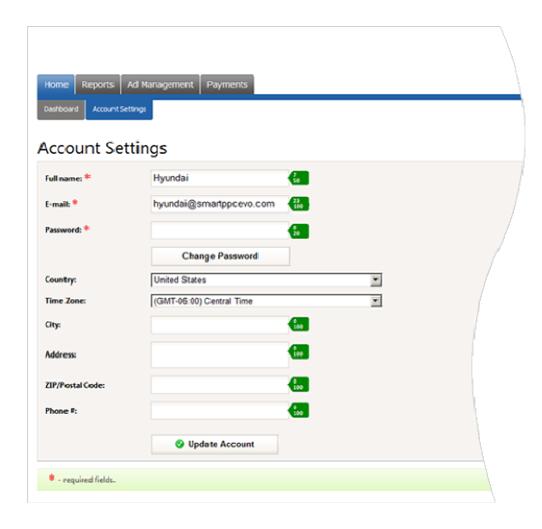
If password change was successful you will see an appropriate notification message.

Profile Settings

In the *Home -> Account Settings*, advertiser has access to his personal info:

- Full Name
- E-mail
- Password
- Country
- Time Zone
- City
- Address
- ZIP/Postal code
- Phone #

If you want to edit your personal information you should make proper changes in the fields and press Update Account button.



Advertisement Rate Types

CPM (cost-per-thousand impression)

When placing an advertisement based on a CPM rate plan, ads are purchased in 1000 impression increments. In the acronym CPM "M" stands for Roman numeral indicating the "1000".

Flat Rate

When placing an advertisement at a Flat Rate, the advertiser will pay one fee to place their ad on your site for a pre-determined period of time for that fee.

Advertisement Types

Text Ad

A text ad is characterized by the following parameters:

- Ad Title.
- Description (ie. the ad text), divided into 2 paragraphs.
- Display URL. This is a URL-address, which appears in the ad and allows users to identify your site.
- Destination URL. This is a URL, to which your ad will link. When clicking on an ad on your site, users will be redirected to the destination URL.

Text ad occupies one slot of a channel.

Image Ad

Static graphic ads and animated flash ads are available.

Allowed extensions: gif, jpg, png, swf.

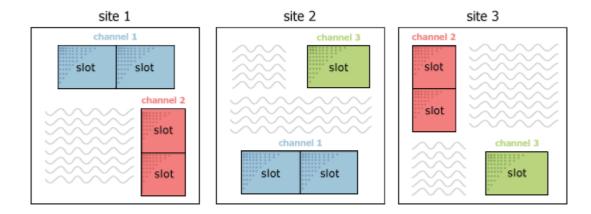
An Image Ad is characterized by the following parameters:

- Ad Title.
- Ad size. The image complies to the <u>standard sizes</u> of the system.
- Ad image.
- Display URL. This is a URL-address, which appears in the ad and allows users to identify your site.
- Destination URL. This is a URL, to which your ad will link. When clicking on an ad on your site, users will be redirected to the destination URL.

In the system image ad always occupies all channel slots (i.e. the whole channel). That means that an image uploaded by advertiser must accurately fit to sizes (width and height) of selected channel.

The Concepts of Site, Channel and Slot

There are the concepts of site, <u>channel</u> and <u>slot</u> in the system.



A site should be interpreted as an Internet website on which advertisement is to be placed using the system.

The channel is always located on the site, and represents a certain area on the site, defined by a number of properties.

One site can have several channels, and one channel could be preset on several sites.

The channel consists of one or more slots. A single slot can have one text ad. In other words, a text ad takes a single slot. An Image ad always occupies the entire channel.

For example, the channel of size 180x150 consists of 1 slot, 120x240 – consists of 2 slots, 336x280 of 4 slots, 160x600 of 5 slots, etc.

Channel sizes illustration

Standard Channel Sizes Illustration

Text Ads

Leaderboard (728 x 90)

Online casino
Play Poker, Blackjack, Baccarat,
Roulette, Craps, Keno and many
other games
www.e-casinohere.com

Best web-hosting Powerful hardware servers and professional support www.best- host.com

Free software
A wide range of software.
Try free now!
www.softmarket.net

DYD rentals Blockbuster Total Access Online. Over 50,000 Titles. 3 Weeks Free! www.Blockbmovies.com

Banner (468 x 60)

Best web-hosting
Powerful hardware servers and
professional support
www.best-host.com

Free software
A wide range of software. Try free now!
www.softmarket.net

Half Banner (234 x 60)

DYD rentals Blockbuster Total Access Online. Over 50,000 Titles. 3 Weeks Free! www.Blockbmovies.com

Skyscraper (120 x 600)

Online casino Play Poker, Blackjack, Baccarat, Roulette, Craps. Keno and many other games

Best web-hosting Powerful hardware servers and professional support

Free software A wide range of

software. Try free now!

DVD rentals Blockbuster Total Access Online. Over 50,000 Titles. 3 Weeks Free w.Blockb

Wide Skyscraper (160 x 600)

Fashion Shop Trendy Young Women's Clothing - Shirts, Dresses, Shoes, Accessories www.fashiontrends.com

Free software
A wide range of software.
Try free now! .softmarket.net

DVD rentals Blockbuster Total Access Online. Over 50,000 Titles. 3 Weeks Free!

Online casino
Play Poker, Blackjack,
Baccarat, Roulette, Craps, Keno and many other games

Best web-hosting Powerful hardware servers and professional

Small Rectangle (180 x 150)

DVD rentals Blockbuster Total Access Online. Over 50,000 Titles. 3 Weeks Free!

Vertical Banner (120 x 240)

Free software A wide range of

software. Try free now!

Best web-hosting Powerful hardware

Square (250 x 250)

Online casino
Plav Poker, Blackiack, Baccarat, Roulette. Craps, Keno and many other games

<u>DVD rentals</u> Blockbuster Total Access Online. Over 50,000 Titles. 3 Weeks Free!

Best web-hosting Powerful hardware servers and

vww.best- host.e

Small Square (200 x 200)

Best web-hostina verful hardware servers and

Free software
A wide range of software. Try free now!

Button (125 x 125)

Online casino
Play Poker, Blackjack,
Baccarat, Roulette,
Craps, Keno and
many other games

Large Rectangle (336 x 280)

Occult and magic
Spellbooks, amulets, charms and lots more.

Interested in TRAVEL?
Worldwide reservations, hotels, cruises, car rentals, travel guides and more.

<u>Download NEW Music</u> Free downloading, Music, video. Search for your favorite music artists.

Medium Rectangle (300 x 250)

Online casino Play Poker, Blackjack, Baccarat, Roulette, Craps, Keno and many other games

Free software
A wide range of software. Try free now!
www.softmarket.net

DVD rentals Blockbuster Total Access Online. Over 50,000 Titles. 3 Weeks Free!

Fashion Shop Trendy Young Women's Clothing - Shirts, Dresses, Shoes, Accessories

Image Ads



Banner (468 x 60)



Half Banner (234 x 60)



Skyscraper (120 x 600)



Wide Skyscraper (160 x 600)



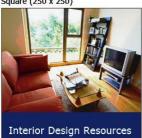
Small Rectangle (180 x 150)



Vertical Banner (120 x 240)



Square (250 x 250)



Small Square (200 x 200)



Button (125 x 125)



Large Rectangle (336 x 280)



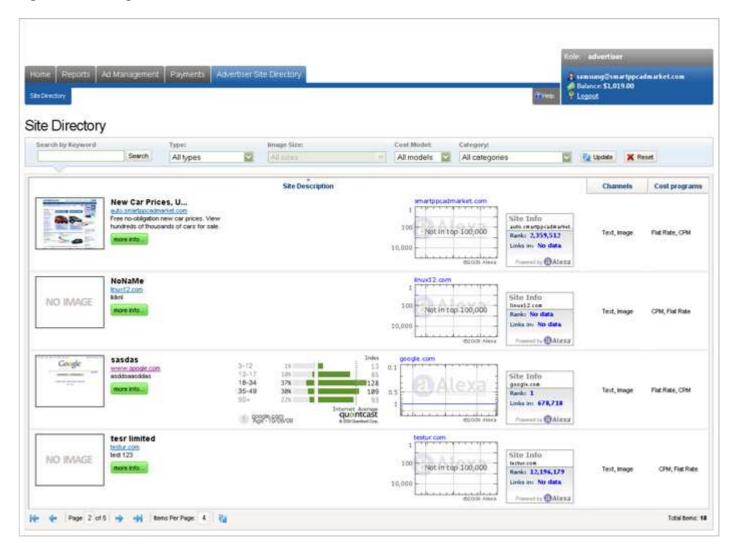
Medium Rectangle (300 x 250)



Site Directory

Use *Advertising Site Directory -> Site Directory* menu located in the main menu of the control panel to view a list of websites where you can place your ads.

Advertisers can overview websites descriptions, channels, cost programs, ratings and graphic of the sites target audience ages.



Site Directory filter is available above the list of websites. You can select sites using several tools of this page:

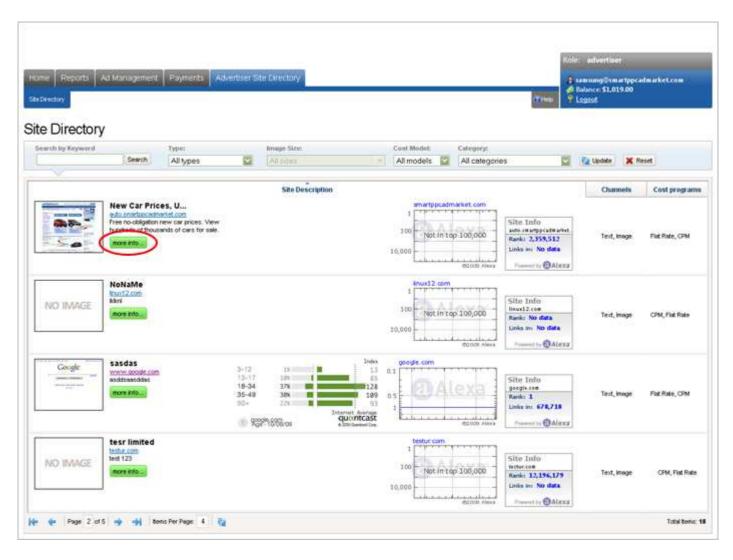
- **Select By Type**: All Types, Text Ads, Image Ads, Text & Image Ads.
- Select By Image Size
- Select By Cost Model: All Models, CPM, Flat Rate
- Select By Categories: filter by all created categories

Find yourself repeatedly customizing each filter criteria individually and click Update button to view a list of websites for a given criteria. Click Reset button to make all tools by default.

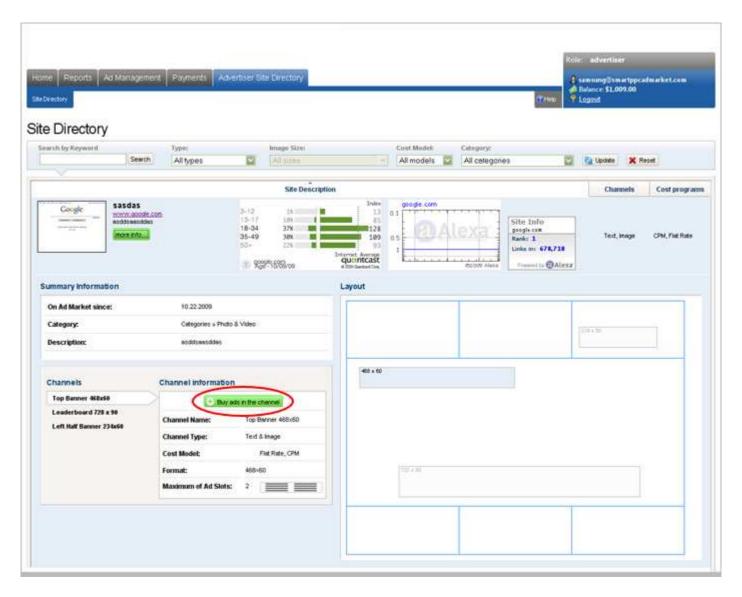
Search by keyword: type in the search field a word or short phrase which is used the title or in the build -in text

and press Search button. As a result you will receive the list of websites.

Choose a website and click More info button to see publisher website's full information.



On the opened page you can get the following website's advanced information: site category, description, channel type, cost model etc.



Click on the each channel on the website layout to see a full channel information.

You can buy ads in any channel which fits your requirements by clicking Buy ads in this channel button in the Channel Information table.



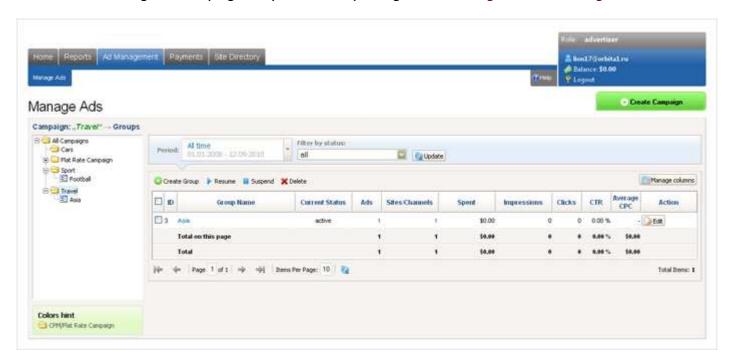
Select existing Campaign and Group where you want to add this channel or Add to a <u>New Campaign</u>. Click Next button.

If the ads were added successful, you will see a notification message in the end.

Advertising Campaign Concept

The main tool of an advertiser is his or her <u>advertising campaign</u>. Campaigns are created to organize the goods or services that the advertiser intends to promote. Ads within a given campaign have common settings for targeting and a display schedule.

To create and manage ad campaigns in your control panel go to *Ad Management -> Manage Ads*.



The system supports the following type of advertising campaigns:

CPM/Flat Rate Campaign

CPM/Flat Rate campaign ads can be paid

- on CPM basis per certain impressions number
- on Flat Rate basis per certain time period.

CPM/Flat Rate campaign finishes when either all impressions are made (for CPM) or the selected time period is over (for Flat Rate).

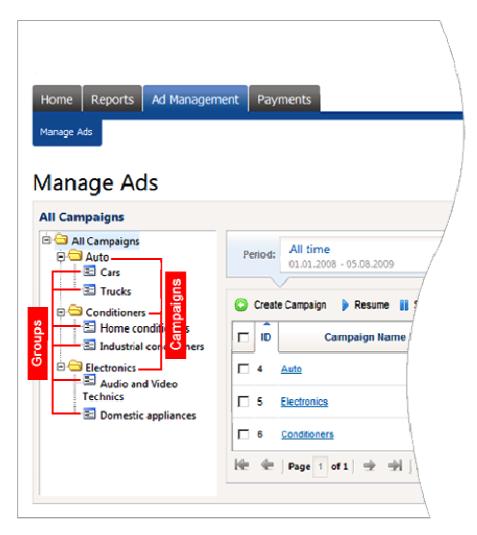
CPM/Flat Rate campaign is paid upfront: price of all impressions or of the whole time period is deducted from your balance at once after the campaign is created.

Advertising Groups

In each <u>advertising campaign</u>, you can create one or more ad groups. If a campaign corresponds to a wide range of products, ad groups within that campaign, can have a narrower focus toward a particular product that the advertiser wishes to promote specifically. Ads within a group of a given campaign share the daily limit of impressions.

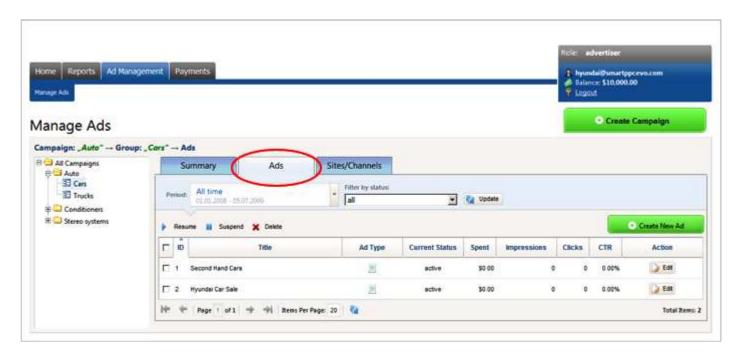
For example, if you sell building tools, you can create a campaign called "Building Tools". In this campaign, you can create one or more ad groups named according to the types of construction tools on which you wish to focus.

Ad groups can be accessed in *Ad Management -> Manage Ads* inside campaigns tree in the left part of the page.

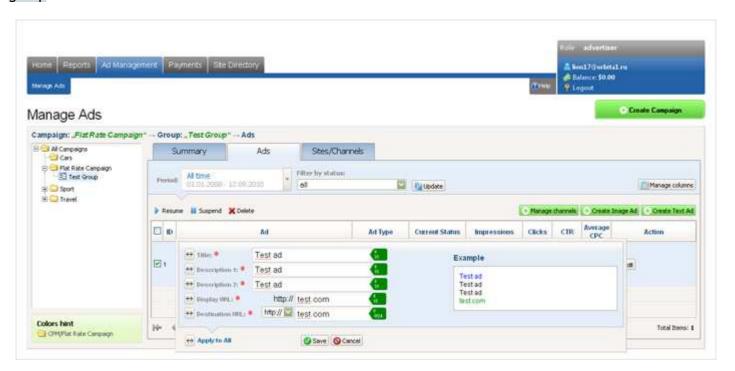


An ad group contains:

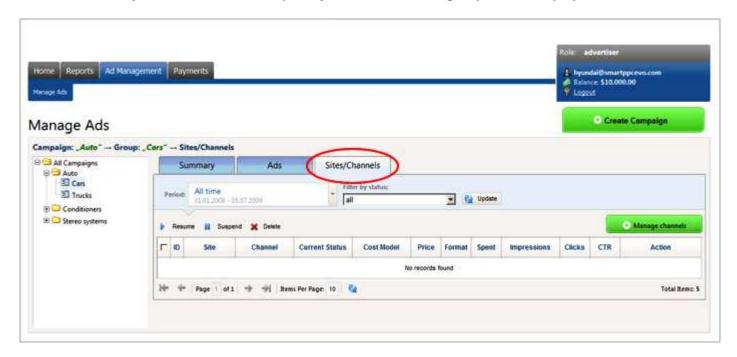
Ads



Here you can edit ads of a group - either edit a single ad or edit all ads at once (using the ability of bulk editing). For example, if you want to set the same Display URL for all ads of a group you can click icon, change the Destination URL field to a desired value and click Apply this Destination URL to all ads of this group icon.



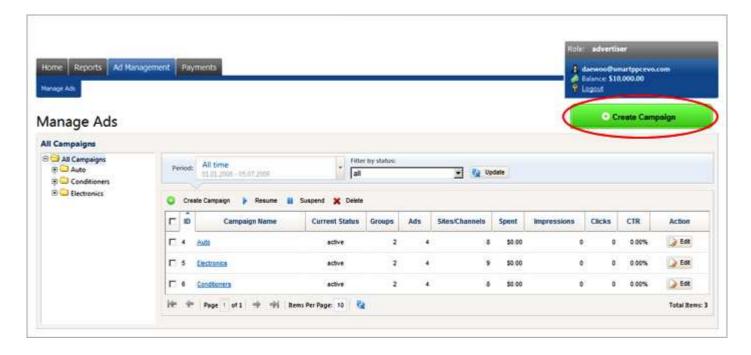
Sites/channels (and selected channels prices) where ads of this group will be displayed.



Create CPM/Flat Rate Campaign

To create a CPM/Flat Rate <u>advertising campaign</u>, follow these steps:

- Login to the advertiser's account
- Go to Ad Management > Manage Ads section
- Click Create Campaign button.



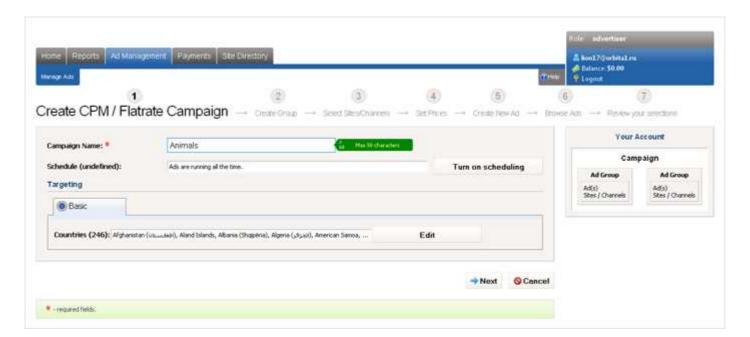
1. Create Campaign

Enter name of the campaign.

Set the <u>display schedule</u> for ads of this campaign.

Select country targeting.

Click Next.



2. Create Group

Enter name of the first group for the campaign being created. Click Next.



3. Select sites/channels

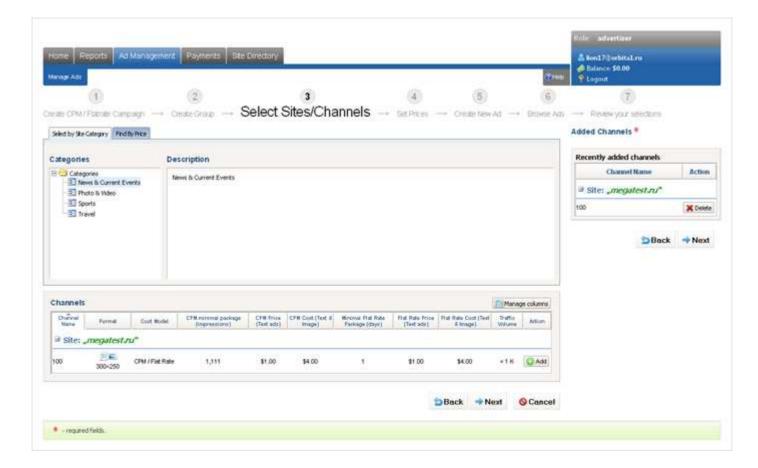
Select sites/channels, which will display advertisements for the group of this campaign. You can select sites using two tools of this page:

- Select by category of sites
- o Based on the price which you wish to pay for advertisement placement in a site/channel.

You can select sites/channels meeting your requirements by clicking Add button in the Action column. A list of selected site channels for the given ad group will be displayed in table Added Channels.

To remove a channel from the Added Channels list click Delete button next to the channel.

After you selected necessary channels click Next.



4. Set Prices

On this page for the listed channels you can define:

· Ad Type.

Text - you'll be able to place only text ads to this channel

Text&Image - you'll be able to place text and image ads to this channel.

Note, price for a channel may depend on selected Ad Type.

Cost Model

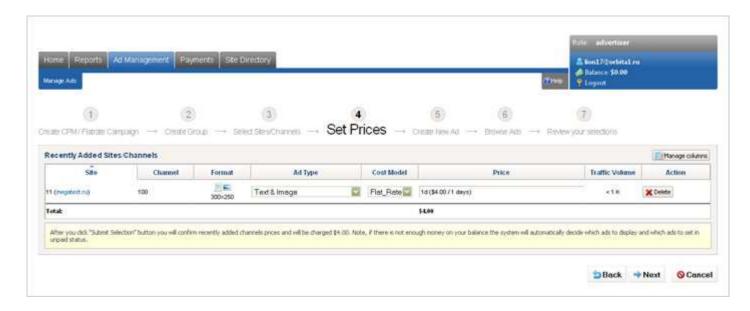
CPM or Flat Rate.

Note, list of available prices depends on selected Cost Model.

Price

Certain \$ price for a certain impressions number or for a certain period. This amount will be deducted from your balance.

Click Next.



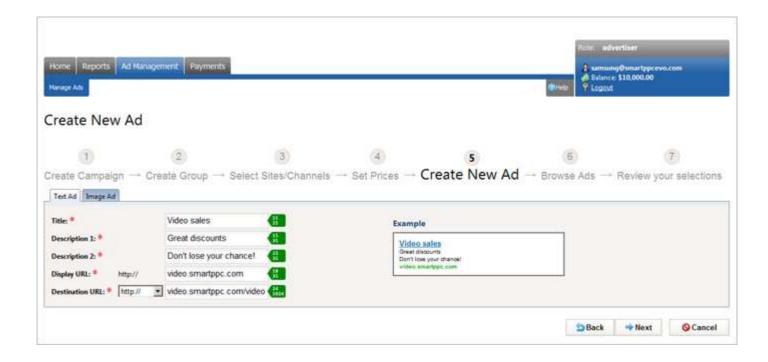
5. Create New Ad

Creating Text Ads:

Using the tab Text Ads, specify ad parameters:

- Title
- o 2 paragraph description
- Display URL
- Destination URL

Press Next.

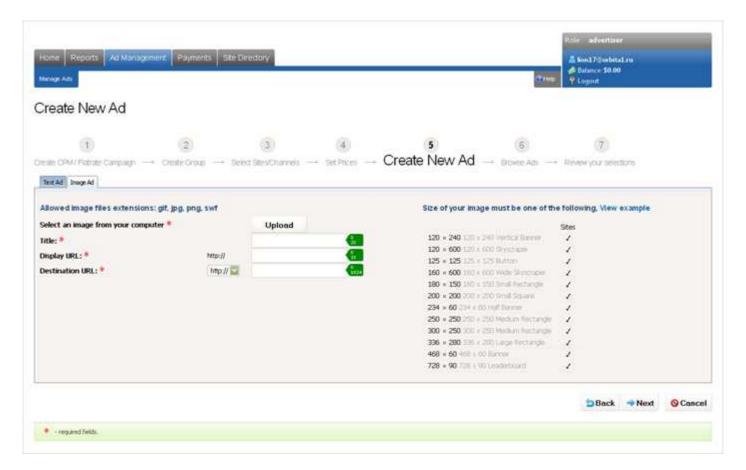


Creating Image Ads:

Using the tab Image Ads, specify ad parameters:

- o Title. It'll be used as Alt of the image ad (pop-up text displaying on hovering over image).
- Upload an image that fits to one of the allowed <u>formats</u> (allowed formats are defined by selected channels formats)
 - o Display URL
 - Destination URL

Press Next.



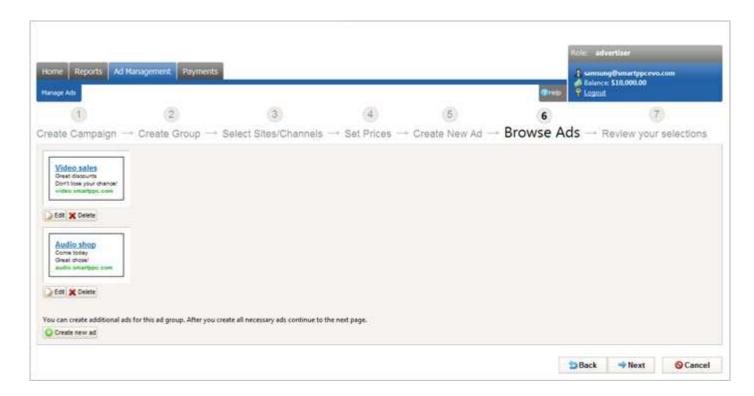
6. Browse Ads

Review created ads.

Create additional ads for this group by clicking the Create new ad button.

Note, If you do not wish to create any text ads for this ad group, it is necessary to create image ads in formats corresponding to each of the selected channels.

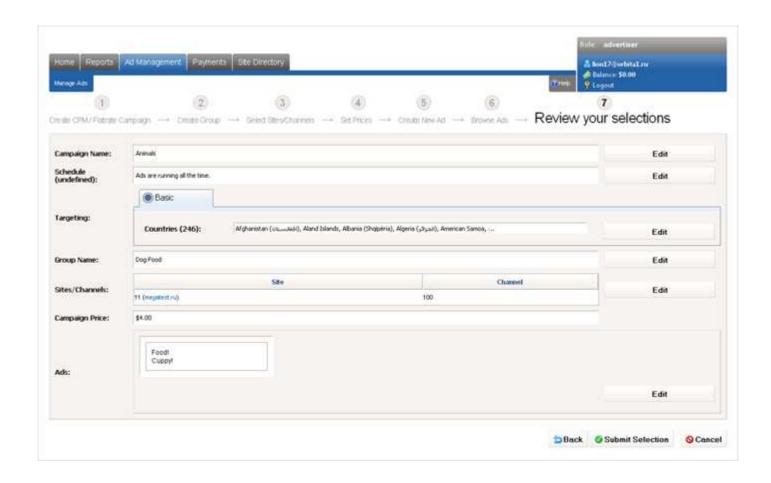
Click Next.



7. Review your selections

Check the accuracy of your campaign. If necessary, correct the information by clicking Edit next to the corresponding parameter of the campaign.

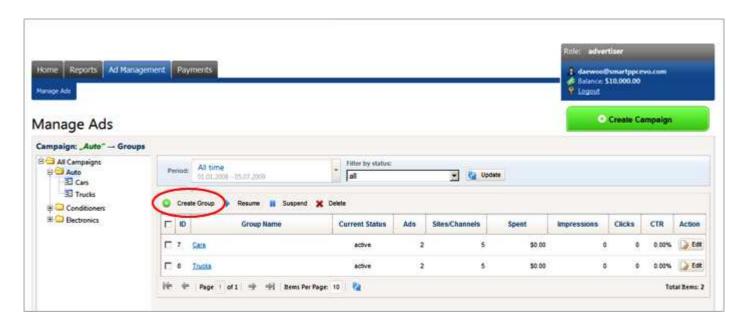
To save your campaign, click the Submit Selection button.



Add New Group To Existing Campaign

To add a new group to CPM/Flat Rate campaign:

- Go to the *Ad Management -> Manage Ads* section of your control panel.
- From the campaign/group tree in the All Campaigns box select the CPM/Flat Rate campaign in which you wish to add a new group. In the Groups table, click Create Group button.



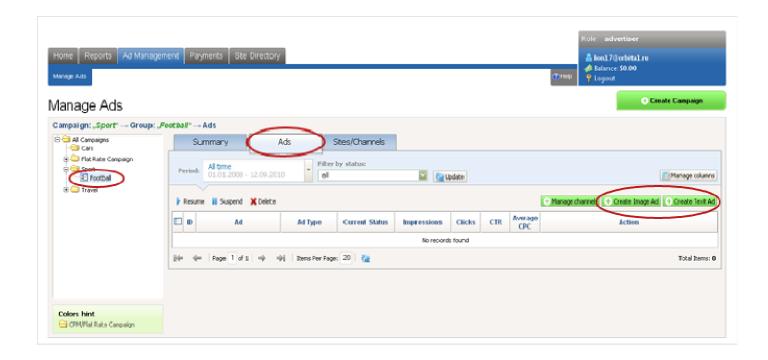
• Enter a name for the new group and click the Save button. The created group will appear in the list of groups for the campaign you have chosen.

At this stage, the group does not contain any ads or sites/channels.



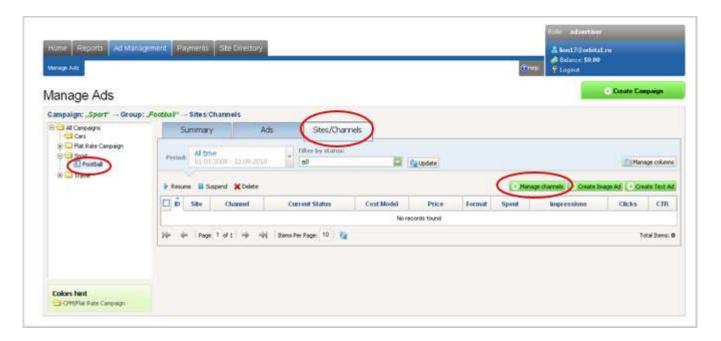
To add advertisements to the new group:

- From the campaign/group tree in the All Campaigns box select the newly created group in which you wish to add a new advertisement.
- Click the Create Text Ad or Create Image Ad button.



To select sites/channels where you wish to display the ad group:

- From the campaign/group tree in the All Campaigns box select the group for which you wish to define sites/channels.
 - Click the Manage Channels button.

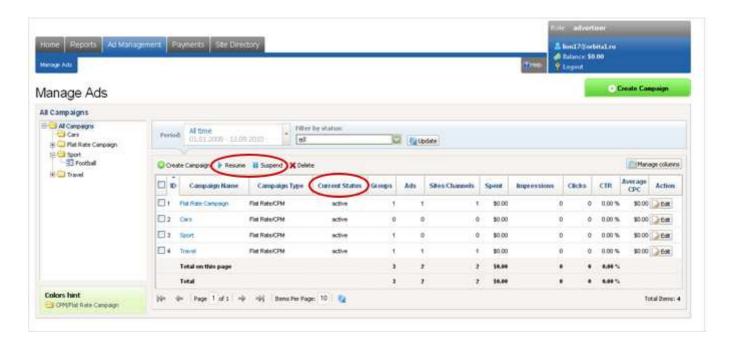


CPM/Flat Rate Campaign Status

There are 2 types of statuses for advertising campaigns:

- Active
- Suspended

You can view the status of your advertising campaign on the *Ad Management -> Manage Ads* page in the Current Status column.



Suspend Campaign

To suspend one or more advertising campaigns, go to the *Ad Management -> Manage Ads* page, select the appropriate campaigns and click the Suspend button. The status will change to suspended.

Resume Campaign

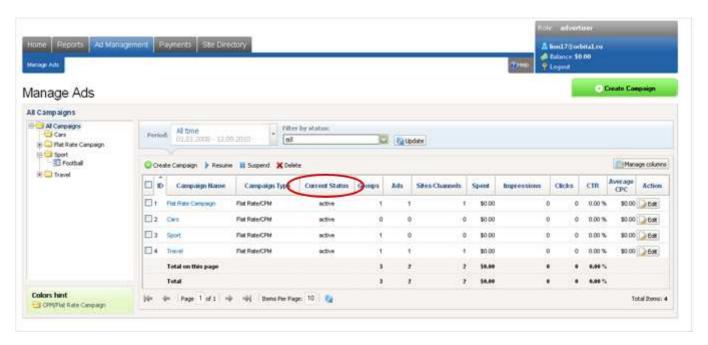
To resume one or more advertising campaigns, go to the *Ad Management -> Manage Ads* page, select the appropriate campaigns and click the Resume button. The status will change to active.

Delete Campaign

To delete one or more advertising campaigns, go to the *Ad Management -> Manage Ads* page, select the appropriate campaigns and click the Delete button. Information on deleted campaigns is not removed from the system as it is used for generating statistics.

Site/Channel Statuses

You can check status of site/channels where ads are displayed in *Ad Management->Manage Ads*, clicking on a necessary ad group and selection Sites/Channels tab.



There are the following possible statuses of sites/channels:

- active
 - Means that ads are successfully displayed in this site/channel.
- inactivated by system

Means that this site/channel is unavailable because of system reasons. Contact administrator to figure out this issue.

- completed
 - Means that all paid impressions or paid period is used up.
- suspended
 - Means that you suspended it yourself by clicking Suspend button.
- unpaid

Means that there is not enough money on your account balance to pay for displaying ads in this site/channel. As soon as you deposit more money to your balance the system will use them for ads in unpaid status.

If there is not enough money to pay for all unpaid ads, using its internal analyzing mechanisms the system will define which ads to switch from unpaid to active status.

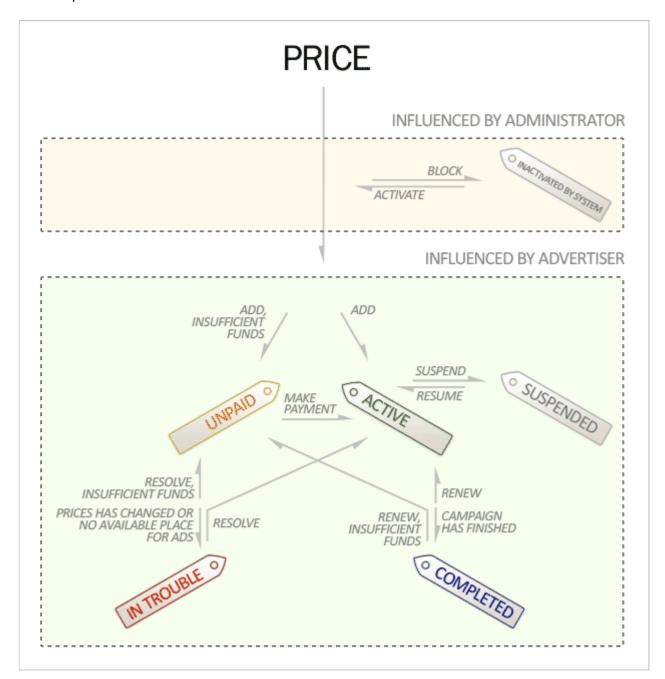
in trouble

This status is caused by one of the two reasons:

o You're trying to place Flat Rate advertising to a site/channel but all slots of this channel are already occupied by other Flat Rate ads.

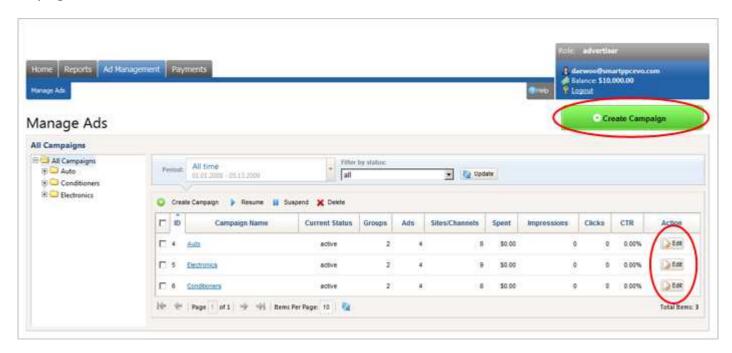
Clicking the Resolve button you'll be suggested to select a CPM price for the site/channel or to wait until some slots are available.

o Price of this site/channel was changed by Administrator while this site/channel was in unpaid status. Clicking the Resolve button vou'll be suggested to select new prices for the

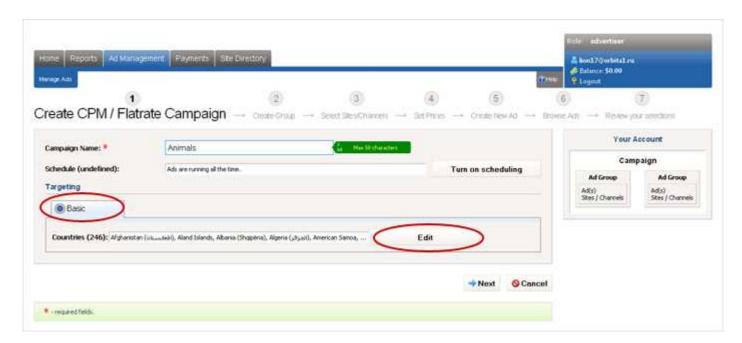


Country Targeting

Go to *Ad Management -> Manage Ads* page and click Create Campaign button or Edit button for an existing campaign.

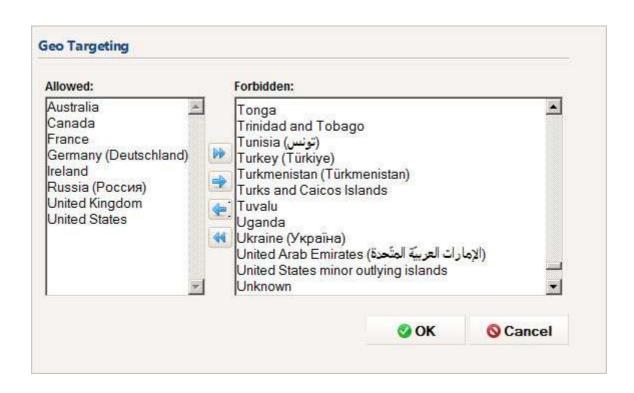


Countries targeting can be managed on Basic tab of Targeting section.



Click the Edit button next to the Countries label.

In the window that appears, put the countries to the Allowed panel where you wish to extend this advertising campaign. Click OK.

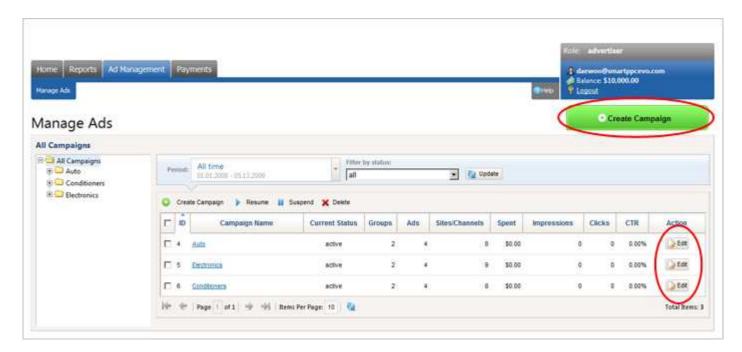


Ad Scheduling

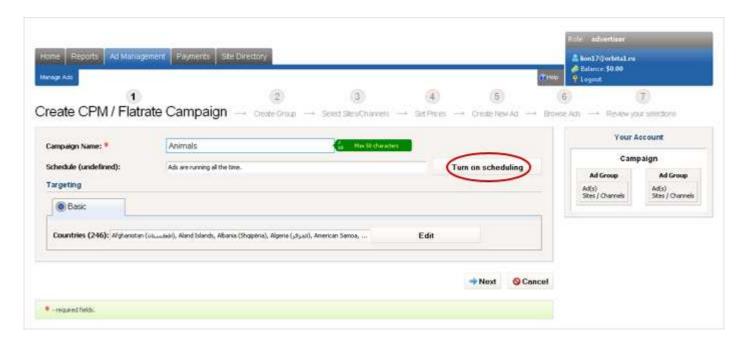
Ad scheduling allows you to control the days and times when your <u>advertising campaign</u> is active.

For example, you can specify that your advertising campaign will be activated from 3:00 to 12:00 on Wednesdays and from 9:00 to 5:00 on Sundays.

This unique interface is available in *Ad Management -> Manage ads* section by clicking Create Campaign button or Edit button for an existing campaign.



On the opened page click the Turn on scheduling button.



Using this interface, you can set the time periods in which you want to run your campaign. Then click OK button.

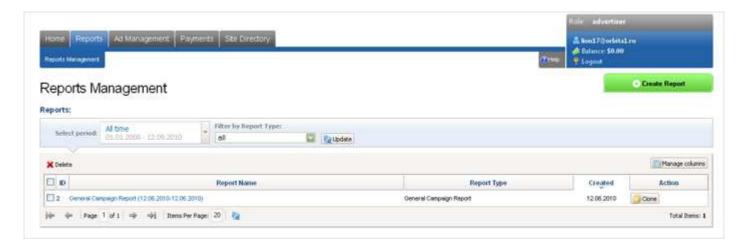


Advertiser Report Types

View any report you choose by using the *Reports -> Reports Management* menu located in the main menu of the control panel.

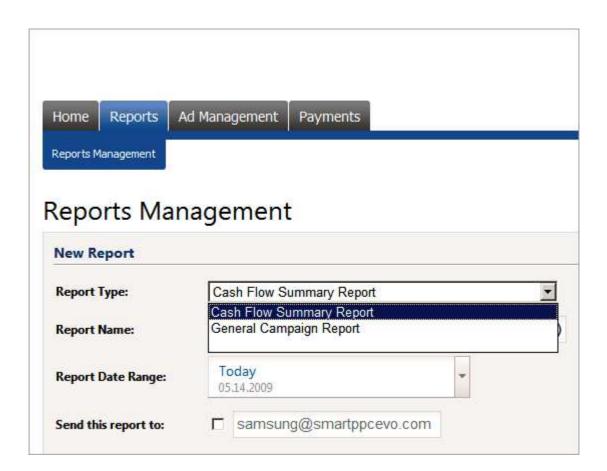
From the Reports section you can:

- · view a list of all reports
- · create/delete reports
- clone an existing report



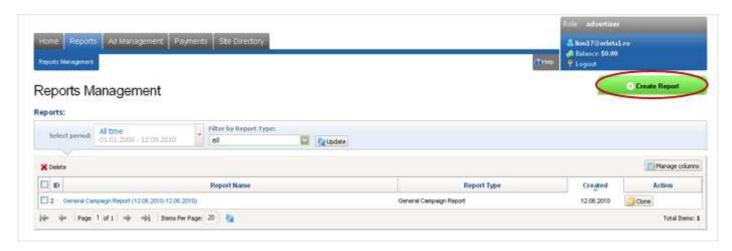
There are two advertisers report types available in the system:

- Cash Flow Summary Report
 This report displays a monetary transactions history in a given date range.
- General Campaign Report
 This report displays a consolidated view for campaign, group, and type of advertising used for a given date range.

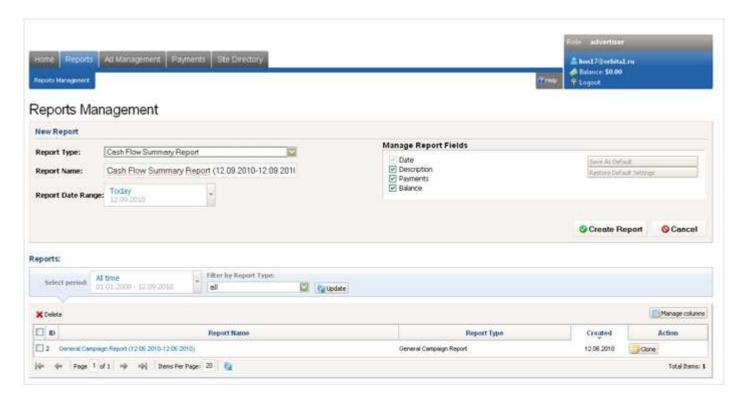


Create Report

Go to the page *Reports-> Reports Management* click the Create Report button:



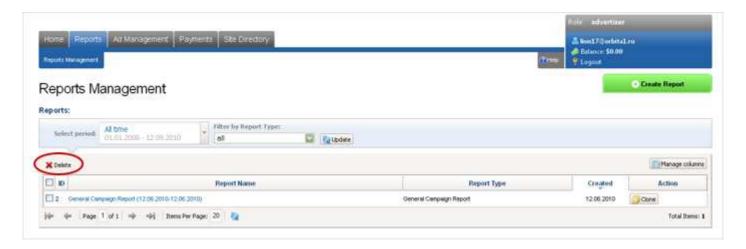
- Select a Report Type, which will determine the list of fields contained in the report.
- Select a Report Name.
- Select a Report Date Range.
- Choose the fields you wish to see in the report by clicking the Manage Report Fields link.
- Click the Create Report button when you are finished.



Deleting Reports

To delete a report:

- Go to a list of reports in the *Reports -> Reports Management* section in your control panel. Select the reports you wish to delete.
- Click the Delete button.

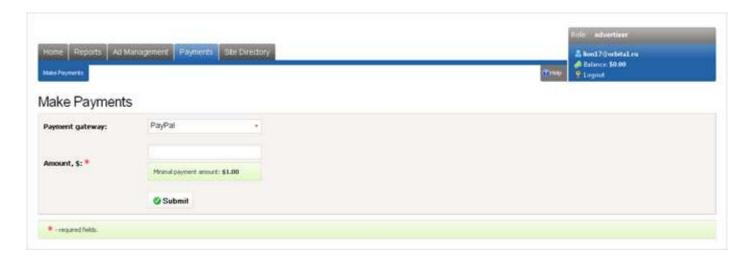


Selected reports will be removed from the list of reports.

Making Payments

The system has one default payment gateway: PayPal.

You can use control panel (*Payments -> Make Payments* section) to deposit money into your account which will be used by the system to pay for your advertisements.



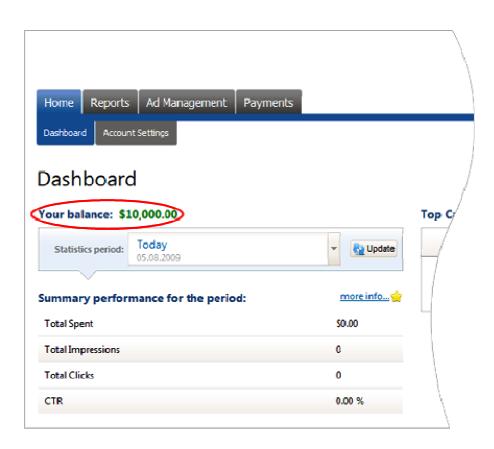
To fund an account you should perform the following steps:

- Enter the amount to be paid and fill in billing info (if required).
- · Press Submit.

The balance of your account in the system will increase by the payment amount, taking into account the commission for account funding. Your current balance can be found in the upper-right corner of the window in the Balance field.



And on the main page of the control panel.



Dictionary

Ad Campaign aggregates:

- Ads related to certain goods or services
- Sites where ads are displayed
- Rules defining the display of ads on sites (the geography of visitors, time of display, budget)

Channel – The area of a certain format (size) on the site, designed for advertising, that consists of one or more slots. The number of slots is determined by the format (size) of the channel. The method in which image and text ads are distributed to the channel differs. Image ads occupy all the channel slots, or the entire channel. Text ads occupy one slot.

Examples of Slots:

DVD rentals

Blockbuster Total Access Online, Over 50,000 Titles, 3 Weeks Free! www.Blockbmovies.com

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Click-through Rate (CTR) – An indicator of the effectiveness of advertising campaigns. It is the ratio of the number of clicks on the ad to the number of impressions of the ad.

CPM program -- an advertising payment method whereby the advertiser pays for each 1000 impressions of an ad.

Flat Rate program - An advertising payment method whereby the advertiser pays for the placement of an ad for a specific time period.

Payment Gateway - a hardware-software system that allows users to automate the process of receiving online payments via the Internet.

PayPal - the world's largest electronic payment processor.