

UPDATING THE SPHERE TEMPLATE: LOGO

For those associations using the Sphere template, here are instructions on how to update the logo on your site. If you have any questions or comments, please contact webmaster@ywca.org.

1. Click [this link](#) to open the HTML file in your browser.
2. Right click the image and choose “Save As” to download the logo to your computer.
3. Login to the Blackbaud Sphere site at <http://internet.blackbaud.com>
4. Click on the “Content Management System” on the left hand side.
5. Once your site CMS opens up, click the “Administer” tab at the top.
6. You will now be on the “Site Design” page. At the bottom of this page, click the “Edit” button.
7. On the line that reads “YWCA Logo” click “Upload”

YWCA Logo:

YWCA_LOGO_RGB_OAM.JPG

Select

Upload

Clear

8. Select the YWCA logo you downloaded to your computer and click the “Upload” button at the bottom of the page once you have done so.
9. Once you have selected the new logo, hit the “Update” button at the bottom of the “Site Design” page.
10. Verify the new logo has appeared by opening up your website and right clicking the YWCA logo in the upper left corner. Select the “Inspect” option from the dropdown list. A box will appear in the bottom half of your web browser and show you the file name of the image. The correct logo will end with YWCA_Logo_RGB_OAM.jpg.

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