

Ocean Grove Golf Club

Sponsor Signage — Manager Approval Guide

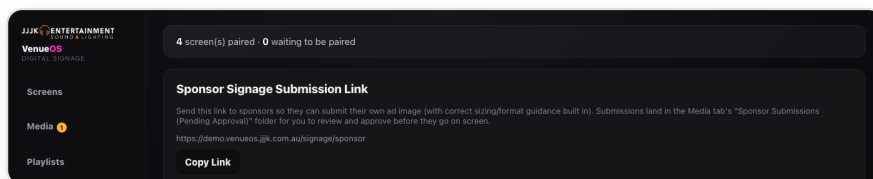
Sponsors can now submit their own ad images through a simple online form — no more forwarding files by email. Submissions land in Signage for you to review before anything goes on screen.

Sending Sponsors the Link

Give this link to any sponsor who wants to submit or update their ad. It shows them exactly what size/format to use, so you shouldn't need to chase them for the right file.

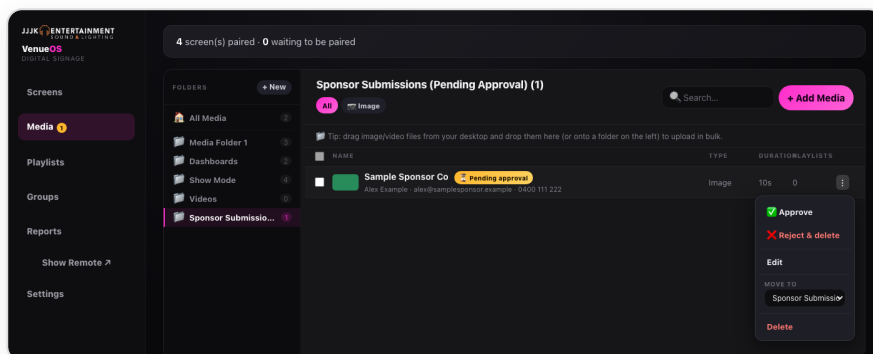
<https://oggc.venueos.jjkk.com.au/signage/sponsor>

You can always copy this link from **Signage → Settings → Sponsor Signage Submission Link**.



Approving a Submission

- 1 Go to **Signage → Media**. A yellow number badge shows how many sponsor ads are waiting for review.
- 2 Open the **Sponsor Submissions (Pending Approval)** folder — each ad shows the business name, contact and a preview thumbnail.
- 3 Click the **:** menu on the ad, then **Approve** if it's good to go, or **Reject & delete** to discard it.



Putting It on Screen

OGGC is set up so Approve does the filing for you: the ad automatically moves into the **Sponsor Files** folder and is added to the **Sponsor TV** playlist. One step is still manual, on purpose — so nothing goes live without you choosing the moment:

- 1 Go to **Playlists → Sponsor TV** whenever you're ready.
- 2 Press **Push** — the screen updates within a few seconds, no need to touch the TV.

Nothing a sponsor submits can reach a screen on its own — it only ever lands in the pending folder, and Approve stages it into Sponsor TV's draft. It only goes live once you press Push.

