

easy submission.

1

Refer to your email reminder or ticket to find your ad type

- Ad Orbit is the online CRM platform used during the production process and where you will find your ticket to upload materials. Visit your [client center](#).

2

Refer to Marin Living ad [specs](#) to plan your ad

- Many ad types are built to a specific template and will be edited to Marin Living style and photo credits and special layout requests may not be possible. Check the specs.

3

Prepare materials to upload at the same time

- Refer to [spec](#) sheet for required materials, then upload them to your ticket.
- Do **not** put images inside the Word doc.

4

Refer to the email reminder or Ad Orbit dashboard for [ticket link](#)

- Each asset has a unique ticket [i.e. print, email, and newsletter ads will each have a ticket] and you will receive an email reminder for each.

5

Upload **ALL** images + Word doc to your ticket at the same time

- To ensure resolution, accuracy, and timely production **do not email** materials.
- Upload materials individually - do **not** put images or a link to them inside the doc.

When ready, your proof and instructions will be emailed to you for your review/approval.

You will receive two rounds of revisions to make corrections which must be received within 24 hours.

NOTE: You will not receive a confirmation of receipt when you upload your materials. If they are listed in the ticket, they have been successfully uploaded and it is not necessary to email us to confirm - Ad Orbit will notify us.

Uploading materials at different times delays production and may result in errors in your ad.

* If you do not have Microsoft Word, a PDF can be uploaded.

** Images that exceed Ad Orbit's file size limit may be submitted via [wettransfer.com](#).

To troubleshoot uploading issues, email lauren@marinlivingmagazine.com - *do not email materials*.

