



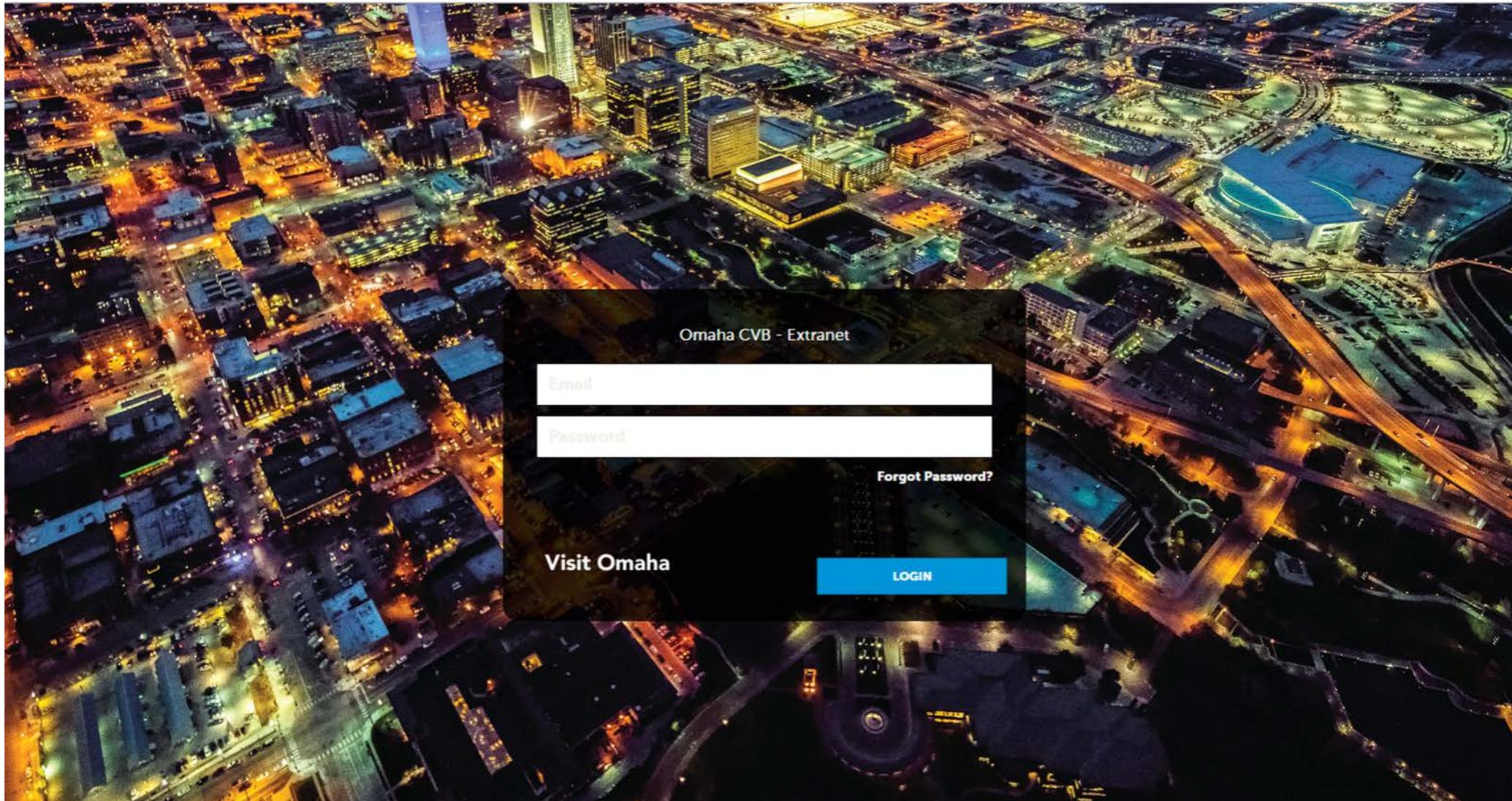
PARTNER EXTRANET TRAINING GUIDE: ADDING SPECIAL OFFERS

Questions, Comments, Concerns

Hotels: Patrick Keele 402-444-1624 or pkeele@visitomaha.com

All other Partners: Erin O'Brien 402-444-1764 or eobrien@visitomaha.com

LOGIN SCREEN



Omaha CVB - Extranet

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LOGIN

COLLATERAL-SPECIAL OFFERS



Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events, media (i.e. images) and occupancy data submission.

ADDING SPECIAL OFFERS

Offers

Filters (0) Manage Filters

Account is one of:

Redeem From:

Redeem To:

Offer Title contains:



Page 1 of 1 Go to Page: 1

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending	
  	20% off tickets to Omaha Fashion Week	07/14/2014	07/21/2014	07/16/2014	07/21/2014	No	
  	Download the Omaha Adventure Savings App	06/01/2015	09/30/2015	06/01/2015	09/30/2015	No	
  	Download the Omaha Savings App	06/01/2016	06/30/2017	06/01/2016	06/30/2017	No	



After you click the **Collateral** icon and then **Special Offers**, you will be presented with your business'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.

SPECIAL OFFERS (CONT'D)

Update Offer

SAVE
CANCEL

Sections:

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

Offer Information

Account: Required
Visit Omaha

Offer Title: Required
20% off tickets to Omaha Fashion Week

Offer Link:
http://omahafashionweek.com/tickets

Offer Text:
Exclusive offer to friends of Visit Omaha - 20% off tickets to the Midwest's premier fashion event. Use promo code: OCVB.

Offer Image

To add an image go to the Photos/Video section under Web Content.

There are no images available to choose

When you view, edit, or add an offer, you can quickly scroll to a section on the page by clicking the links on 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! As with listings, you have the ability to attach images to your offers (see next page for details). **IMPORTANT NOTE:** Any edits or adding of offers will require approval from Visit Omaha. Upon saving your updates, Visit Omaha will be notified of your changes/adds.

MEDIA - IMAGES

Media

Filters (0) Manage Filters

Account is one of: Media Type is one of:

CHOOSE ▾ CHOOSE ▾

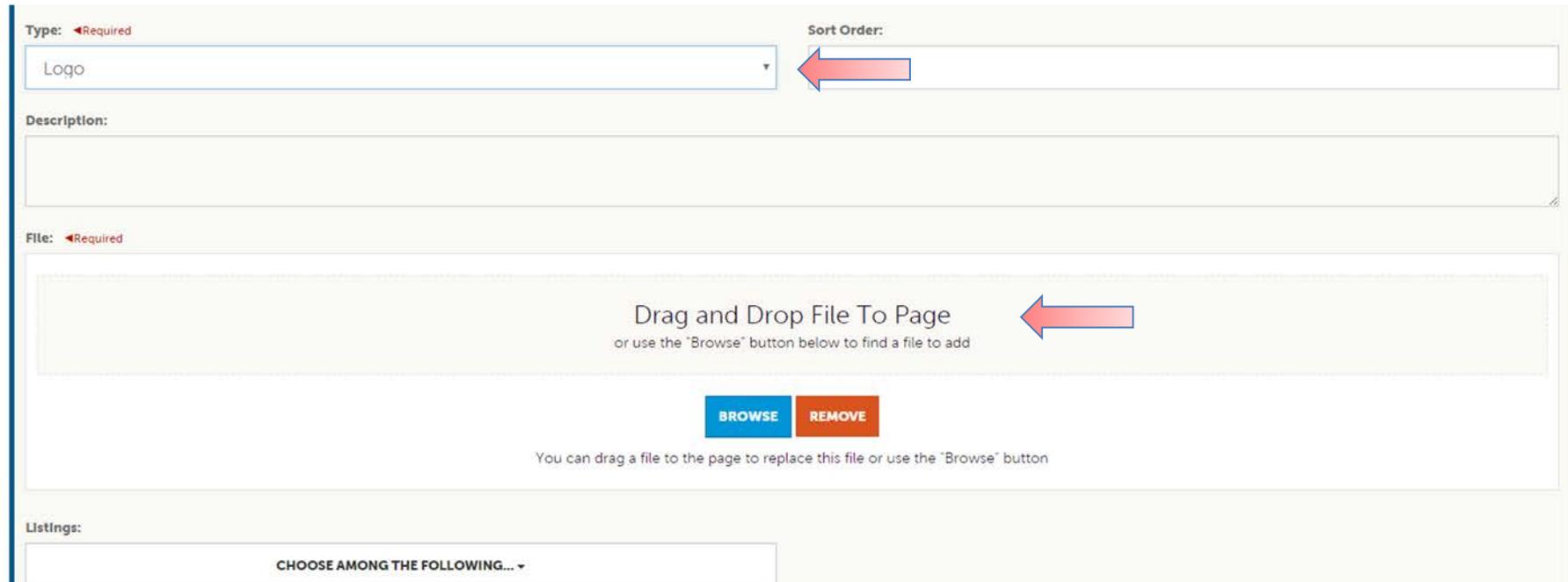
APPLY FILTERS

ADD NEW MEDIA Page 1 of 1 Go to Page: 1

Actions	Title	Description	Image	Listing Count
  	Logo			0
 	Omaha Savings App			0

After you click the **Collateral** icon and then **Media**, you will be presented with your business'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 image by clicking the **Add New Media** button.

MEDIA - IMAGES (CONT'D)



The screenshot shows a form for adding a new image. At the top, there is a 'Type:' dropdown menu with 'Logo' selected and a 'Sort Order:' input field. Below this is a 'Description:' text area. The 'File:' section features a large dashed box for drag-and-drop uploads, with the text 'Drag and Drop File To Page or use the "Browse" button below to find a file to add'. Below the dashed box are 'BROWSE' and 'REMOVE' buttons. At the bottom, there is a 'Listings:' dropdown menu with the text 'CHOOSE AMONG THE FOLLOWING...'. Red arrows point to the 'Type:' dropdown, the 'Sort Order:' field, and the drag-and-drop area.

When adding a new image, first select the **Type**. **Logo** is your primary image and should not be your business logo. **Image** is your secondary photo and can also be used for special offers. 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.

IMPORTANT NOTE: All listing images should be 800px wide by 397px high. Images should be experiential and not a promotional graphic.



FIND MORE TRAINING GUIDES UNDER “PARTNER BULLETINS”

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