## **Hyperlink Creation**



This document will cover how to add a hyperlink for your OSP School Store that you can link to a non-Edlio school website. For linking the OSP School Store to your Edlio school website, please contact your CSS or submit a support case in the admin section.

## Why should I have a hyperlink to the store on my website?

Having a hyperlink on the local school website will increase awareness of the online payment option and provide direct access to it for parents.

## How do I add a hyperlink?

- 1. Open your web browser and navigate to your OSP School Store or navigate to www.osmsinc.com/find-my-school/ to find your specific OSP School Store.
- 2. Hover over your appropriate school tab.
- 3. Go through the list of schools and choose your school. The hyperlink directed to your school will be populated in your web browser address bar.

osp.osmsinc.com/SunsetCounty/BVModules/CategoryTemplates/Detailed%20List%20with%20Properties/Category.aspx?categoryid=ZY986

## Example URL

- 4. Copy the contents of your web browser address bar and paste it into the following code
  - <a href=" (Insert Copied Address here) ">Online School Payments</a>
- 5. Copy and paste the above code into your website to establish the hyperlink.