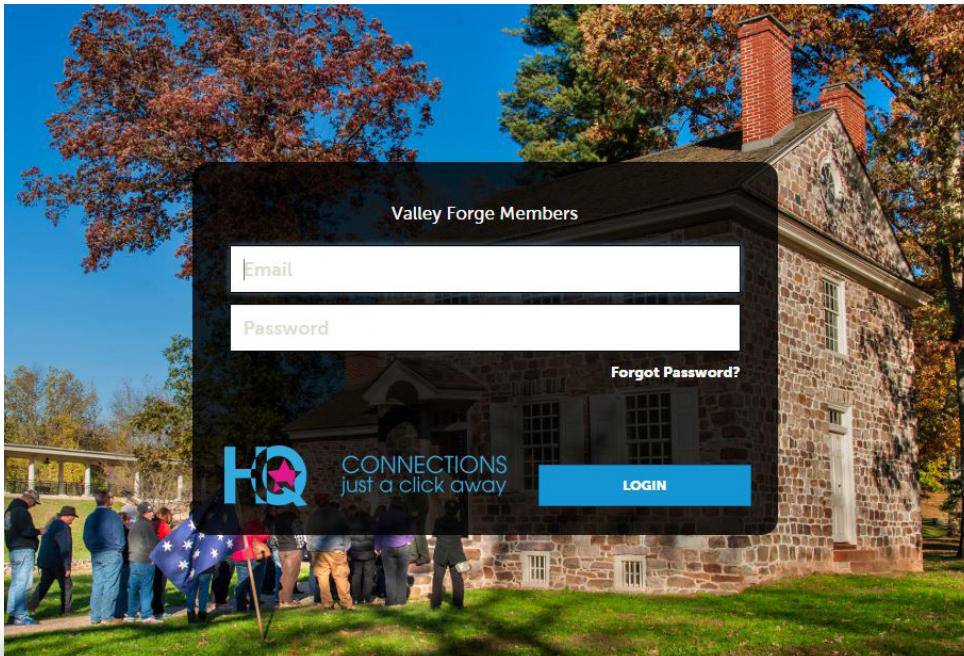


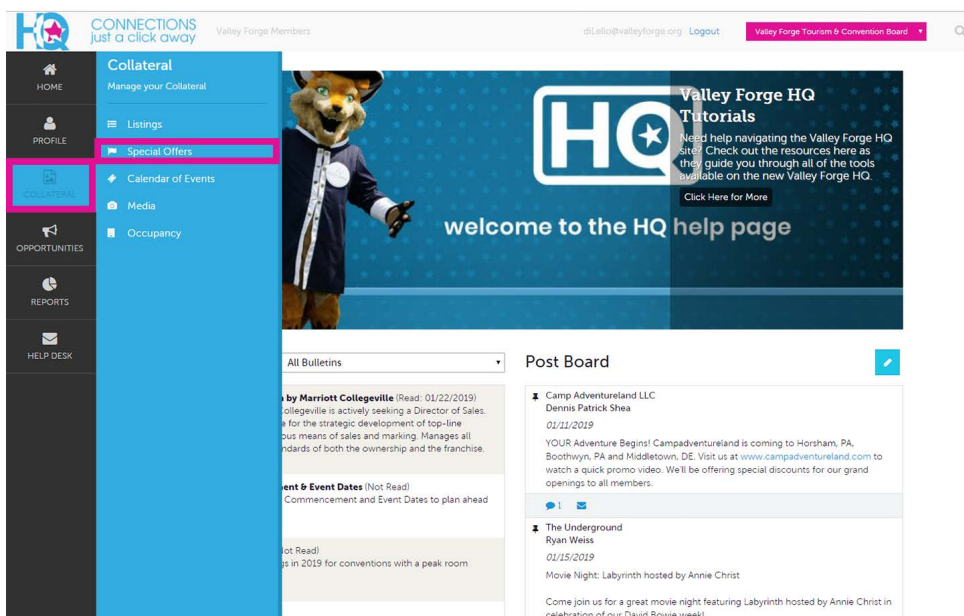
# HQ HOW TO

## Adding a Special Offer in HQ

1. Log into HQ at [valleyforge.org/hq](http://valleyforge.org/hq).



2. Once on the home page, Click **Collateral** then **Special Offers**.



### 3. Select **Add Offer**.

**Offers**

Filters (1) [Manage Filters](#)

Redeem To:  
Next 12 Months

[APPLY FILTERS](#) [CLEAR FILTERS](#)

**ADD OFFER**

Page 1 of 1 Go to Page: 1

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending
No Records Were Found						

Page 1 of 1 Go to Page: 1

### 4. Complete **Offer Information**.

**New Offer**

[SAVE](#) [CANCEL](#)

Sections:

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

**Offer Information**

Account: \*Required  
Valley Forge Tourism & Convention Board

Offer Title: \*Required

Offer Link:

Offer Text:

- Be sure to complete all required fields.

### 4. Complete Offer Information.

SAVE  
CANCEL

Sections:

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

Offer Dates

Redeem From: [calendar icon]

Redeem To: [calendar icon]

Post From: [calendar icon]

Post To: [calendar icon]

Offer Categories

Offer Categories:

CHOOSE AMONG THE FOLLOWING... ▼

Offer Listings

Offer Listings:

CHOOSE AMONG THE FOLLOWING... ▼

- Select an offer image, add offer dates, select an offer category. Select offer listing – be sure to select “Web-35 Words” for your organization.

5. Hit **SAVE** to submit the offer for review. The VFTCB team has to approve offers before they can appear on the website.

Please contact Katie Otto, Event Services and Membership Coordinator, if you are in need of any assistance at [otto@valleyforge.org](mailto:otto@valleyforge.org).