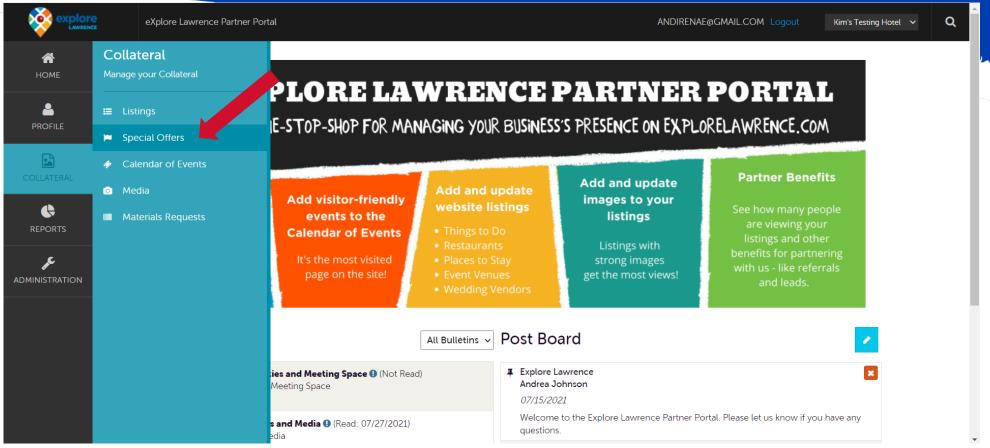
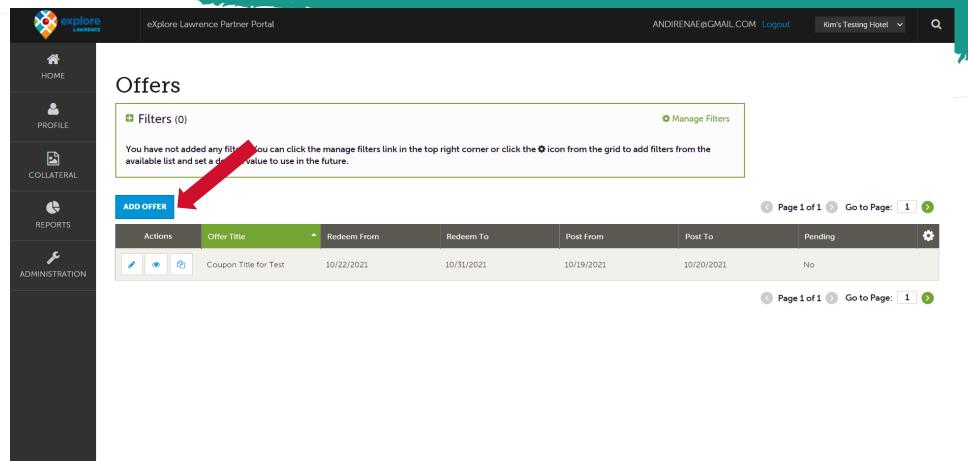
TRAINING MANUAL

EXPLORELAWRENCE.COM PARTNER PORTAL SPECIAL OFFERS

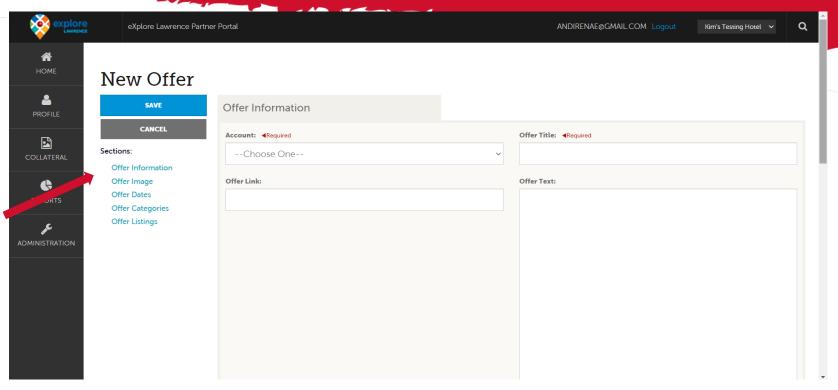




Click "Collateral" and then "Special Offers" to be presented with your property's coupons and deals. These special offers show up in the Special Offers or Daily Deals sections of explorelawrence.com

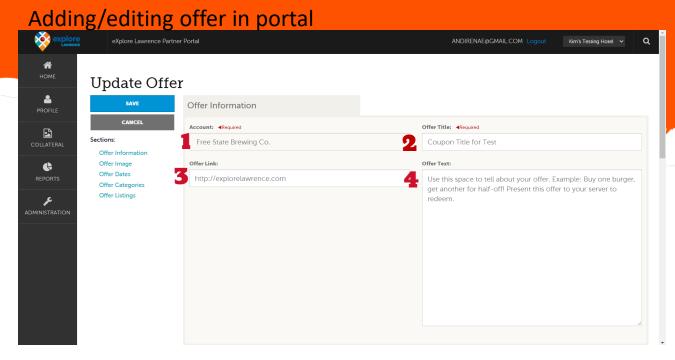


Most accounts will not have any current offers. If you do, it will be listed in the grid. You can take action to edit (pencil icon), view (eye icon), and duplicate (clone icon) your current offers. You can add a new offer by clicking the "Add Offer" button.



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

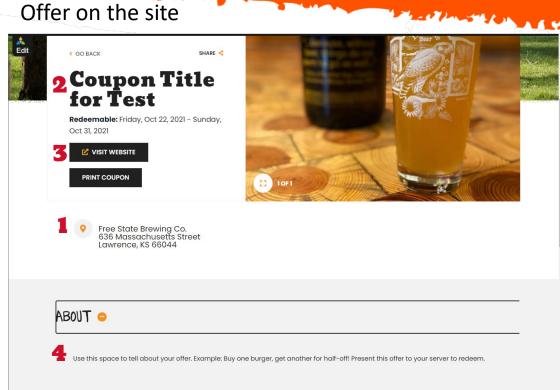
**IMPORTANT NOTE:** Any edits or adding of special offers will require approval from the eXplore Lawrence. You will receive email notification when special offers are approved or denied.

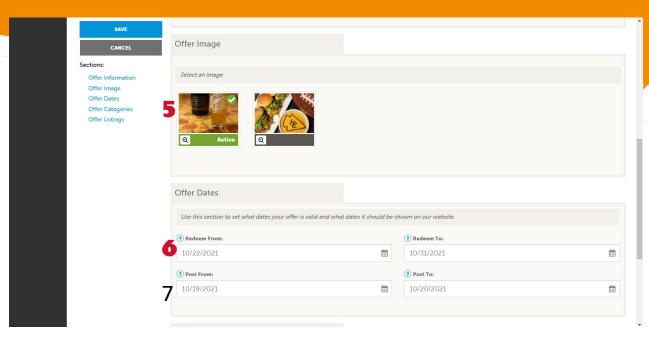


#### Offer Information Section

- 1. Account select from dropdown this will populate the location on the offer on the site
- 2. Offer Title Name your offer. This will appear as the title of the offer on the website
- 3. Offer link Put a link where people can find more information about your offer. On the website it will populate the "Visit Website" button in the offer details.
- 4. Offer text Write all the details of the offer. The most important information is what the offer is, and how the offer can be redeemed.

# SPECIAL OFFERS





#### **Offer Image Section**

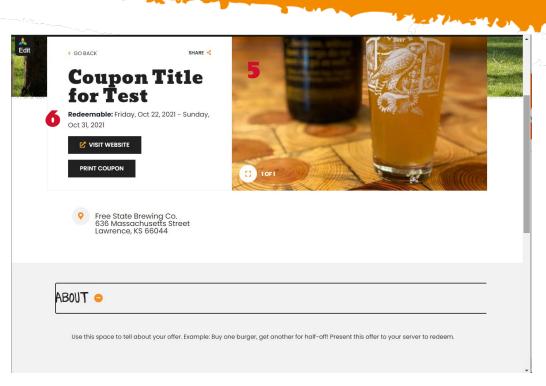
5. Select an image – Images that are already uploaded to your account will appear here. Choose one to be the image of your coupon. Review the Listings/Media training tutorial for help on adding images.

#### **Offer Dates Section**

- 6. Redeem From and Redeem To Enter the first date that the offer is redeemable in the "Redeem From" section and the last date that the offer is redeemable in the "Redeem To" section.
- 7. Post From and Post To Enter the first date (Post From) that you would like the offer to show on the explorelawrence.com and the last date (Post To) you would like it to show.

## EXPLORELAWRENCE.COM PARTNER PORTAL

# **SPECIAL OFFERS**



Offer Categories:  RESTAURANTS →  Offer Listings  Offer Listings:  FREE STATE BREWING CO. (WEB: DINING: AMERICAN & BURGERS) →
Offer Listings  Offer Listings:
Offer Listings:
Offer Listings:
EDEE STATE RDEWING CO. (WER: DINING: AMEDICAN & BUDGEDS) -
TREE STATE BREWING CO. (WEB. DINING, AMERICAN & BORGERS)

**OFFER CATEGORIES**: Choose the category that your business fits into: Restaurants, Things to Do, Shopping, or Places to Stay. Other options here will be Daily Food Specials which show in it's own section of the website.

**OFFER LISTINGS:** Choose from the dropdown which listing your offer will be attached to. When this is chosen, your special offer will not only show on the offer page, but within your explorelawrence.com website listing.

**DON'T FORGET TO CLICK SAVE IN THE UPPER LEFT!** Your coupon will be reviewed and you will receive notification of approval or denial.