

League Awards Program Ad Purchase Instructions

You must be associated with a member institution and have an active account with the League to purchase a League Awards Program ad.

THE DEADLINE TO PURCHASE AN AD AND SUBMIT THE AD FILE IS **DECEMBER 1, 2025.**

INSTRUCTIONS TO PURCHASE A LEAGUE AWARDS PROGRAM AD

1. Log in to your account at www.league.org.
(If you have a League account and do not remember your username and/or password, click on "Forgot Password?" and enter the email address associated with your account. If you do not yet have a League account, click on "Create an Account" and follow the instructions.)
2. Once you are logged in, click "My Account" at the top, right of the page and select "Order Awards Program Ads" from the dropdown menu.
3. Click on "Create New Ad Order."
4. Review the Instructions page prior to proceeding.
5. Confirm your Profile details and click "Next."
6. Select the award(s) your ad features from the dropdown menu:
 - 1 Excellence Awards Ad
 - 1 Innovation of the Year Awards Ad
 - 1 Combined Excellence Awards and Innovation of the Year Awards Ad
7. Select the size of the ad you are purchasing.

Ad Sizes and Pricing

- Full-Page Ad (7.5" x 9.5", vertical orientation **only**, b/w) - \$595
- Half-Page Ad (7.5" x 4.5", **horizontal** orientation, b/w) - \$395
- Half-Page Ad (3.5" x 9.5", **vertical** orientation, b/w) - \$395
- Quarter-Page Ad (3.5" x 4.5", vertical orientation **only**, b/w) - \$195

Ad File Requirements

- TIFF, EPS, or PDF only
 - 300 DPI at 100% of ad size
 - grayscale or 100% black only
8. Select the color choice for your ad:
 - a. Grayscale
 - b. 100% Black Only

(instructions continue on next page)

9. Upload the TIFF, EPS, or PDF file. If the ad is not yet finalized, you will be able to return to the portal to upload it after you check out (see #17 below). Ad files must be uploaded by **December 1**.
10. To attest that the information you have provided is complete and correct, and that you understand you will have an opportunity to update the order (i.e., change the awards being recognized and/or color choice and upload the ad file) after checkout, select "Yes." Then, click "Next."
11. Review the Summary and click one of the following:
 - a. Click "Proceed to Checkout" to complete the transaction.
 - b. Click "Cancel Order" if you do not wish to proceed. If you cancel the order and later decide to purchase an ad, you will need to start a new order.
12. At checkout, review your shopping cart contents and select your payment type. Payment can be made by credit card (American Express, Discover, MasterCard, Visa) or by check. Payment must be confirmed by **December 1**.
13. On the Payment page, provide payment information and click on "Submit."
14. Review the information on the confirmation page. You may want to print or screenshot this page for future reference.
15. Upon submission, you will receive a confirmation email. If you do not receive an email, check in your junk/spam folder. If it's not there, contact Kelly Dooling at dooling@league.org.
16. To access your invoice after exiting the ad portal:
 - a. Log in to your League account.
 - b. In the "My Account" dropdown menu, select "Invoice History."
 - c. Click on "View Order" for the appropriate purchase.
 - d. To print, click on "Print Invoice," then "Print" at the top, right of the page.
17. To upload an ad file after checkout:
 - a. Log in to your League account.
 - b. In the "My Account" menu, select "Order Awards Program Ads."
 - c. Click on "Details" next to your ad.
 - d. Click on "Update Ad Details" in the left navigation menu.
 - e. Confirm the Ad Sales Order Information and click on "Choose File" to upload the file.
 - f. If payment has not yet been received by the League, click "Save."
 - g. If payment has been received by the League, click "Next," then "Finalize Ad Order."