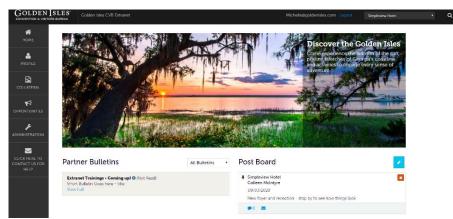


Partner Portal Instructions

https://goldenislesga.extranet.simpleviewcrm.com



Once you have logged into the Partner Portal; depending on your level of access you will be able to view your account information and contact information, submit Events, add lodging and dining specials, order Golden Isles CVB resource material, and review Partner Bulletins

Viewing Partner Bulletins

The Partner Bulletins allows The Golden Isles CVB to post updates/information to the Partner Portal. The bulletins can include a single file attachment, a title, bulletin text, and they are grouped or organized by Categories –Updates, Training Documents, and Upcoming Meetings.

Default View: This will show the 10 most recent bulletins that are active and within the publish-dates, this will be order by created date (This is date shown on right side). The Blue "Exclamation Point Icon" is the "Important" bulletin, requiring immediate attention or action.

Viewing Post Board

Post Board allows a user to communicate with other partners within the Golden Isles. Clicking on the caption bubble icon allows a user to reply to a post. Clicking on the email icon allows a user to contact the poster via email.

Viewing Your Member Profile

Click on the Profile & Collateral button in the left side navigation menu. This will display the details on file for your Partner account with the Golden Isles CVB. Adding and/or editing in the Collateral section will be pending until a representative with the Golden Isle CVB approves them. You cannot alter a pending status.

Profile:

1. Account

The Account tab provides you with account information on file with the Golden Isles CVB and amenities associated with your property. You have the ability to manage the above listed and update as needed.

a) Amenities - There are 2 sections available to you for promoting your venue – Amenities & Meeting Space. To edit this information, use the dropdown arrow under actions, select the appropriate section, make your edits and click the save button.

2. Contacts

The Contacts section provides you a list of the contacts from your team on file with the Golden Isles CVB and their status. You have the ability to manage the contact's status, contact information, and to create new contacts. *Best practice:* It is best practice to have one to two main contacts for your organization. We do not recommend adding each team member as a contact.

Collateral:

1. Listings (Website)

The listings section provides you information about your listing on our website. You have the ability to manage your description displayed on our website, category (i.e. Attractions), sub-category (i.e. museum) and images.

2. Special Offers

This feature provides partners the opportunity to create and update special offers (coupons) to be displayed on the website in association with their listings.

3. Calendar of Events

This feature allows partners the opportunity to create and update calendar events to be displayed on the website in association with their listings.

4. Media

This feature provides partners the opportunity to manage and upload images to be displayed on the website in association with their listings/events/special offers. If you have any images already uploaded, you will see them once you filled out the mandatory fields. They may be GIF or JPEG, and no larger than 600w x 422h (pixels). Images have to be uploaded prior to creating a listing/event/special offer.

5. Material Requests

This feature allows partners the opportunity to order pre-selected materials (i.e. Maps, Brochures, etc.) from available Golden Isles CVB inventory. Upon clicking the Save button, the CVB will be notified of your request.

Click Here to Contact Us

Clicking on the "Click Here to Contact Us" button in the left side navigation menu will open up an email in Outlook/Gmail, addressed to the Golden Isles CVB system administrator.



Logging In/Getting Started

Logging In:

- 1. You will be sent an email from the Golden Isles CVB with the link and a temporary password.
- 2. Click on the link, which will take you to a "CRM Partner Portal Login" screen.
 - a. Your username is your full e-mail address.
 - b. Your password is the temporary password that was e-mailed to you.
- 3. You will be asked to change your password to one of your preference.
- 4. Click on the "Forgot Password?" link if you need to reset your password.

	-	-	
	Golden Isles CVI	3 Extranet	and the second
	marketing@goldenisles.com		
California and a sub-		Forgot Password?	
	GOLDEN ISLES' CONVENTION & VIBITORB BUREAU	LOGIN	

Logging in from the website:

To access the Partner Portal from the Golden Isles CVB website:

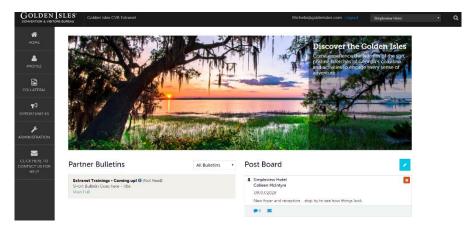
1. Click on the "Golden Isles Partnership" in the footer of the website

Contact Us:		Choose your Language -
Golden Isles CVB 529 Beachview Drive St. Simons Island, Georgia 31522	Golden [sles	Powered by Google Translate
7 1-800-933-2627	GEORGIA	About Us Business Directory Golden Isles Partnership Media
912-638-9014	Ø ¥ f ₽ ⊾ ð	Privacy GDPR FAQ Public Safety Sitemap
	powered by simpleview 🔔	© 2018 All rights reserved.

2. This will take you to the login page (as shown image above)

Getting Started

Once you have logged into the Partner Portal; depending on your level of access you will be able to view your account information and contact information, view and respond to leads and service requests, submit Events, order Golden Isles CVB resource material, view Reports and review Partner Bulletins.



Post Board

Post Board allows a user to communicate with other properties within their destination. Clicking on the caption bubble icon allows a user to reply to a post. There is also an email icon for contacting the poster via email. *What can be added to the post board*? This is a great spot to announce upcoming industry events, job openings, ask questions, etc. *What should not be added to the post board*? Standard venue events, grievances, anything the Golden Isles CVB deems to be inappropriate, such as off-topic conversations, threats, defamatory language, etc.

Po	ost Board	-	
Ŧ	Simpleview Hotel Colleen McIntyre		1
	08/03/2018		
	New foyer and reception - stop by to see how things look		
	🗩 0 🛛 🔤		

Partner Bulletins

Partner Bulletins are important notices, documentation, events, etc. posted by the Golden Isles CVB. Important bulletins will be marked with a blue and white exclamation mark. These messages are sorted into categories and any attachments can be opened by clicking on the paperclip in the message.

Partner Bulletins	All Bulletins	۲
Extranet Trainings - Coming up! (Not Read) SHore Bulletin Goes here - title View Full		

To see an expanded version of any message simply click on the "View Full" icon.

Member Profile

Clicking the **Member Profile** icon displays a property's information, such as Contacts, Account details and information about interaction with the Golden Isles CVB (same as the See All link in the "At A Glance" section), in addition to invoices sent by The Golden Isles CVB.

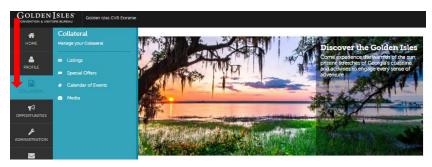
<u>Note</u>: Some of these options are just view and/or edit and/or add.



Collateral

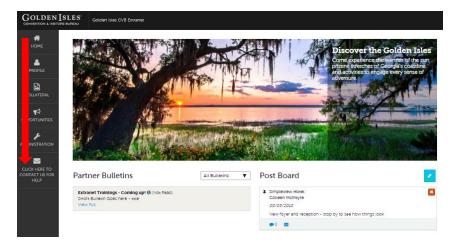
Clicking the Collateral icon, displays options for listings, special offers, calendar of events, media (i.e. Images), and materials request from the CVB.

Note: Some of these options are just view and/or edit and/or add.



Click Here to Contact Us

Clicking on the "Click Here to Contact Us" button in the left side navigation menu will open up an email in Outlook/Gmail, addressed to the current Golden Isles system administrator.





Partner Profile (Accounts & Amenities)

Viewing Your Member Profile:

Click on the **Profile Icon** on the left side navigation panel. This will display the details on file for your Partner account with the Golden Isle CVB.

1. Account Details:

You will be able to edit some of the information moving forward, such as website/email, phone, and address. If you need any other information changed, please let us know.

GOLDEN :	SLES'	Golden Isles CVB Ext	anec	
	Acco	ount Det	ails Account Information	
	RETURN Sections: Account Information Phone Information Address Information Image Gallary Related Details:	Account ID Status Account Extranet Parent Region Email Webtie	Active Simpleview Hotel Jergel Island	
LICK HERE TO NTACT US FOR HELP	Manage / Manage /	imenities Meeting Space	Phone Information Primary Alternate Toil Free	
			Fax	

Manage Account Details:

GOLDEN	SLES' Colden bas CH9 Exame	Manninggolamaie.com Lagoux S	inploitov/totd 🔻 Q
HOME	Accounts		
PROFILE	Filters (d) O Hange Floers		
COLLATERAL	Statut is new of GMOSE-		
₹1 OHFOITUNITES	499 STIRE		
			🔘 Page 1 of 1 🔘 Go to Pager 🔟 🌖
2	Ations Accust		• o
CUCK HERE TO CONTACT US FOR HELP	2 a Simple Find		
	Mangu Annolas Mangu Roming Gaur		🔘 Pagelori 🌒 Goto Page: 🔟 🔕

After you click the Profile icon and then Accounts, you will be presented with your account name and various actions you can perform. If you see multiple account names, this is due to your property being associated with another property. The pencil icon will allow you to edit your property information. By clicking the eyeball icon, you can view your property information. The down arrow icon will allow you to view and edit your amenity and meeting space information.

Update Acco	unt		
SAVE	Account Information		
CANCEL	Account:	Region: -Required	
Sections:	Simpleview Hotel	Jekyll Island	٣
Account Information Phone Information	Website:	Email:	
Address Information			

When you view or edit your property information, you can quickly scroll to a section on the page by clicking the links on the left of the page. If you are viewing the account, the top left will display an Edit button. If you are editing the account, the top left will display a Save button. *You must click the Save button before changes are applied*!

Manage Amenities:

There are several sub-sections under this section that you can use to promote your venue

1. General, Lodging, Dining, Meeting Facilities.

2. To edit this information, select the appropriate section, update and/or make your changes and then save.

Please note that only amenities applicable for your company will populate moving forward, i.e. if you are a restaurant, you no longer will see the accommodation amenity section.



<u>a. Manage Amenities</u> General Lodging Dining Meeting Facilities



Viewing Your Member Profile:

Click on the **Profile Icon** on the left side navigation panel. This will display the details on file for your Partner account with the Golden Isles CVB.

Contacts:

The Contacts tab provides you a list of the contacts on file with the Golden Isles CVB, and their status. You have the ability to manage the contact's status, contact information, and to create new contacts. If you are adding a contact, you will need to contact your representative at the Golden Isles to determine the level(s) of access this person should receive.

Manage Contact Details:

GOLDEN IS	Golden isk	es Civili Extranei				Michelegiptidentiles.com Logour	Simpliniew Hotel 🔻 Q
	Contacts	3					
PROFILE	E Filters (0)		Manage Filters				
COLLATERAL	Account is one of: CHOOSE -	Contact type Is one of CHOOSE -					
	APPLY FILTERS						
	ADD CONTACT						🔇 Page 1 of 1 🔘 Go to Page: 1 🔕
3	Actions	Null Name	Account	Tite	Enal	Contact Type	•
CLICK HERE TO CONTACT		Colleen McIntyre	Simpleview Hotel		cmcintyre@simpleviewinc.com	Primary	
HLLP		Michelle Register	Simpleview Hotel		Michelie@goldenistes.com	Primary	
		Monica Valdenegro	Simpleview Hotel		muldenegro@simpleviewinc.com	Primary	
							🔘 Page 1 of 1 🔘 Go to Page: 1 🌖

After you click the Profile icon and then Contacts, you will be presented with a list of all the contacts associated with your property. On this page you can Add, Edit, View, or Clone (i.e. duplicate) a contact depending upon your Partner Portal permissions.

GOLDEN	SLES Golden Isles CVB Extra	anec
М НОМЕ	Update Cont	act
	SAVE	Contact Information
	CANCEL	Account: +Required
COLLATERAL	Sections: Contact Information	Simpleview Hotel
₩	Address Information	Last Name: «Required
OPPORTUNITIES	Phone Information Additional Information	McIntyre
F		Department:
ADMINISTRATION		
		Contact Type: «Required
CLICK HERE TO CONTACT US FOR HELP		Primary ▼
		Emsil:
		cmcintyre@simpleviewinc.com

When you view or edit a contact, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing a contact, the top left will display an Edit button. If you are editing a contact, the top left will display a Save button. *You must click the Save button before changes are applied!*

IMPORTANT NOTE: If a contact has left your property it is your responsibility to notify the CVB and/or change their contact type to "Inactive". This will disable their ability to login to the Partner Portal.



Click on the **Collateral Icon** on the left side navigation panel. This will display the details on file for your Partner account with the Golden Isles CVB.

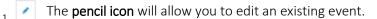
IMPORTANT NOTE: Any edits or adding of Calendar of Events and/or Media will require approval from the CVB. Upon saving your updates, the CVB will be notified of your changes/additions.

Calendar of Events

This feature provides partners the opportunity to create and update events to be displayed on the website in association with their listings.

E	vents						
	Filters (0)			🌣 Ma	nage Filters		
		ny filters. You can click the manage filte default value to use in the future.	ers link in the top right corner or click th	om the			
							🔇 Page 1 of 1 🔊 Go to Page: 1 👂
	Actions	Event ID	Title	Rank	Start Date	End Date	Event Category
	0 • 4 8	105523	Test Event	One Time Event	08/18/2018	08/18/2018	Festival
	1						🔇 Page 1 of 1 🔊 Go to Page: 1 👂

After you click the Collateral icon and then Calendar of Events, you will be presented with your property's events. The pre-set filters will allow you to search for events.



- The **eyeball icon** will allow you to view the existing.
- The clone icon will allow you to duplicate an event.
- The **trashcan icon** will allow you to delete an event.

How to edit/update Events

When you view, edit, or add an event, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing an event, the top left will display an Edit button. If you are editing an event, the top left button will say Save. *You must click the Save button before any of your changes are actually saved*!

New Event



If you know you are editing just one section, click on that section and it will take you to that area.

You must click the Save button before any of your changes are actually saved!

a) Event Information

Event Information	
Access: - Hugest	Title - theater
Simpleview Hotel Y	
Festivad	Contact
0 ¥18 0 ¥0	Choose One *
Adviviant	
4	
Description: Health	
8 town 8 7 5 7, A 11 0 4 w 0	
fmalt	Revis - Manufand
	Choose One
Weste	
Phone	Geografies wheread
Tester	Congress of Instant Congress And The Con
Anna	
	CHOOSE AMONG THE FOLLOWING
	CHOOSE AMONG THE FOLLOWING
Red Gyneliufes Lidrig	CHOOSE AMONG THE FOLLOWING

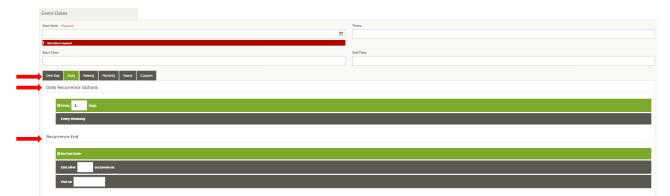
- Account: Defaults to the account you are logged in
- Title: Name of the event
- Contact: Primary contact associated with the event
- Admission: Cost of the admission
- Description: Brief description of the event
- Priority: Select one
- Website: You will be able to link this event to an external website
- Phone: Phone number of primary contact
- Category: Select one that would apply most to this event

b) Event Location

Event Location	
Venue Listing:	Address 1:
Simpleview Hotel (Website: Lodging & Accommodations: Hotels & Motels)	1234 Somewhere
Address 2:	Address 3:
Suite 444	
Cityr	State/Province:
Tucson	AZ
Zip/Postal Code:	Location:
85754	Simpleview Hotel

- Venue: Location where the event is being held (tied to a listing)
- Address: Address where the event is occurring
- City:
- State:
- Zip Code:
- Location: Location Name

c) Event Dates



The Calendar of Events has a recurrence model built in. You can make your event a onetime event, daily, weekly, monthly, or yearly. If it is not a one-day event, you can choose your recurring days of the event. Depending upon if it is daily, weekly, monthly, or yearly, your recurrence may change. At the bottom of the recurrence section, you can choose to

- Start Date: Date of the event
- Times: Time frame of the event in general, i.e. 3:00 PM on Tuesday
- Start Time: Time of the event start
- End Time: Time of the event end

- Daily Recurrence Options: Select how often the event will occur. For events that reoccur multiple times, choose the appropriate settings based on how often it occurs.

- Recurrence End: Select one. Additional options may be available depending on the setting chosen.



Image Gallery	
	Drag and Drop Files here or use rel thoracif boots to be a tele allo

As with Listings and Special Offers you can add images to your event. Adding images to an event is a little different though. In the Image Gallery section on the event, you can drag and drop and image or click the Browse button to search your computer for an image.

NOTE: Image must be in either a 'jpg', 'gif', 'png', 'bmp' or 'jpeg' format and be less than 600px wide and 400px high. The Golden Isles CVB reserves the right to reject, modify and reuse all submitted images.

e) General



- Eco-friendly: Please select applicable
- Pet: Please select applicable
- Family: Please select applicable

How to create new Events

You can also create a new event by clicking the "Add Event" button.

New Event			
	Event Information		
CANCEL	Account: Muganet	The stepset	
ections:	Simpleview Hotel 👻		
Evens Dates	Petered © 108 © 100	Contact:	
Image Gallery General	Aminister		
	$\label{eq:linear} \begin{split} & & \\ & $		

When you add an event, you can quickly scroll to a section on the page by clicking the links of the left of the page. All fields in Red are required fields. *You must click the Save button before any of your changes are actually saved*!



Click on the Collateral Icon on the left side navigation panel. This will display the details on file for your Partner account with the Golden Isles CVB.

IMPORTANT NOTE: Any edits or adding of Listings, Special Offers, Calendar of Events and/or Media will require approval from the CVB. Upon saving your updates, the CVB will be notified of your changes/additions.

Listings:

Listings are associated with your account and display a brief property description on our website. Changes will be pending until a representative with the CVB approves them. You cannot alter a listing that is in a pending status.

Listings						
E Filters (0)		O Manago Filsers				
You have not addec available list and se	d any fillers. You can click the manage fillers link in the top right corner or click th t a default value to use in the future.	• O icon from the grid to add fitters from the				
						🔘 Page 1 of 1 🔘 Go to Page: 1 👩
Actions	Company	Listing Type	Category	SubCategory	Listing ID	٥
	Simplexies Hotel	Website	Lodging & Accommodations	Hotels & Motels	836	
						🕜 Pageiofi 🔘 Go to Page: 🔟 🌖

After you click the Collateral icon and then Listings, you will be presented with your property's listings. These listings will be website listings. The pencil icon will allow you to edit your listing information. By clicking the eyeball icon, you can view your listing information.

Editing a Listing:

Upda e Listin	g			
SAVE	Listing Information			
CANCEL	Account: Mequind		Type: -topined	
Sections:	Simpleview Hotel	٣	Website	٣
Categories	Contacts		Address Type:	
Details Website Notifications	Choose One	٣	Physical	٣
Listing Image	Description		Kaywarda:	
	Brona B 1 C 1 tz + + + + + +			
	deal			

When you view, edit, or add (if enabled) a listing, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing a listing, the top left will display an Edit button. If you are editing a listing, the top left will display a Save button. *You must click the Save button before changes are applied*!

- 1. Account will default to the account you are logged in
- 2. Type of listing is "Web Site"
- 3. Contact: This contact, if chosen, will show on the website listing.
- 4. Address: Select "Physical" to display the main address on your Account.

5. Listing Description: this is the description of your business that is displayed on the website. *Maximum* 250 words.

6. **Category**: the main category your listing is in (i.e. Attractions, Accommodation, etc.)

7. **Sub-Category**: an additional category your listing might fall under (i.e. museum, historical site, etc. – a more defined category)

8. Listing Images: When you edit or add a listing, you can select one or multiple images to associate to the listing by selecting the Listing Images pull down menu. In order to attach images, you will need to upload them first in the Media section.

NOTE: You can submit up to 25 images. The optimal image size is 873 pixels wide by 615 pixels tall.



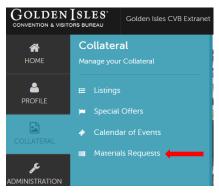
Partner Collateral (Material Request)

Viewing Your Member Collateral:

Click on the Collateral Icon on the left side navigation panel. This will display the details on file for your Partner account with the Golden Isles CVB.

Material Requests

This feature provides partners the opportunity to order Golden Isles designated material (i.e. brochures, maps, etc.) via the Partner Portal.



After you click the Collateral icon and then Materials Request, you will be presented with a list of orders you have submitted to the CVB. This feature will allow you to request collateral such as publication guides from the CVB. To request new materials, click the Add Materials Request button. You can also edit, view, or clone (duplicate) an existing order by clicking the Pencil, Eyeball, or Clone icons.

ADD MATERIALS REQUES	ADD MATERIALS REQUEST								
Actions	Order ID	Status	Ship Method	Send Date	Full Name	Company	City/State/Zip	Items Ordered	٢
				No Records Were Foun	ıd				

🔇 Page 1 of 1 🔊 Go to Page: 🔳 👂

Upon editing or creating a new request, you will be presented with an order form. Within the order form there is an Order Detail section where you can select from available inventory, just enter the quantity of each product you are requesting. You will not be able to order more of a product than is in the Available column. Upon clicking the Save button, the CVB will be notified of your request.

Order Address				
Address 1: *Required		Address 2:		
529 Beachview Drive				
Address 3:		City: •Required		
		St. Simons Island		
State: •Required		Zip: •Required		
Georgia	۲	31522		
Country: *Required				
UNITED STATES	۲			
Order Detail				
Image Product		Price	Qty	Available
2018 Visitor Guide - Standard			0	300



Click on the Collateral Icon on the left side navigation panel. This will display the details on file for your Partner account with the Golden Isles CVB.

<u>Media</u>

This feature provides partners the opportunity to manage and upload images to be displayed on the website in association with their listings, special offers and calendar of events. If you have any images already uploaded, you will see them there. *They may be GIF or JPEG, and no larger than 873w x 615h (pixels).*

Available media types are subject to change by the Golden Isles CVB.

Media				
E Filters (0)	O Manage Fitsers			
Account is one of:				
CHOOSE -				
APPLYFILTERS				
ADD NEW MEDIA				🕜 Page 1 of 1 🕥 Go to Page: 1 🚯
Actions Title •	Description	Image	Listing Count	٥
Vew of the funct	Franches pairs		1	
				Page 1 of 1 💿 Go to Page: 1 🗿

After you click the Collateral icon and then Media, you will be presented with your property's images available for use on listings and special offers. The pencil icon will allow you to edit an existing image. By clicking the red x icon, you can delete an existing image. The clone icon will allow you to duplicate an image. You can also create a new event by clicking the Add Event button.

New Media			
	Media Information		
CANCEL	Account -Tequind		Title stupped
Sections:	Simpleview Hotel	τ	
Media Information			
	Type: «Negarod		Sort Order:
	Logo	Ŧ	
	Description:		
			¢
	Film shoping		
			•
		Drag and Drag	p File To Page
		or use the "Browse" butst	in below to find a file to add
		BROWER	10601
		You can drag a file to the page to rep	lace ehc file or use the 'Browce' buesn
	Listings:		
		CHOOSE AMONG THE FOLLOWING	

As with Calendar of Events you can browse your hard drive or drag and drop an image. Once you upload a new image or edit an existing one you can attach the image to one or multiple listings by selecting the Listings pull down menu.

To **Edit** an existing image title, click on the pencil icon next to the Image. From this screen you may: 1. Update the Title

- 2. Change Sort Order
- 3. View the current Image
- 4. Select the Listings associated with the image

Update Media	1			
SAVE	Media Information			
CANCEL	Account: Maginal	Title -flogind		
Sections:	Simpleview Hotel T	View of the Point		
Media Information	Type: stoppind	Sort Order:		
	image v	1		
	Description:			
	From the point			
		li li		
	Image Preview:			
	Note Crise strate, se weige ha account of the main strate for the true strate the strate strate strate.			
	Littings			
	SIMPLEVIEW HOTEL (PENDING/ / WEBSITE / LODGING & ACCOMMODATIONS / HOTELS & MOTELS - 898 *			

NOTE: Once created, the image/file associated with the media record can no longer be modified. You must create a new image.

To Add an image, click on the "Add New Media" button. From this screen you may:

- 1. Choose the account (if you have multiple property access)
- 2. Add the Title
- 3. Add Type (Logo, Image)
- 4. Decide the Sort Order
- 5. Enter Description
- 6. Upload Image (Browse or Drag & Drop)
- 7. Select the Listings associated with the image
- 8. Click save to complete your changes

New Media		
SAVE	Media Information	
CANCEL	Account Hoping	Title: «log-ind
Sections:	Simpleview Hotel	
Media Information	Type: dispired	Sert Onfer:
	Choose One	
	Description	
	Lizings	
	CHOOSE AMONG THE FOLLOWING	



Click on the Collateral Icon on the left side navigation panel. This will display the details on file for your Partner account with the Golden Isles CVB.

IMPORTANT NOTE: Any edits or adding of Listings, Special Offers, Calendar of Events and/or Media will require approval from the CVB. Upon saving your updates, the CVB will be notified of your changes/additions.

Special Offers

This feature provides partners the opportunity to create and update special offers (coupons) to be displayed on the website in association with their listings.

ffers					
E Filters (0)		O Manage Filters			
Post From:					
-All Dates-	Ŧ				
APPLY FILTERS					
APPLITICIERS					
ADD OFFER					
Actions Offer Title	Redeem From	Redeem To	Past From	Post To	
 20% during Fall Festival 	12/01/2018	12/15/2018	10/01/2018	12/31/2018	

After you click the Collateral icon and then Special Offers, you will be presented with your property's offers. The pencil icon will allow you to edit an existing offer. By clicking the eyeball icon, you can view the existing offer. The clone icon will allow you to duplicate an offer. You can also create a new offer by clicking the Add Offer button.

Update offer		
SAVE	Offer Information	
CANCEL	Account -Negand	Offer Title - stepred
Sections:	Simpleview Hotel	20% during Fall Festival
Offer Information Offer Image Offer Dass Offer Calegories Offer Litalings General	Offer Unit:	Offer Texts
Offer Dates	http://simpleviewinc.com	stop in for great deals in the gift shop - stay the weekend
Offer Litelings		
General		

When you view, edit, or add an offer, you can quickly scroll to a section on the page by clicking the links of the left of the page. If you are viewing an offer, the button in the top left will say Edit. If you are editing an offer, the top left will display a Save button. *You must click the Save button before changes are applied!*