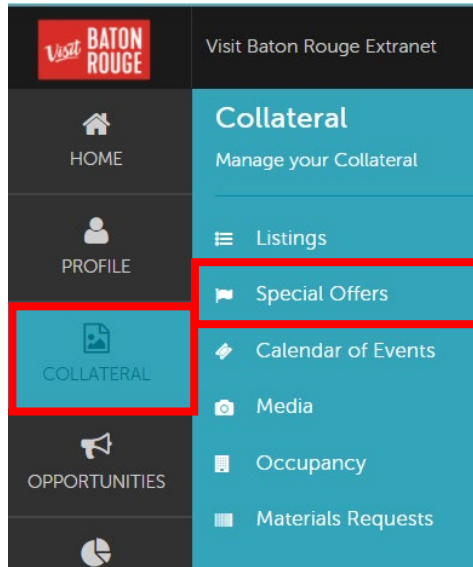




# How To ... Add Special Offers / Coupons



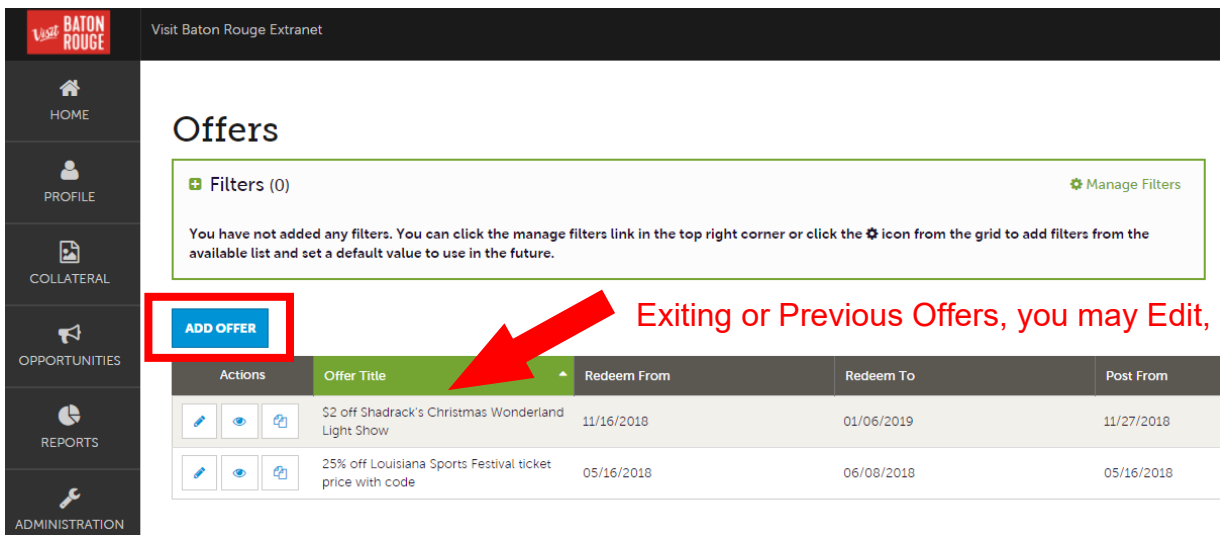
The Collateral Tab ...

★ **HOT TIP:** Always add your images / pictures first before adding a Listing or Promos / Specials \*\*

1) Click on the Collateral tab > Special Offers.

The Special Offers will present below with the choice to Edit View or Duplicate / Copy and existing Offer.

2) To add a new coupon, click on the



Existing or Previous Offers, you may Edit, Clone or Delete

## Icon Key

To **edit** a coupon, click

To **clone** a coupon, click

To **delete** a coupon, click



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### 3) Offer Information to add

**Account (required field):** If you have access to multiple accounts, this is a good place to double check you are working in the intended Partner Account.

**Offer Title (required field):** The name of the coupon or special offer. The title displays on the website as the main header on the coupon and displays on the printable view. EX. BOGO Night Free

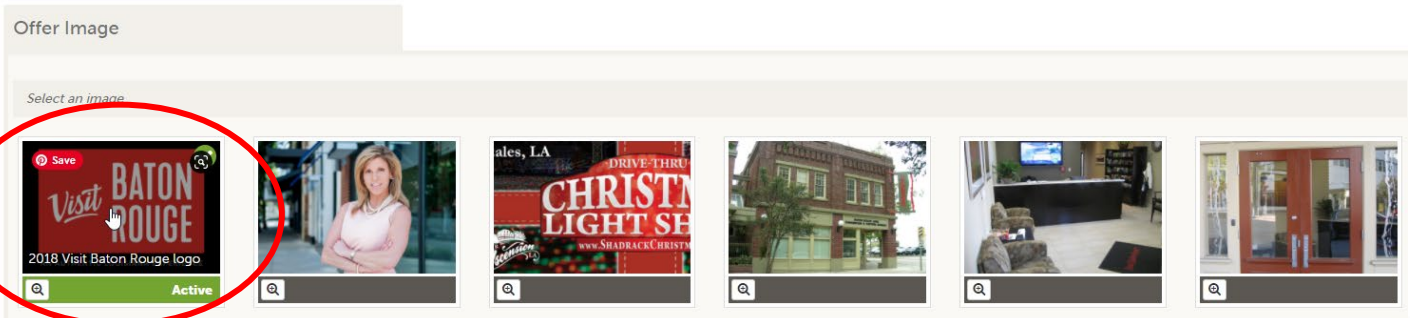
**Offer Link:** Insert the link to the offer page where users can get more detailed information.

**Offer Text** - Enter the description and additional information in this field.

## New Offer

### 4) Offer Image to add

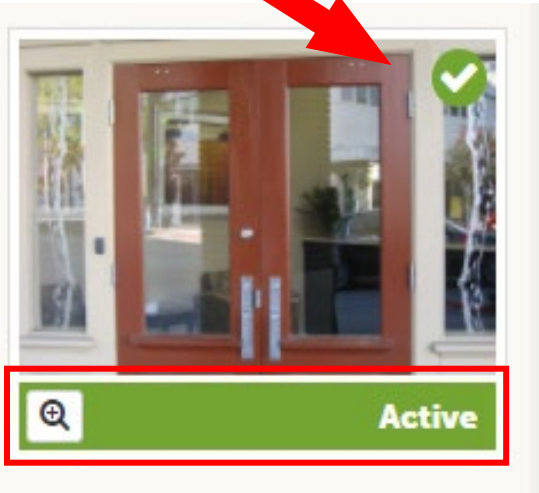
Your Images / Pictures from your "Media Bank" will populate here.



\*\* To save time, it is good to add as many pictures including seasonal into the "Media Bank". You are then able to update pictures for your Listing, Offers and Calendar of Events as you are adding or editing. These will all display on the website for your account.



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5) To **select** an image, click on the picture itself. A green box at the bottom with a green circle on the top right with a white check mark will appear indicating, it is active

**Note:** If you decide that you would like a different image, click on the one you want. The green box will appear at the bottom with the check mark on the top right of the image of the new chosen image indicating this is the image that will be used..

\*\* Your original choice is automatically inactivated.

**Note:** Only one (1) image may be applied to the Special Offer. Use the graphic that you are promoting, by using that picture as your Image.

### 6) Offer Dates | Offer Categories | Offer Listing to add

**Offer Dates**

Redeem From:

Redeem To:

Post From:

Post To:

**Offer Categories**

Offer Categories:

**Offer Listings**

Offer Listings:

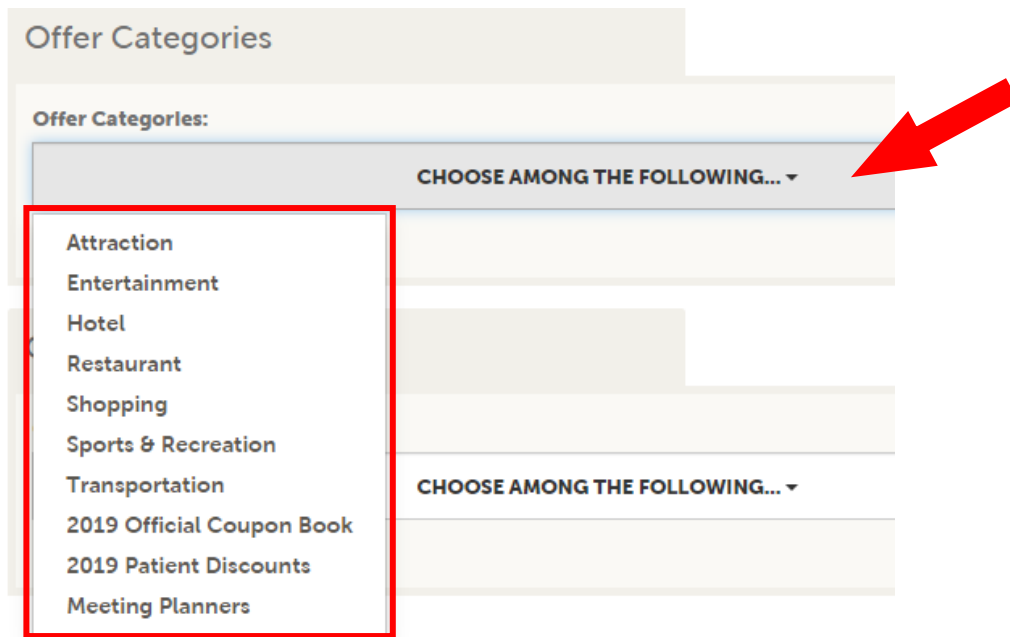




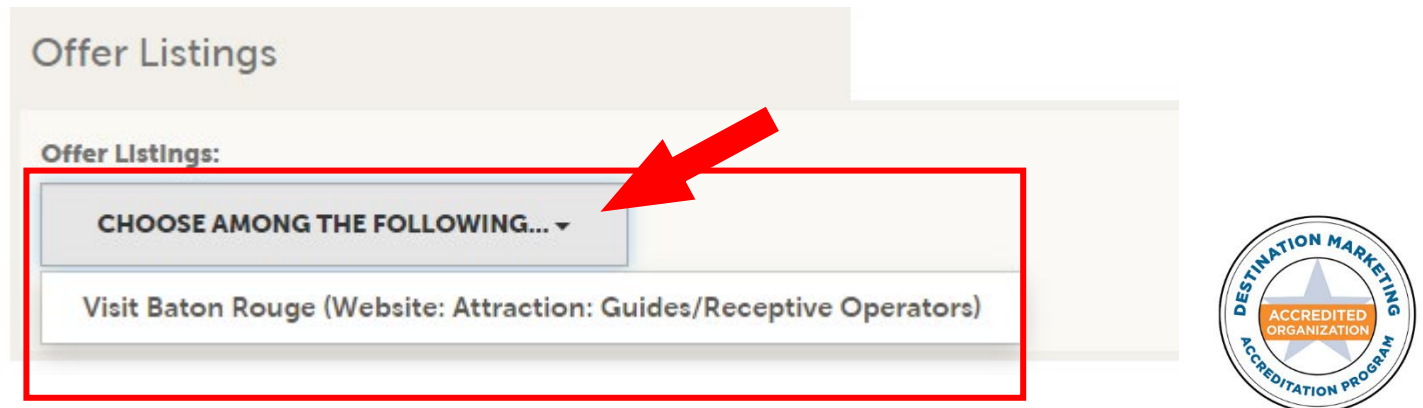
**Redeem From | Redeem To:** This is the first and last date the coupon can be redeemed.

**Post From | Post To:** This is the first and last date the coupon will be displayed on the website.

**Coupon Categories:** Assign the categories you wish the coupon to appear within. Multiple categories may be selected.



**Add to Listing(s)** - Select which listing (s) you would like the promo / coupon to be displayed with. Some Partners may have multiple listings with their Accounts.



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- ★ 7) When all *required* fields have been completed, you will be able to save the Promo / Coupon record by clicking **Save**.

**\*\*Note:** If you click Close or Cancel, your work will not be saved.

## New Offer



Sections:

- Offer Information
- Offer Image
- Offer Dates
- Offer Categories
- Offer Listings

★ **HOT TIP 2:** Always click on the  button to submit & save your work.

For additional information, please email Fallon Gerald at [fallon@visitbatonrouge.com](mailto:fallon@visitbatonrouge.com)



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