



The Convention & Visitors Bureau

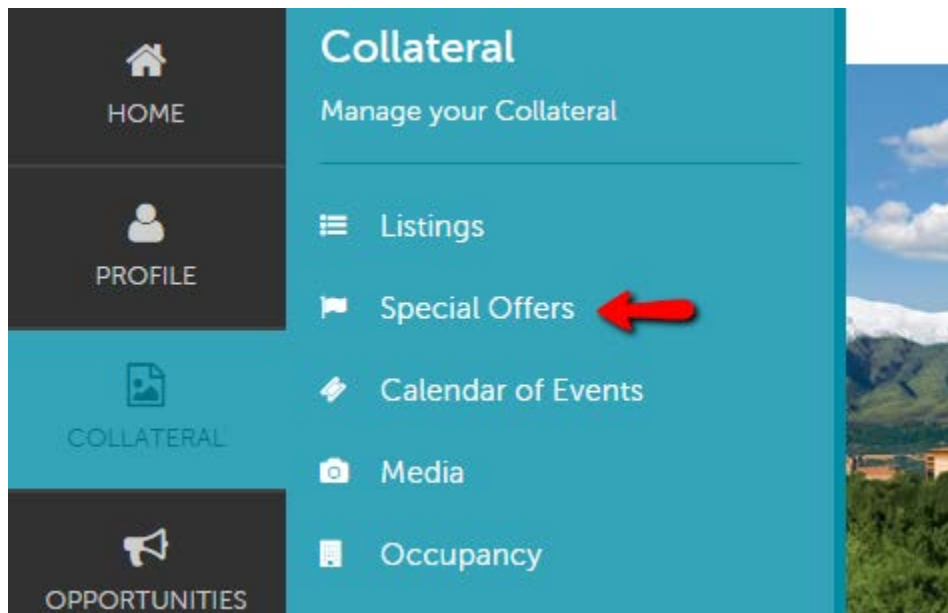
Extranet Instructions

Updating Special Offers (Coupons)

<http://extranet.denver.simpleviewcrm.com>

Viewing Your Special Offers (coupons)

To access the Special Offers section click the Collateral link from the left main navigation and select Special Offers.



Special Offers:

1. Once inside the special offers page you can edit any existing offers or create a new one.
2. Any past offers you have posted will also be listed in this screen
 - a. You can filter them so that only the pending coupons show
 - b. They can also be sorted by column/feature

Actions	Offer Title	Account	Redeem From	Redeem To	Post From	Post To	Instruction	Disclaimer	Deal Price	Offer Category
	Test Coupon	Test - Partner Account	03/08/2017	03/08/2017	03/15/2017	03/15/2017	Testing coupon instructions	Testing coupon Disclaimer	\$25.00	Colorado Resources

3. To add a new coupon, click on the “Add New Coupon” button
4. Complete the fields on the form
 - a. Offer Title
 - b. Offer Link (if you have a page on your site that specifically details this offer)
 - c. Offer Text – Description/details of the offer – include benefits, price, restriction dates and how to redeem offer if applicable
 - d. The “Redeem From” & “Redeem To” Dates – these will print on the coupon as dates which the coupon is valid (e.g. expiration date)
 - e. The “Post To” and Post From” Dates – determined by you, your coupon will only show up on the website during these dates – it will automatically be removed on the day after the “Post To” date
 - f. Select a category for your offer.
 - g. Select the listing this offer should be attached to.
 - h. Click “Save” to submit the coupon to the CVB for approval.

SAVE

CANCEL

Sections:

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

Post From:

Post To:

Offer Categories

Offer Categories:

Offer Listings

Offer Listings:

Test - Partner Account (Website - Meeting & Conventions: Visitor & Relocation Services: Currency Exchange)

5. Upon approval, your offer will appear on your individual listing, as well as on a page listing all Coupons/Special Offers that our members have available
6. To edit the coupon, you just need to click on the pencil link to the left of your coupon, and make the desired changes