

Visit Huntington Beach Partner Portal Training Guide: How to Add a Special Offer

Where to access the Partner Portal:

<https://SurfCityUSA.Extranet.SimpleviewCRM.com/login/>

You can also access this link at the bottom of any page on SurfCityUSA.com by clicking “**Partner Portal Login**”.



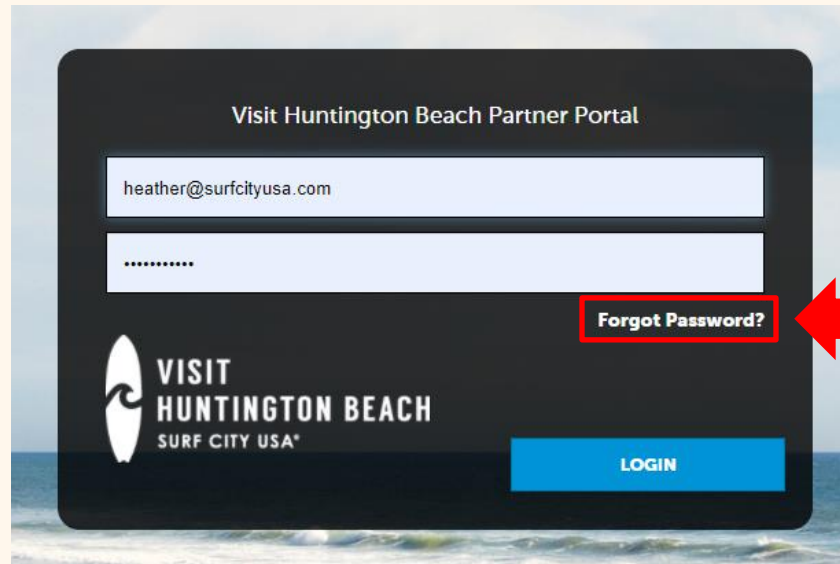
The screenshot shows the footer of the Visit Huntington Beach website. On the left is the logo for Visit Huntington Beach Surf City USA. In the center, contact information is provided: 155 Fifth Street, Suite 111, Huntington Beach, CA 92648-5171, phone numbers 714.969.3492 and 800.729.6232, and email info@surfcityusa.com. Below this are social media icons for Facebook, Twitter, Instagram, Pinterest, and YouTube. On the right, a vertical menu lists: MEETING PLANNERS, TRAVEL TRADE, FILM, MEDIA, PARTNERS, EVENT SPONSORSHIPS, and PARTNER PORTAL LOGIN. A red rectangular box highlights the 'PARTNER PORTAL LOGIN' link, and a large red arrow points to it from the right.

[ABOUT US](#) | [CONTACT](#) | [SITE MAP](#) | [PRIVACY POLICY](#) | [WEB ACCESSIBILITY](#)



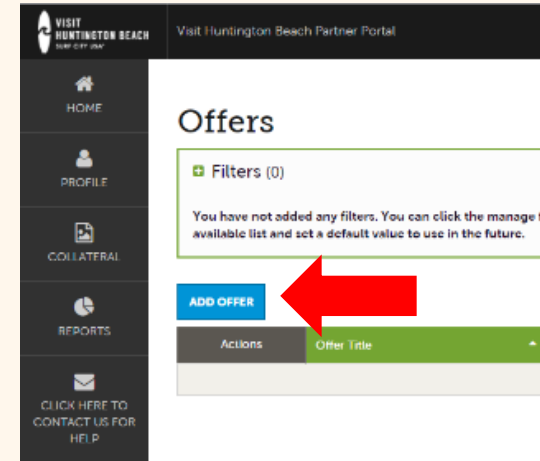
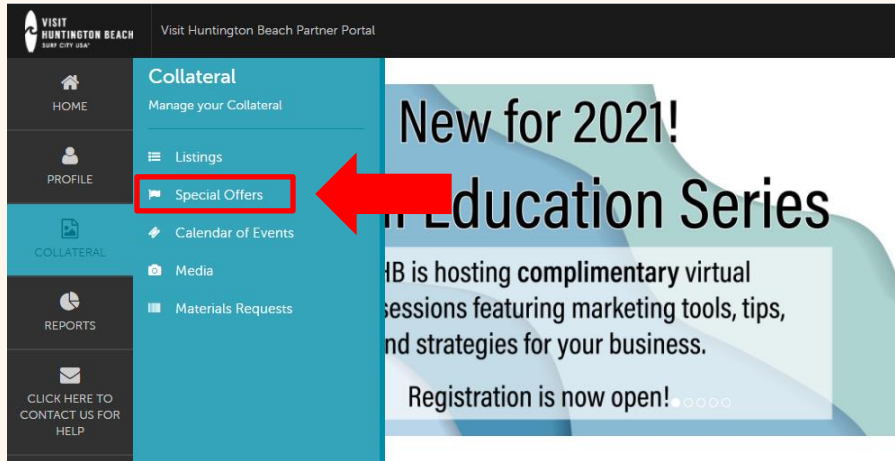
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Don't know your login info?



Try using the “**Forgot Password**” option to have your password reset and emailed to you. If you don't know the email account that was used to create your account, email Heather@SurfCityUSA.com for assistance.

Add a Special Offer



You may add special offers for your business that will appear on the [Deals page](#) of SurfCityUSA.com.

To add a special offer (or Deal, Coupon, Promotion), use the icons on the left-hand side of the screen to click **Collateral** and choose **Special Offers**. In the Offers screen, click the blue **Add Offer** button to continue.

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New Offer

SAVE

CANCEL

Sections:

- [Offer Information](#)
- [Offer Dates](#)
- [Offer Categories](#)
- [Offer Image](#)
- [Offer Listings](#)

Account: Required

Offer Title: Required

Offer Link:

Offer Text:

Offer Dates

Redeem From:

Redeem To:

Post From:

Post To:

Complete the fields and click the blue **Save** button when finished. Instructions for each field are on the next page.

Note: When you add or edit an offer, you can quickly scroll to a section on the page by clicking the blue links on the left side of the page.

Include the following information for your offer:

- **Offer Title**
 - Short and easy is best.
- **Offer Link**
 - Include a link to the offer on your website or social media account.
- **Offer Text**
 - Include anything the visitor needs to know.
- **Offer Dates**
 - Redeem dates are when the offer is valid/can be redeemed.
 - Post dates are when you want the offer posted on SurfCityUSA.com.
- **Offer Categories**
 - Choose all relevant categories.
- **Offer Image**
 - Use a horizontal image. If no images are displayed, follow the instructions on how to upload media. Then come back and add your special offer.
- **Offer Listings**
 - Choose the business listing you want the special offer linked to.

Visit Huntington Beach reserves the right to edit your offer for accuracy, grammatical errors, and tone of voice.

View Your Offers

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
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 gear icon from the grid to add filters from the available list and set a default value to use in the future.

ADD OFFER

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Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending
  	10% off merchandise at Visit Huntington Beach	03/12/2021	03/13/2021	03/10/2021	03/13/2021	Yes

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After you submit a new offer it will be pending for approval from Visit Huntington Beach. You will receive an email once it has been approved or denied. Once approved, you can edit an offer if necessary.

You can also view or clone an offer at any time. Offers cannot be deleted, but you can edit the offer to change the “Post To” date to a previous date so it no longer appears on our website.

Edit an Offer

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
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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

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending
  	10% off merchandise at Visit Huntington Beach	03/12/2021	03/13/2021	03/10/2021	03/13/2021	No

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If the offer has been approved, you will have the option to edit. Click the **blue pencil icon** under Actions to continue. You will be taken to the Update Offer page where you can make changes.

Don't forget to click the blue **Save** button when complete. Changes to offers will need to be approved by Visit Huntington Beach.

Questions? Contact Heather@SurfCityUSA.com.