



## Getting Started

1. **Terms and Conditions** - Under Documents, click on Terms and Conditions and print this file and save for your records. These will be the terms related to your advertisement on BallantyneKids.com
2. **Registration Form** - Print and Complete the Registration Form. This will have all the details of your advertising contract. It will include the Advertising Package, time frame, cost and more. You will need to fax this to (803) 396-9840.
3. **Add Listing** – The Add listing link will take you to a google documents form. Here you will enter all the information for your listing on BallantyneKids.com. Once you submit your responses we will have your listing up within one week. We have listed the questions you will be entering below as a quick reference:
  - a. **Contact Name** – For our reference. Will not show on listing.
  - b. **Contact Phone Number** – For our reference. Will not show on listing.
  - c. **Contact Email** - For our reference. Will not show on listing.
  - d. **Company Name** – Please enter as you would like it to appear on your listing.
  - e. **Company Description** – Please enter as much information as you would like to let our visitors know about your business.
  - f. **Video Link** – If you have a video that you would like to show on your listing
  - g. **Company Address** – Enter a complete address, so that customers will be able to find you easily.
  - h. **Hours of Operation** – Please enter all days of the week. If you are closed on certain days, please note closed after the day.
  - i. **Special Offers** – Any current offers or new offers you would like to offer our visitors.
  - j. **Company Phone** – So our Visitors can contact you.
  - k. **Company Email** – So our Visitors can contact you.
  - l. **Company Website** – So our Visitors can learn more about your company.
  - m. **Twitter Address**
  - n. **Facebook Address**
  - o. **Category** – Select the one that best fits your business.
  - p. **Sub-Category** – Enter one that best fits your business.
  - q. **Advertising Package** – Select the one that you are purchasing
  - r. **Donation Amount** – We will send you an invoice with the amount you enter. Your check will be paid directly to the Charity.
4. **Pictures** – Please email up to 10 pictures that will be displayed on your page. Please size the pictures to 580w x 386h before you email them to us. Due to the size of the email, please email them to [ballantynekids@gmail.com](mailto:ballantynekids@gmail.com).

Thank you for Advertising on BallantyneKids.com