

February 2022

The Marketing Portal Making a Jobsite Sign

As you dive into the new year, and look at your company goals, we know business development is always an objective. Our goal at CBC is to make boosting your business as easy as possible. One of the ways we do this is by offering many marketing opportunities through the CBC Marketing Portal. The Marketing Portal includes tools to help you connect with customers, promote your business, and share the benefits of custom metal buildings. It's a one-stop-shop for polished, professional materials. It offers the ability to easily customize flyers, print ads, jobsite signs, banners, digital marketing templates, apparel, and much more.



One of the most simple and visible ways to put your stamp on your work and let your potential clients know about your business, is to create and display jobsite signs. The Marketing Portal offers you the ability to create jobsite signs with your logo or photo, name, phone number, and/or website and email.

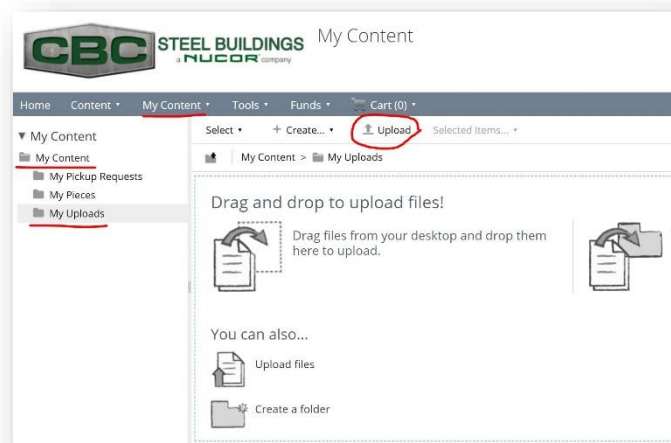
Making a Jobsite Sign

Where do you start? Simply log into your [Builder Dashboard](#) account using your existing credentials and click on the Marketing Portal button.

Once in the Marketing Portal, under the **Asset Library**, you'll find **Marketing Tools & Templates**. Once in the Tools & Templates folder, then select **Signs & Outdoor Advertising**. The **Jobsite Signs** folder is located here. Within the Jobsite Signs, you will have to the option to create a jobsite sign from the various templates.

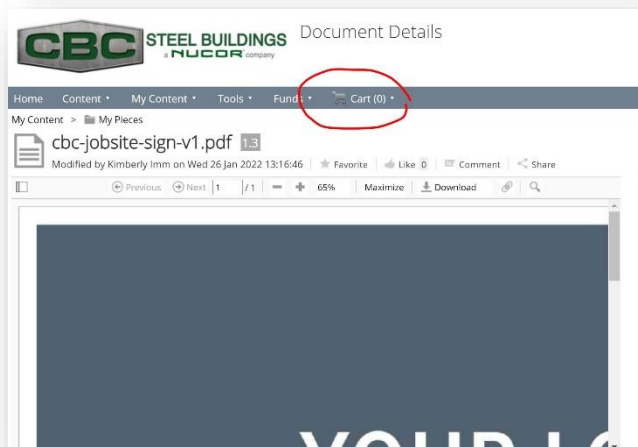
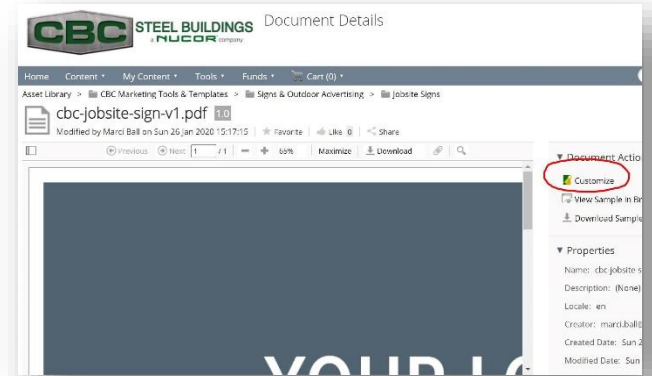
Choose the template you like, based on whether you have your own logo or your own photo to include. If not, you can choose one of the templates with a photo we have provided. If you have your own photo or logo you'd like to include, you will need to upload it to **My Uploads**.

To access **My Uploads**, go to the **My Content** tab at the top of the portal — choose My Uploads, or you can find it on the left-hand side. At the top of the My Uploads section, you will find the option to Upload. Select the files to upload from your computer. Your uploaded files will remain in the My Uploads folder.



Once you have chosen the jobsite sign template that best fits your needs, you'll find the option to **Customize** on the right-hand side. The Customize screen will walk you through each step of the template to fill in customizable fields. The field to be customized will show up red on the right. You will also be guided through the steps 1-4 on the left. To change your logo or photo, select "**Change**" and follow the prompt to My Uploads. Once you select your logo or photo, you have the option to change, remove, or crop your image, or move on to the next step. Follow through each step, customizing your information and then click **Save**. When you save your jobsite sign, you can rename it and give it a description. The name and description are for your benefit to remember your project.

Your jobsite sign is now ready for you to order. On the right-hand side, you will see the many options, including **Add to Cart, Price Details, Edit, and Download**. If you are wanting to order the jobsite sign through The Portal, **Add to Cart**. It will now be located in your **Cart**, at the top of your screen. If you notice you need to make an edit, choose **Edit and Customize**, and make your adjustments. If you would like to use your own vendor, choose the **Download** option, and then send on.



To order the jobsite sign through The Portal, go to your Cart and choose **Checkout**. Within the Checkout, you will see the minimum order number and the cost. As you proceed, you'll fill in your contact information, delivery, and billing address, followed by payment. The Portal vendor will then process your order and contact you with any follow-up.

If you have any questions about the Marketing Portal, please refer to our Quick Start and Frequently Asked Questions guides in the Help Section of the Marketing Portal. You can also ask for

assistance using our [Marketing Portal Assistance Form](#). For a more in-depth view on how to access and use the Marketing Portal, we have recorded a webinar. You can watch the webinar at any time and share it with others in your company who would find it beneficial.

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