

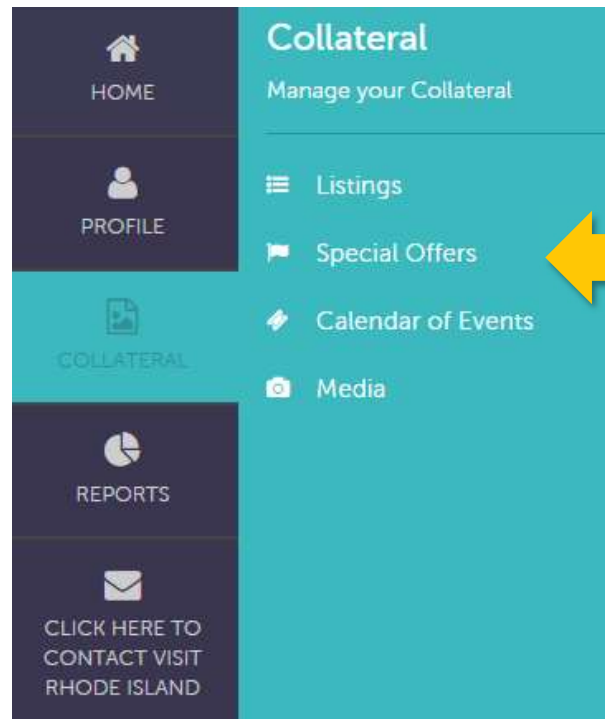
# RHODE ISLAND

Partner Portal User Instructions

**ADDING SPECIAL OFFERS**

# NAVIGATION

1. Select Collateral



2. Select Special Offers



**RHODE  
ISLAND**


# ADDING PROMOTION




- HOME
- PROFILE
- COLLATERAL
- REPORTS
- CLICK HERE TO CONTACT VISIT RHODE ISLAND

## Offers

**Filters (0)** [Manage Filters](#)

You have not added any filters. You can click the manage filters link in the top right corner or click the  icon from the grid to add filters from the available list and set a default value to use in the future.

[ADD OFFER](#)  **Click here to add new offer**

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To
  	Free gift with registration	02/20/2018	03/20/2018	02/01/2018	02/20/2018

# ADDING OR EDITING OFFER

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 your changes are applied!

**New Offer**

**SAVE**

**CANCEL**

Sections:

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

**Offer Information**

**Account:** ◀Required

Visit Rhode Island

**Offer Link:**

**Offer Title:** ◀Required

**Offer Text:**

**Offer Image**

On this tab add **offer details, date restrictions, an image, etc.**

**RHODE  
ISLAND**

# MANAGING PROMOTIONS

- HOME
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You will find  
**your offer(s)**  
listed here

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  	Free gift with registration	02/20/2018	03/20/2018	02/01/2018	02/20/2018

To edit offer information click the pencil icon

To view offer details click the eyeball icon

To duplicate this offer, click clone icon