

Sheridan | TV

If you would like to place a still image or text ad on Sheridan TV please follow the steps below.

SPECIAL NOTES:

1. All ads should be submitted 10 days prior to the event.
2. Make sure the advertisement states **which campus** the event is being held at.
3. Make sure the off-air date you set **isn't** the day after the event.
4. You can only upload ads through the Sheridan network and **not from home**.
5. This service is for internal use only.
(NO OUTSIDE ADVERTISEMENTS OR COMMERCIAL COMPANY LOGOS ALLOWED!)

STEPS:

1. Email your Sheridan username along with full contact information (name and telephone number) to sheridantv@sheridancollege.ca
2. You will be issued a temporary password.
3. On your web browser go to www.sheridantv.ca
4. Click on, "Login / Ad Management"
5. Type in your user name and temporary password.
6. Once you've logged in go to, "My Profile" change your password and input your contact information.
7. Click, "Next"
8. Log back in with your new password.
9. Click, "Post A Message"
10. Select the type of ad you wish to submit and fill in the information.
(The technical specs will be listed.)
11. If you are designing your own ad follow the spec information and use legible text for television. **(Image Size: 1920x1080 / 72 dpi / jpeg)**
12. Once you click, "Next" the ad has been submitted and is waiting for approval.
(Note: It might take 24 to 48 hours for ad review by administrator.)
13. You will not be able to see your submitted ads on the site until they have been approved by the administrator. At this point you can edit the ad if you need to. (The administrator at that point will need to re-authorize the changes you have made to the ad.)

If you have any questions or concerns please contact us at sheridantv@sheridancollege.ca or phone (905) 845-9430 Ext. 8505.