



1. Log into HQ at valleyforge.org/hq.



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







3. Select Add Offer.

Redeem To:						Manage Filters
Next 12 Mo	onths		٣			
APPLY FILTERS	CLEAR FILTERS					
ADD OFFER					Pag	e 1 of 1 🕥 Go to Pa
Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending
			No Records Wer	re Found		
					Pag	e 1 of 1 🕥 Go to Pa

4. Complete Offer Information.

New Offer			required fields.
COFILE SAVE	Offer Information		
CANCEL	Account:	Offer Title: Required	
Sections:	Valley Forge Tourism & Convention Board		
Offer Image	Offer Link:	Offer Text:	
Offer Dates Offer Categories			
Offer Listings			
PORTS			
LP DESK			





4. Complete Offer Information.

-	Offer Dates		
Sections: Offer Information	Redeem From:	Redeem To:	
Offer Image			
Offer Dates Offer Categories	Post From:	Post To:	
Offer Listings	m		
	CHOOSE AMONG THE FOLLOWING V		
	CHOOSE AMONG THE FOLLOWING		
	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.