# CAMPAIGN MANAGEMENT SKINS

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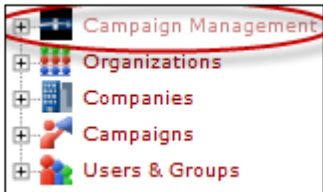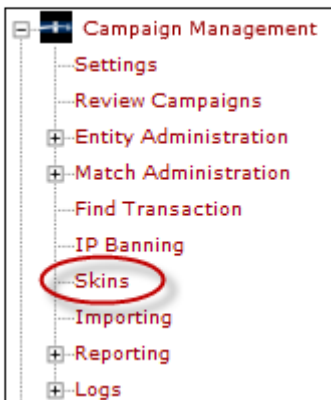
## Basic Steps to Adding a New Skin

### Add a New Skin

1. Log in to the Campaign Management system.
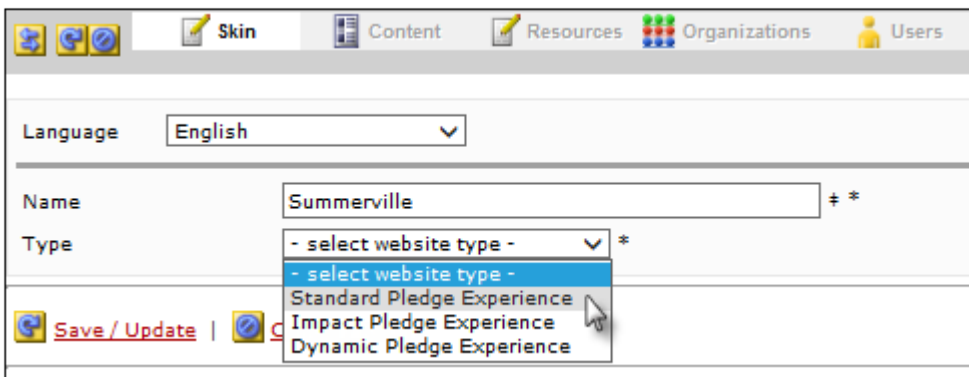2. Click the plus sign (⊞) to expand the Campaign Management level.



3. Select the "Skins" node from the list.



4. Click the "Add a new skin" link, located at the top of the page.



5. Give the skin a name and select the website type.

6. Click the "Save/Update" link.



7. Copy the skin code from the source and paste it into the Template field. Then click the "Save/Update" link.

8. Four tabs will become available at the top of the page:

- **Skin** – This is where you just pasted your default template and where edits can be made to your skin.
- **Resources** – Upload items referenced in the skin, such as the Cascading Style Sheet (CSS file) and images.
- **Organizations** – Here you can give other organizations access to use the skin. You will need to give your own organization access in order to use the skin on a campaign website.
- **Users** – Assign users within your organization to access the skin to make changes.

## Add CSS File and Site Resources

Click the Resources tab to upload the CSS file and images for the skin. Click the "Select Files" button and select the items you wish to upload, and then click "Open." You can select multiple items at once by holding the CTRL button when selecting, or you can upload each item one at a time.
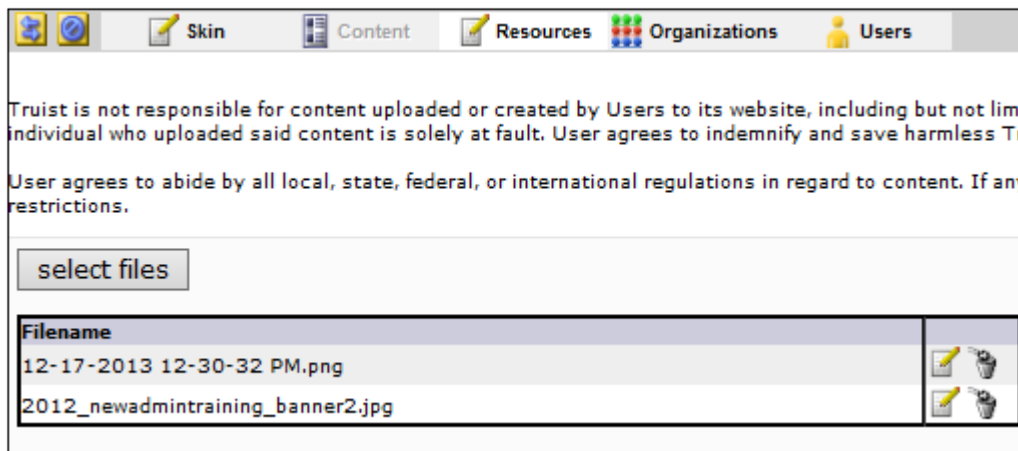
## Associate Organizations

Click the Organizations tab.  Select to allow all organizations to use the skin, or allow only specific organizations to use the skin. If you wish to only allow your organization to use the skin, select the second option, find your organization in the Available Organizations list, and move your organization over to the Associated Organizations list. When complete, click the "Save/Update" link.

## Associate Users

Click the Users tab.  Select users from your organization to permit access to the skin for editing purposes. Find the user(s) in the Available Users list and move him/her over to the Associated Users list. When complete, click the "Save/Update" link. Note that because you added the new skin, your username will already be associated to the skin.
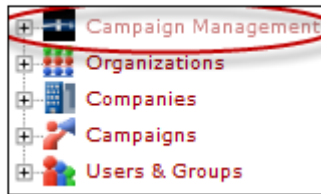
## Editing a Skin

Any user associated to a skin may edit the skin's HTML, Resources, Organizations, and Users. To edit a skin, take the following steps:

1. Log in to the Campaign Management system.
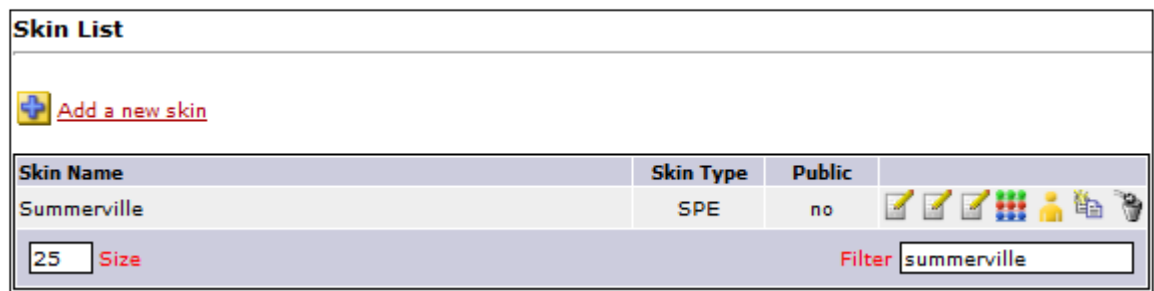2. Click the plus sign (⊞) to expand the Campaign Management level.

   

3. Select the "Skins" node from the list.

   

4. Search for the skin in the Skins list and click the first notepad icon ( ✎ ) on the right of the skin name.

   **Note:** If a skin is not showing up for you, please contact your administrator to make sure you are associated to the skin.

   

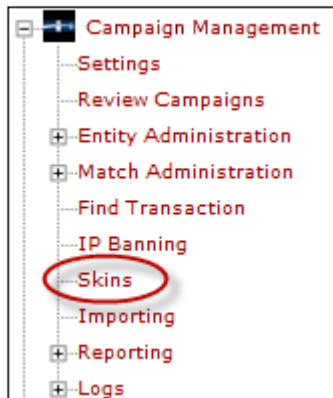5. Make desired changes and click the "Save/Update" link.

## Deleting a Skin

Skins can be deleted if they are not associated to a campaign. Any user associated to a skin may delete the skin. To delete a skin, take the following steps:

1. Log in to the Campaign Management system.
2. Click the plus sign (⊞) to expand the Campaign Management level.



3. Select the "Skins" node from the list.



4. Search for the skin in the Skins list and click the trash can icon ( ) on the right of the skin name.

   **Note:** If a skin is not showing up for you, please contact your administrator to make sure you are associated to the skin.



5. Click "OK" to confirm.