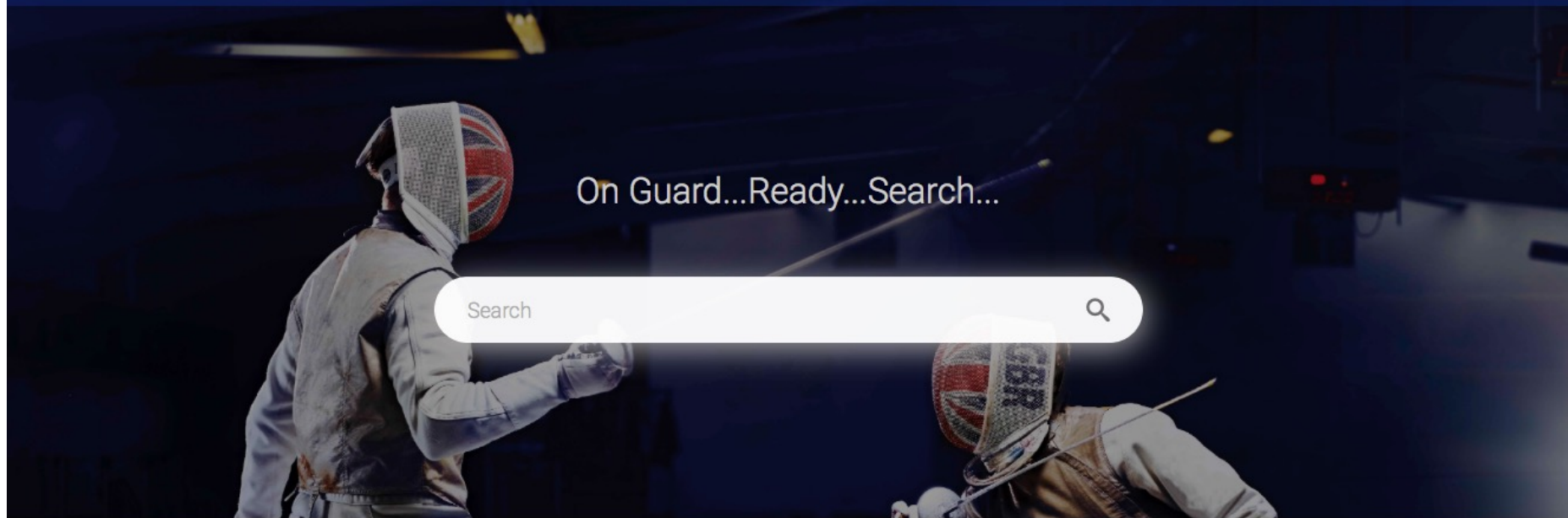


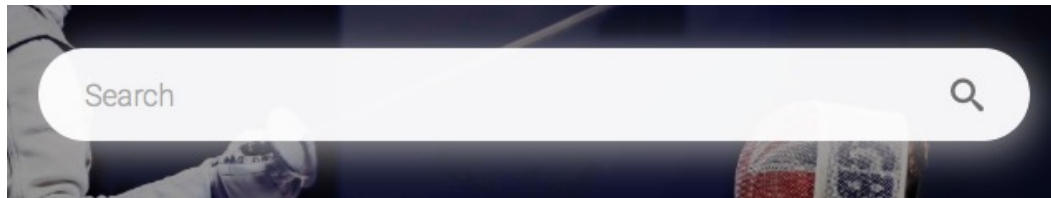
# BF DIGITAL PORTAL

*BF's free platform is for affiliated clubs and members to access assets, imagery and resources. Follow this guide to see what's on offer.*



[\*Click here to begin!\*](#)

# WHAT'S ON OFFER?



*Use the search function to discover what's available. You can search via a platform, i.e. Facebook, to see all compatible items.*

*Or search by theme, i.e. GB League, to find all assets in that category.*







# NOT SURE WHAT YOU NEED?



*You can browse everything the platform has to offer by clicking the 'All Files' icon on the top menu. This will allow you to see the complete BF Library.*

## Library

- ✓  BF Digital Portal
  - >  Campaigns and Events
  - >  Assets by Audience
  - >  Assets by Platform

*The folder menu on the left-hand side allows you to view different elements of the portal*

[Video Guide](#)



# SEARCH BY TYPE OF MEDIA



*On the top menu, click the 'Images' icon you can also browse all Image based assets*



*Or if you are looking for BF's range of posters click on the 'Documents' icon*

[Video Guide](#)

## ASSET VIEW

- To view an asset in more detail simply click on it to enlarge



The screenshot shows a digital asset viewer. On the left, a poster for 'British Fencing' is displayed. The poster features a fencer's mask with the Union Jack pattern and the text 'FREE INTRODUCTION TO BRITISH FENCING MEMBERSHIP'. Below the text is a QR code and a small paragraph of text. At the bottom of the poster are logos for 'LOTTERY FUNDED' and 'SPORT ENGLAND'. The right side of the viewer shows a sidebar with the title 'BF Introduction Membership A3 Poster.pdf' and several menu items: 'Keywords', 'Distribution', 'Product Details', 'Custom Fields', 'Tags', and 'Rating'. The top right of the viewer has an 'Open' button and an 'Info' dropdown menu.

## HOW TO DOWNLOAD ASSETS

Once you've found what you want you need to fill out an Asset Request

1. Click the image you wish to request
2. The image will appear full screen, click the 'Request' icon in the top left of the screen
3. Fill out the required information on the pop up and BF will send the assets direct to your e-mail



Asset Request

BF Club Name, or your company \*



# HOW TO DOWNLOAD ASSETS

For a quick request you can click the 'Request' icon in the bottom left corner of each asset on the file view





## **HOW TO DOWNLOAD ASSETS**

To download multiple assets at once simply click the 'Select' icon in the top right of the asset on the file view.

Once selected click the 'Request' icon in the top right of the screen and complete the information on the pop up.



# **GET INSPIRED**

*BF will be expanding and adding to what's on offer so make sure you Get Involved and Get Inspired!*

# VIDEO INDEX

[Search function and accessing 'All Files' view](#)

[Accessing Media & Document Assets](#)

[Accessing Asset View](#)

Requesting Assets;

- [Single Asset in Asset View mode](#)
- [Single Asset from file view mode](#)
- [Multiple Assets from file view](#)