

# Rosterfy Portal Creative Requirements

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## Disclaimer

The following document outlines the creative elements that can be customised within the Rosterfy portal. This document is for internal use only and is not to be shared with third parties.

## System Settings

Go to > System Settings > Organization Settings > Branding here you can adjust the overall look and feel of your account.

### Organization Settings: /admin/account/settings

General Users Events Training Communication **Branding** Limits Headcount Advanced Portal

Name \* Nathan's Account  Use Default?

Social Share Quote Bringing communities together

Logo (color)   For best results upload your logo as a PNG file with transparent background, 812px wide and 250px high

Logo (Stacked)   For best results upload your logo as a PNG file with transparent background, 300px wide and 300px high

Logo (monochrome)   For best results upload your black or white logo as a PNG file with transparent background, 375px wide and 64px high

Background image   For best results upload a JPG file, 1920px wide and 927px high

Portal Background image   For best results upload a JPG file, 1920px wide and 927px high

Portal Banner image   Recommended size 1200px wide by 300px high

Subaccount Banner image   Recommended size 1200px wide by 300px high

Favicon

## Client Logos



Organization Settings: /admin/account/settings



### Organization Settings



General Users Events Training Communication **Branding** Limits Headcount Advanced Portal

Name \* Nathan's Account  Use Default?

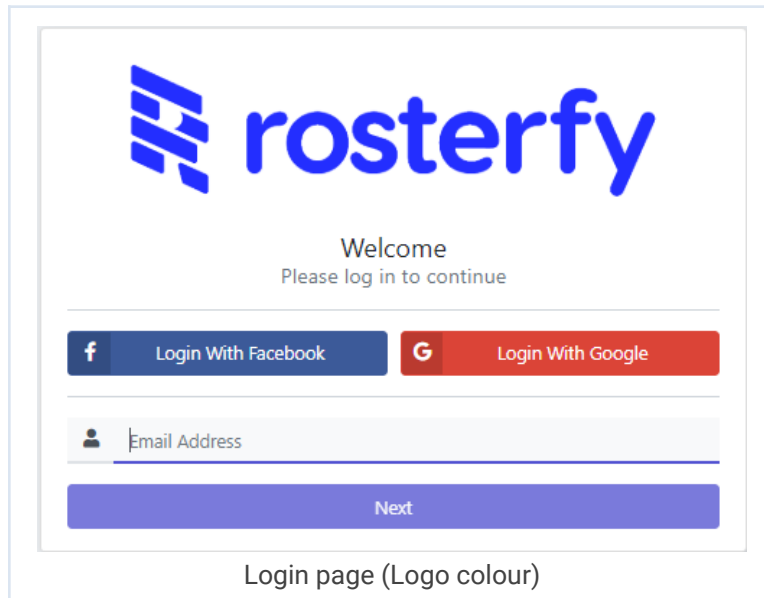
Social Share Quote Bringing communities together

Logo (color)   View file ✕ Remove  
For best results upload your logo as a PNG file with transparent background, 812px wide and 250px high

Logo (Stacked)   View file ✕ Remove  
For best results upload your logo as a PNG file with transparent background, 300px wide and 300px high

Logo (monochrome)   View file ✕ Remove  
For best results upload your black or white logo as a PNG file with transparent background, 376px wide and 64px high

The client logo is displayed in the following areas. For best results this file can be .png if transparency is required, or .jpg. These should be in the dimensions of 812px wide and 250px high

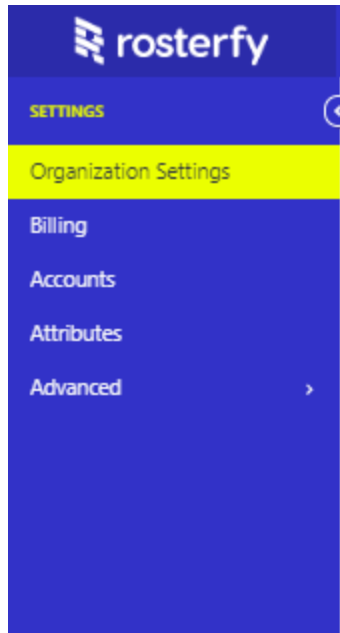




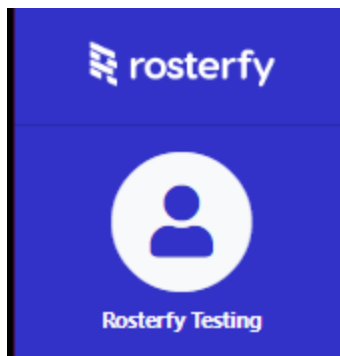
Create Account  
Already have an account? Login



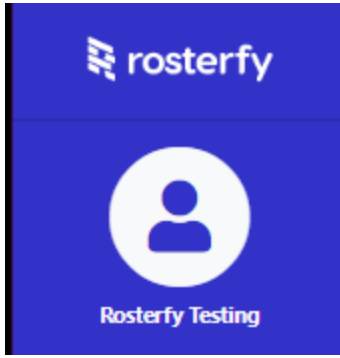
Registration page/s Login page (Logo colour)



Administrator Console(Logo monochrome)



Portal (Logo monochrome)  
(Can be overwritten to any other image/icon/link if required)



Portal (Logo Stacked)

## Background Images

Organization Settings: /admin/account/settings

Admin / Settings / Organization Settings

Settings

### Organization Settings

General Users Events Training Communication **Branding** Limits Headcount Advanced Portal

Name \* Nathan's Account  Use default?

Social Share Quote Nathan is the best

Logo (color)    
For best results upload your logo as a PNG file with transparent background, 812px wide and 250px high

Logo (monochrome)    
For best results upload your black or white logo as a PNG file with transparent background, 376px wide and 64px high

**Background image**    
For best results upload a JPG file, 1920px wide and 927px high

Portal Background image    
For best results upload a JPG file, 1920px wide and 927px high

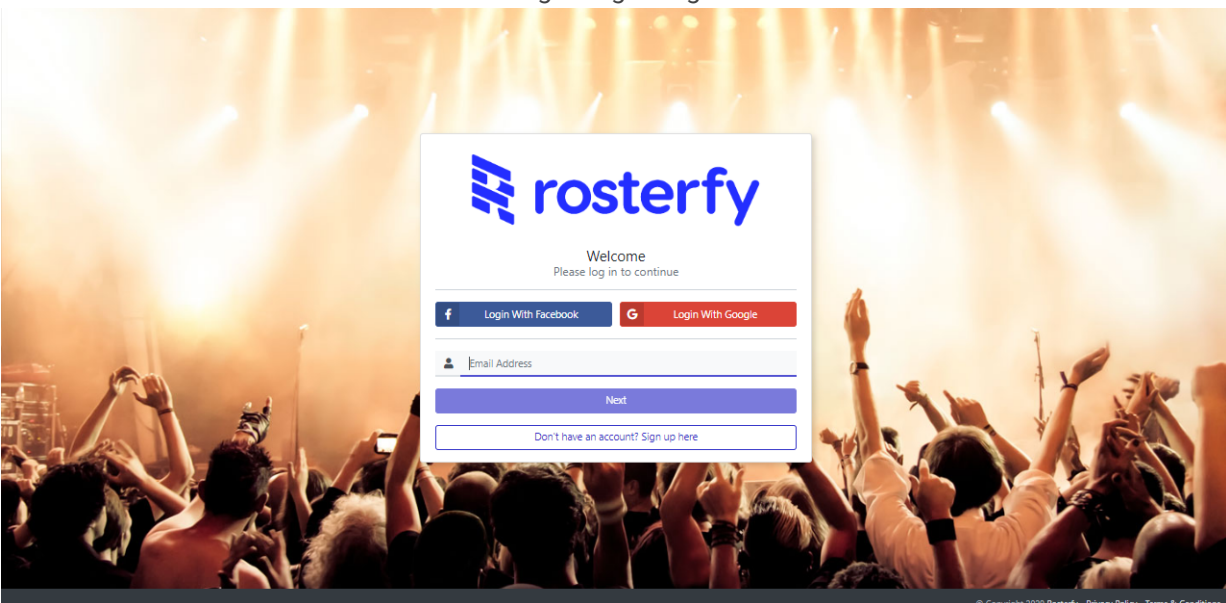
Portal Banner image    
Recommended size 1200px wide by 300px high

Subaccount Banner image    
Recommended size 1200px wide by 300px high

## Login

The background image that is present on the login/register pages  
This image can be .png if transparent or .jpg file type recommended guideline of 1920px wide and 927px high

Login Page: /login

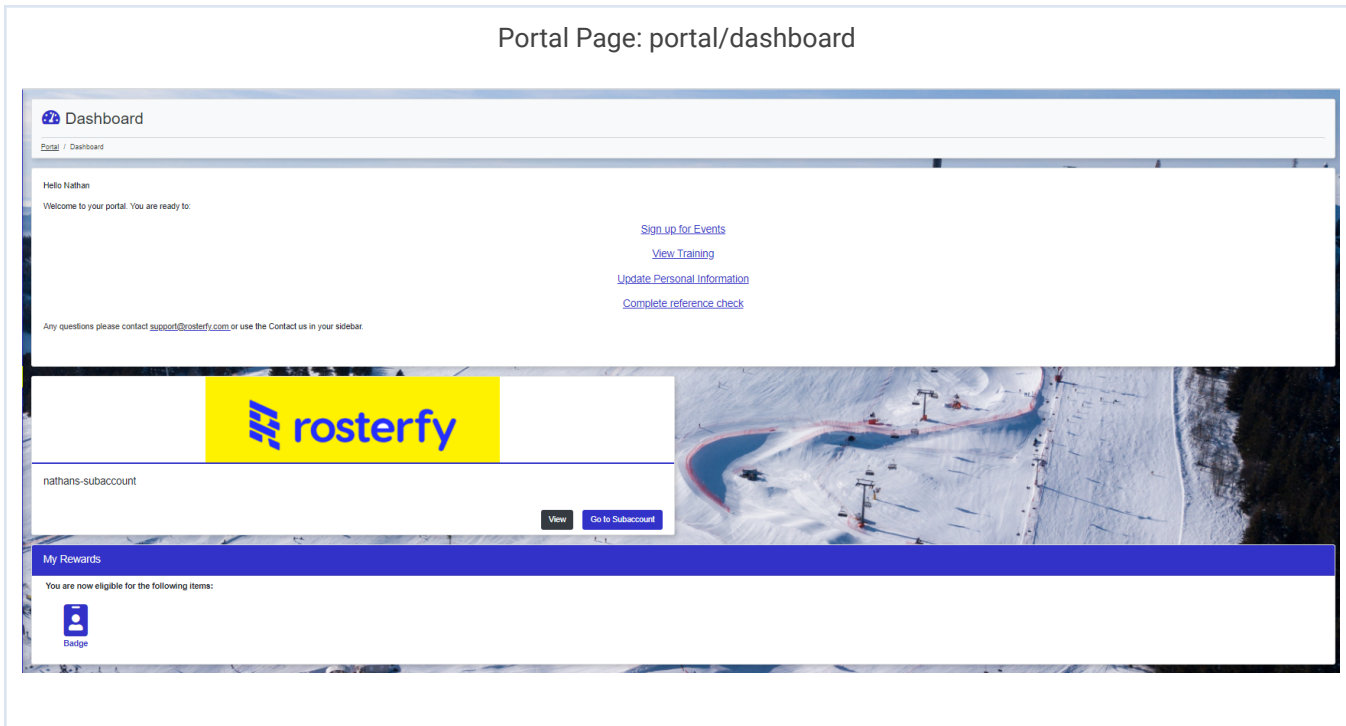


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## Portal

The portal background image that is present on the /portal pages.

This image can be .png if transparent or .jpg file type recommended guideline of 1920px wide and 927px high



Background images can be .png if transparent or .jpg file type recommended guideline of 1920px wide and 927px high

Any background image should be optimized for mobile devices, ie not 1MB+ in size as this will slow down the user experience.

Rosterfy recommends basic designs where possible, although the images are cached in the browser if the file size cannot be minimized meaning the image will only be slow to load on the first page.

Image size is generally recommended to be 1280 x 1024. This is flexible though, as the image will be stretched to cover the entire background no matter its size

## Favicon

Rosterfy allows you to set a favicon to clearly display your website on browsers. The favicon dimensions are recommended to be 16px x 16px, any large images will be resized.



## Account Colors & Font

Organization Settings: /admin/account/settings

### Organization Settings

General Users Events Training Communication **Branding** Limits Advanced

Name \* Rosterfy  Use default?

Description

Logo (color)    
For best results upload your logo as a PNG file with transparent background, 812px wide and 250px high

Logo (monochrome)    
For best results upload your black or white logo as a PNG file with transparent background, 376px wide and 64px high

Background image    
For best results upload a JPG file, 1920px wide and 927px high

Favicon

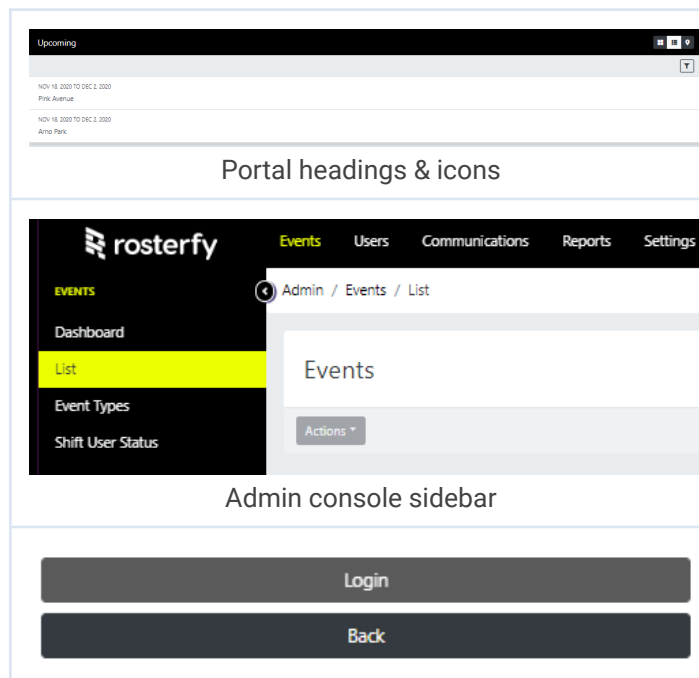
Primary color \*  #3232c8  Use default?

Secondary color \*  #ebff00  Use default?

Several elements used in various locations in Rosterfy can be overwritten to use a color specified by the client. Provide a hex color code and type into the field to change account colors.

### Primary Account Color

Used in the below locations



## Login page buttons

ID	Name	Count		
3	Default	21		
4	Deactivated	1		

Buttons

## Secondary Account Color

This will be used minimally through your account to show a current selection

rosterfy

Rosterfy Testing

- Dashboard
- Notifications
- My Profile
- Training**
- Event History
- Events

Portal

rosterfy

Events Users

USERS

Admin / Users / L

- Dashboard
- List**

Users

Admin console

## Account Font

The system allows for one heading and one content font to be selected from [Google fonts](#) with over 999 font families selectable.

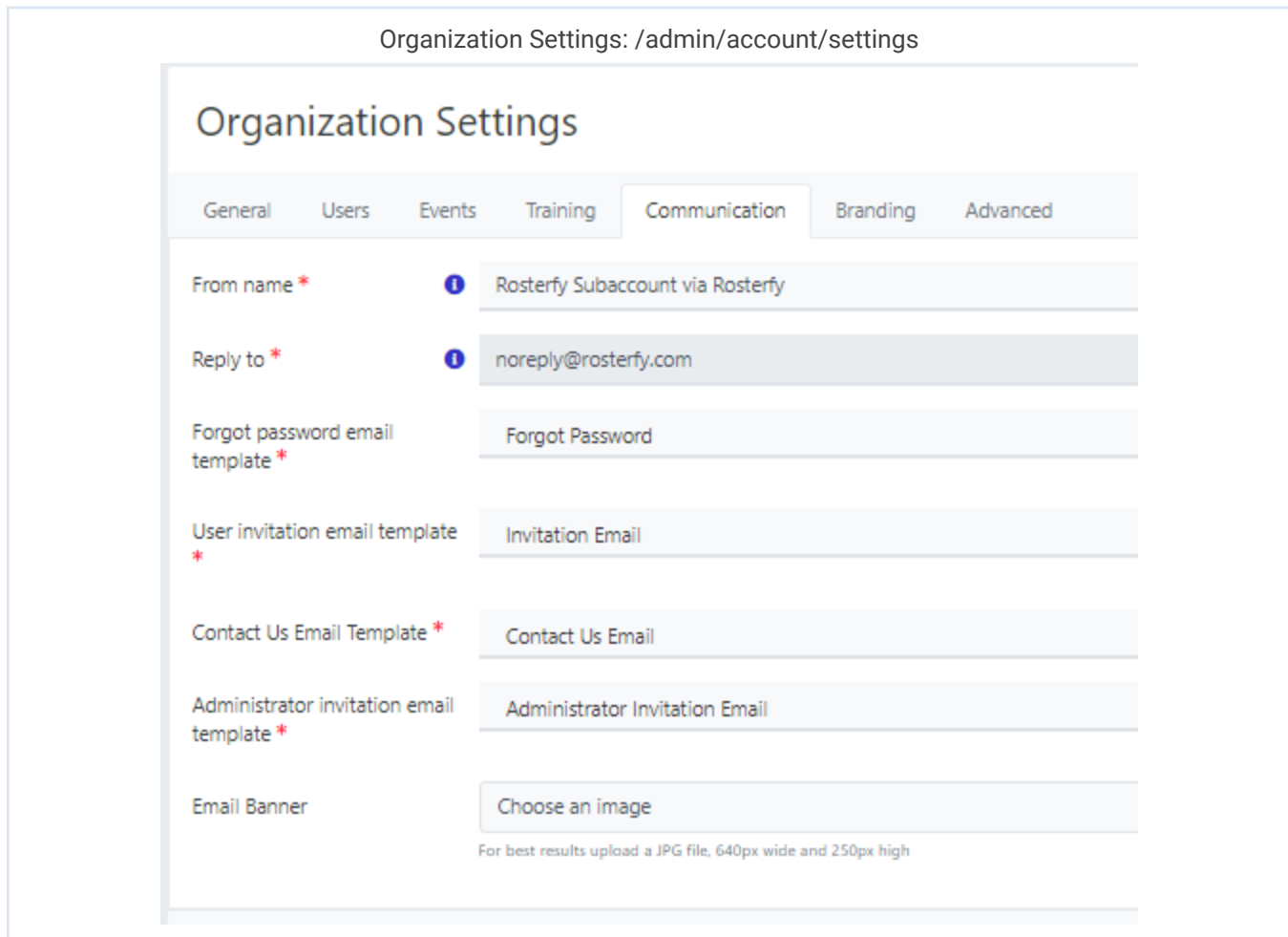
## Email Settings

### Transactional Email Template

Set the default branding of emails in Email Templates. The email template has the following options to customise to the client.

It is also possible to upload a specific HTML template if required. Please reach out to your Client Success Manager if you would like to use this function.

Go to > Settings > Organization Settings>Communication



Organization Settings: /admin/account/settings

### Organization Settings

General Users Events Training **Communication** Branding Advanced


From name *	<span>?</span> Rosterfy Subaccount via Rosterfy
Reply to *	<span>?</span> noreply@rosterfy.com
Forgot password email template *	Forgot Password
User invitation email template *	Invitation Email
Contact Us Email Template *	Contact Us Email
Administrator invitation email template *	Administrator Invitation Email
Email Banner	Choose an image <small>For best results upload a JPG file, 640px wide and 250px high</small>

The email banner for best results upload a JPG file, 640px wide and 250px high

## Preview – User Registration Email

Home Reports Settings

Preview



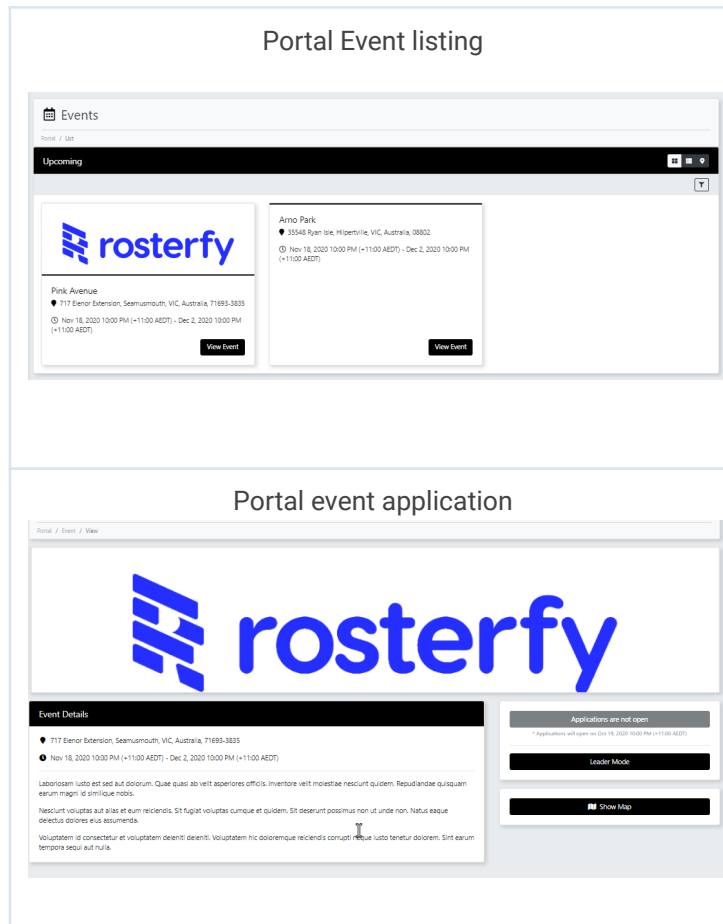
Hi Sage,  
Thank you for registering with us. You have successfully created an account. Please login to the portal to stay up to date with your workforce program.  
Thank you,  
Rosterfy

Test Email Address

*(please note – the heading is only previewed when sending an email  
i.e. Go to Communications > Send Email > User Registration)*

## Event branding

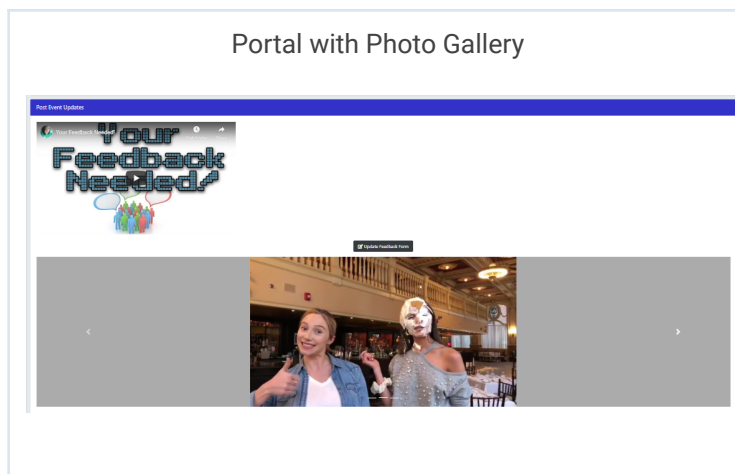
Each event allows you to provide a banner that will be shown in the following places:



The event banner should be the size 1200px wide by 300px high and be either .png or .jpg file type

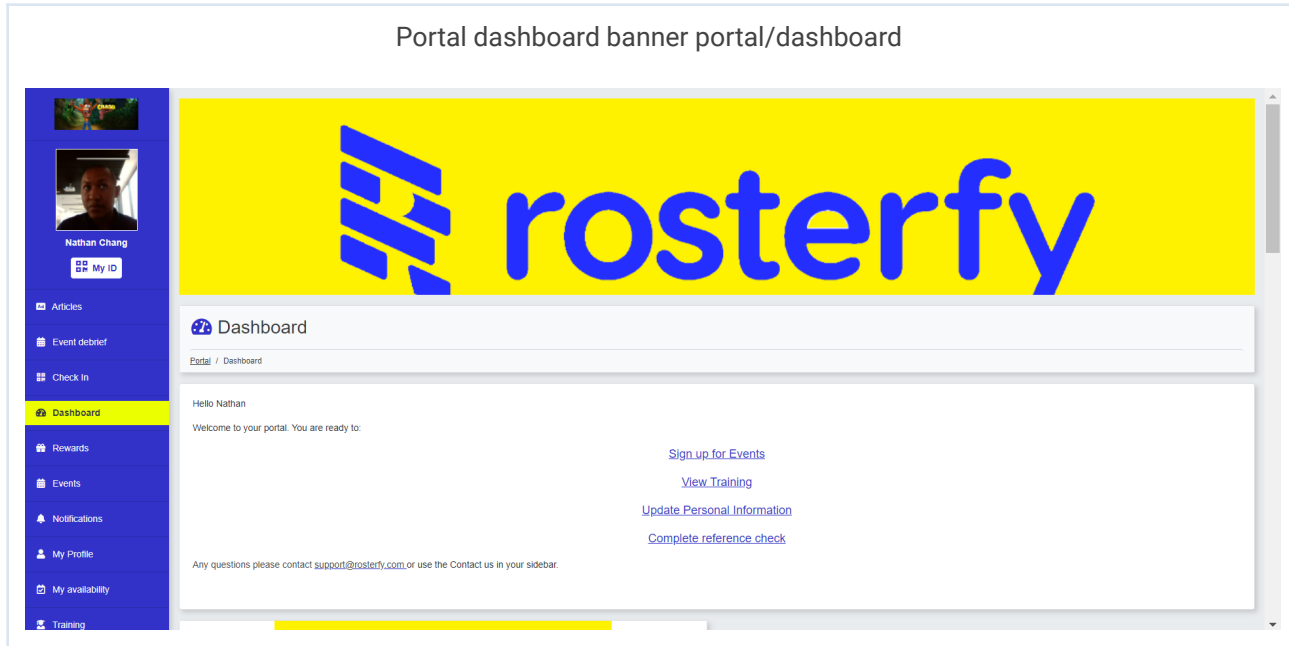
## Post Event branding

You can upload pictures from your event these can be a .PNG or JPG image, any size, square is recommended



## Portal dashboard banner

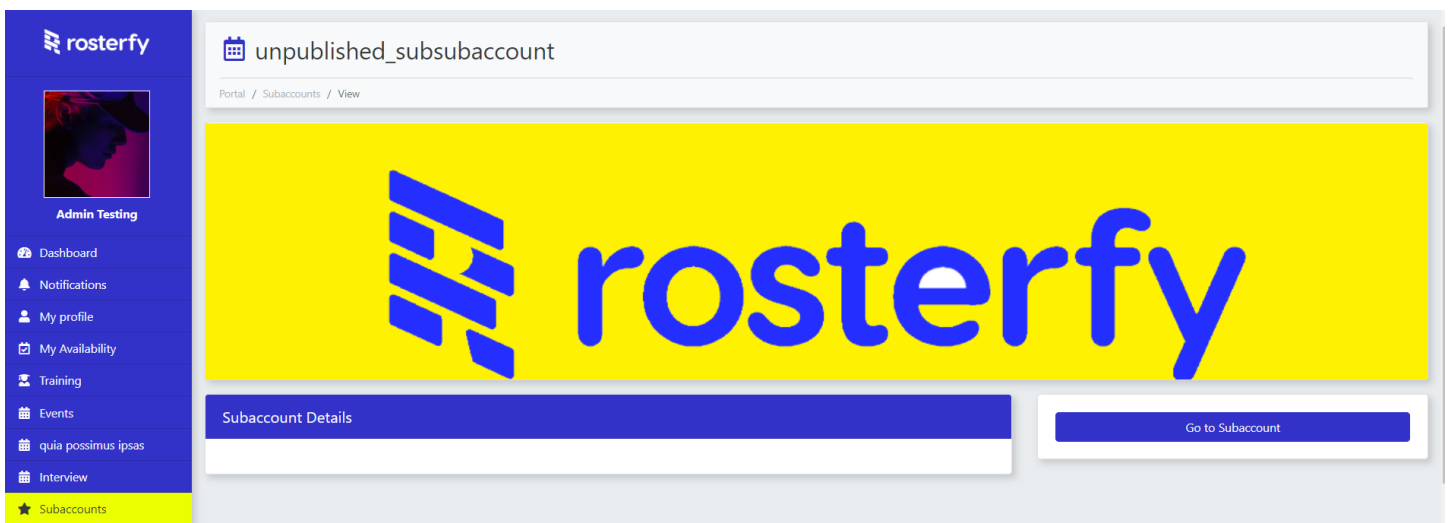
The portal can be customised contain a header for the overall portal dashboard.



The portal banner should be the size 1920px wide and 927px high and be either .png or .jpg file type.

## Subaccount banner

When using a main account and subaccount you can customise the banner to different from the primary account



The Subaccount banner should be the size 1200px wide by 300px high and be either .png or .jpg file type.

## File List

ID	Creative Type	Dimensions (w x h)	File Type
(Logo colour)	Image	812px x 250px	jpg/png
(Logo monochrome)	Image	376px x 64px	jpg/png
(Logo Stacked)	Image	300px x 300px	png
Portal Background Image	Image	1920px x 924px	jpg/png
Portal header banner	Image	1200px x 300px	jpg/png
Subaccount Banner Image	Image	1200px x 300px high	jpg/png
Favicon	Image	50px x 50px	png
Email Banner Image	Image	640px x 250px**	jpg
Account Primary Color	Color (HEX Code)	-	-
Account Secondary Color	Color (HEX Code)	-	-
Event Banner Image	Image	1200px x 300px**	jpg
Event Certificate background Image	Image	A4- 595 x 842 px portrait A3- 842 x 1191 px- landscape	jpg
Post Event Image	Image	Any, square recommended	jpg

\*\* Height can be adjusted to match creative