

# MGMA Rebranding Information

## Deadlines

- **December 31<sup>st</sup>, 2017** all electronic/digital materials (i.e. website, social media, broadcast, emails, etc.)
- **June 30<sup>th</sup>, 2018** all printed materials (i.e. flyers, conference brochures and handouts, etc.)

## Instructions to Access and Use

### Local MGMA Affiliate Logo Template in Brandfolder

- I. Create an account in Brandfolder, using the invitation link below. This should only need to be done once.

<https://brandfolder.com/invitations/66fdce8c-dcbd-4008-a39e-d49c74ffd2ce>

- II. Use the link below for anytime access to the Local MGMA Brandfolder.

<https://brandfolder.com/mgma-templates/mgma-local-affiliate-logo-template>

- III. To create your Local MGMA logo:

- Once you enter the Local MGMA Brandfolder, **scroll down the screen** and **click on** the logo template (pictured below):



- Select "Open Editor" to the right of the logo template.

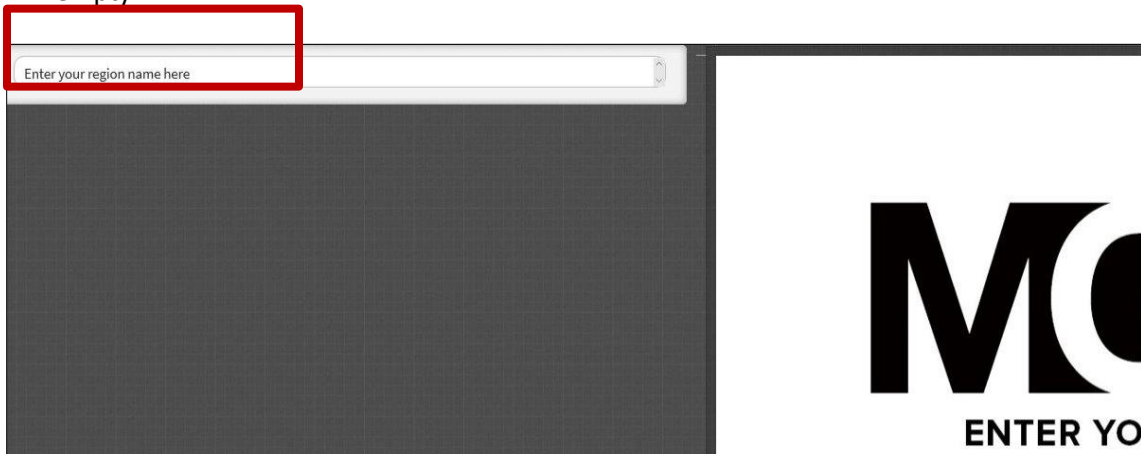
Logo\_Template



Here is a recorded example of how to navigate the following steps (there is no sound):

<http://g.recordit.co/XQjGx4g350.gif>

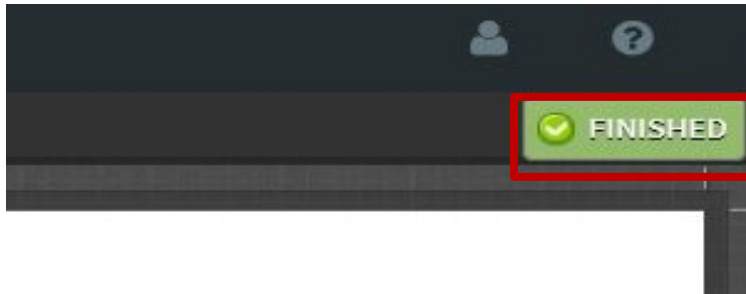
- Place your cursor at the end of the words “Enter Your Region Name Here” in the box in upper left portion of screen. Double Click or Backspace until the default words are gone and the box is empty.



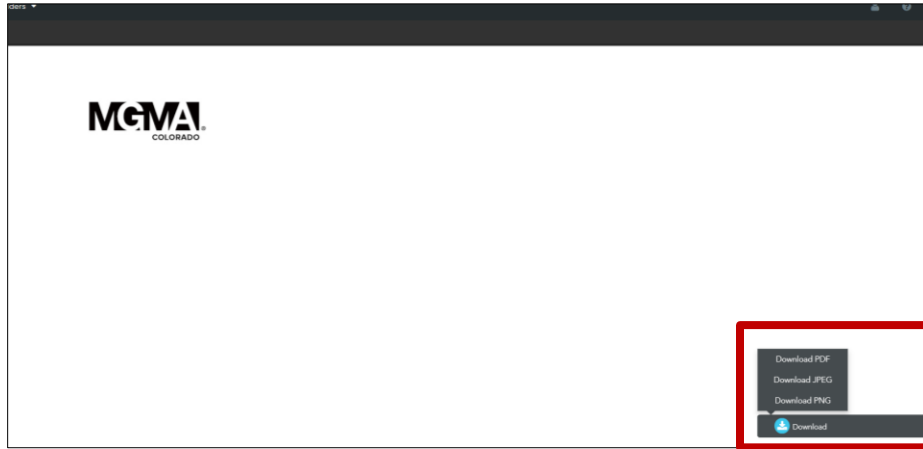
- Type in your local MGMA name, with the state abbreviation, just as written on your current logo. For example: The New Orleans MGMA, would type in NEW ORLEANS, LA. Do not use the postal code abbreviation. A reference with the proper state abbreviations is at the end of this document.
- You can preview the final logo first, select “Update Preview” in an opaque box in the middle of the template toward the right center of the screen.



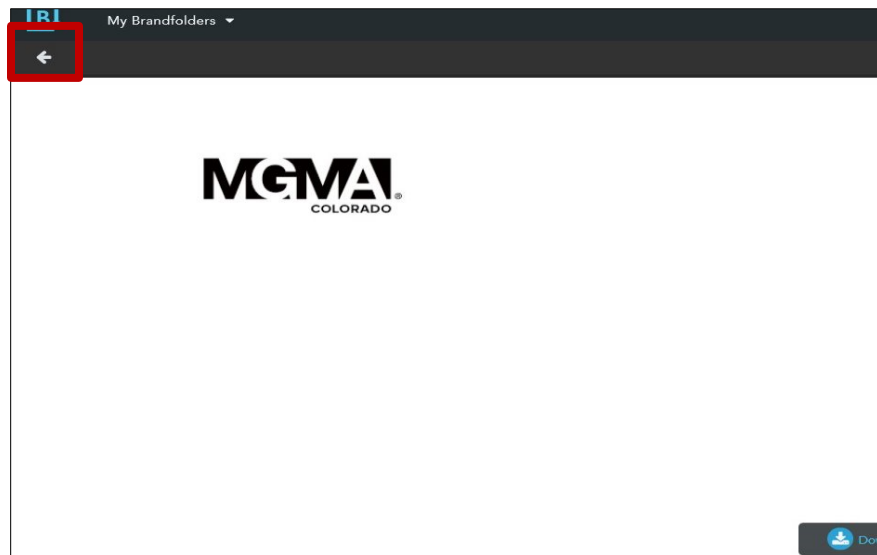
- Select the green "FINISHED" button.



- If you hover over the bottom page button: “Download”, you will be given the choice of PDF, JPEG or PNG, as your Logo file format.



- Please note, you can click on the arrow at the top left of the page to start over.



Alabama	Ala.	Montana	Mont.
Alaska	Alaska	Nebraska	Neb.
Arizona	Ariz.	Nevada	Nev.
Arkansas	Ark.	New Hampshire	N.H.
California	Calif.	New Jersey	N.J.
Colorado	Colo.	New Mexico	N.M.
Connecticut	Conn.	New York	N.Y.
Delaware	Del.	North Carolina	N.C.
District of Columbia	D.C.	North Dakota	N.D.
Florida	Fla.	Ohio	Ohio
Georgia	Ga.	Oklahoma	Okla.
Hawaii	Hawaii	Oregon	Ore.
Idaho	Idaho	Pennsylvania	Pa.
Illinois	Ill.	Rhode Island	R.I.
Indiana	Ind.	South Carolina	S.C.
Iowa	Iowa	South Dakota	S.D.
Kansas	Kan.	Tennessee	Tenn.
Kentucky	Ky.	Texas	Texas
Louisiana	La.	Utah	Utah
Maine	Maine	Vermont	Vt.
Maryland	Md.	Virginia	Va.
Massachusetts	Mass.	Washington	Wash.
Michigan	Mich.	West Virginia	W. Va.
Minnesota	Minn.	Wisconsin	Wis.
Mississippi	Miss.	Wyoming	Wyo.
Missouri	Mo.		