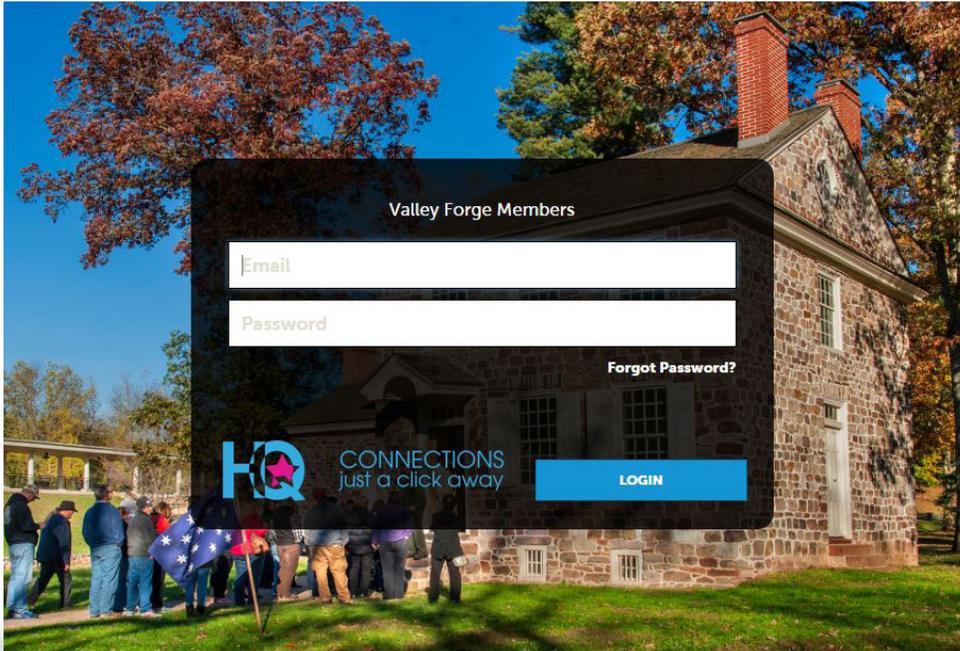
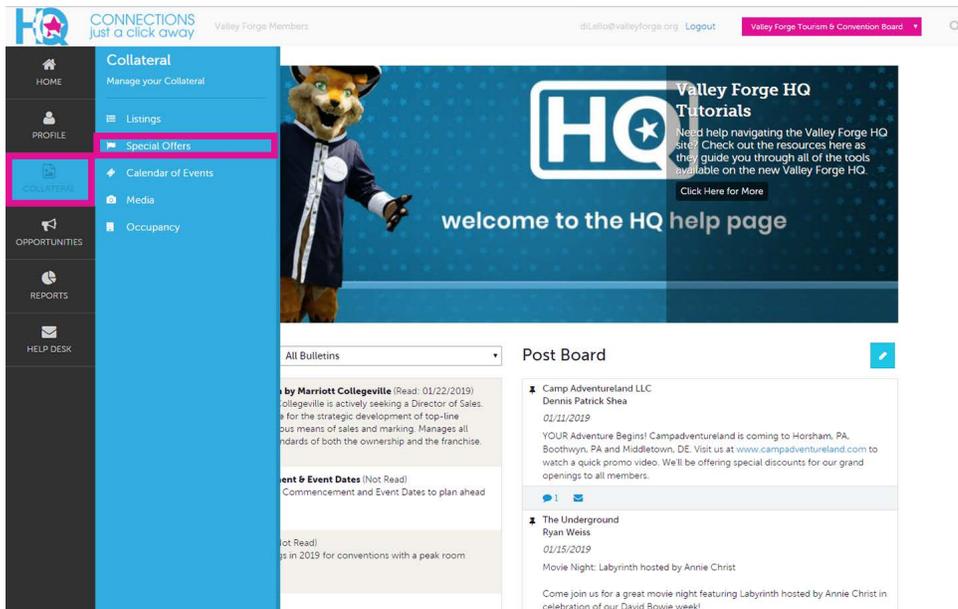


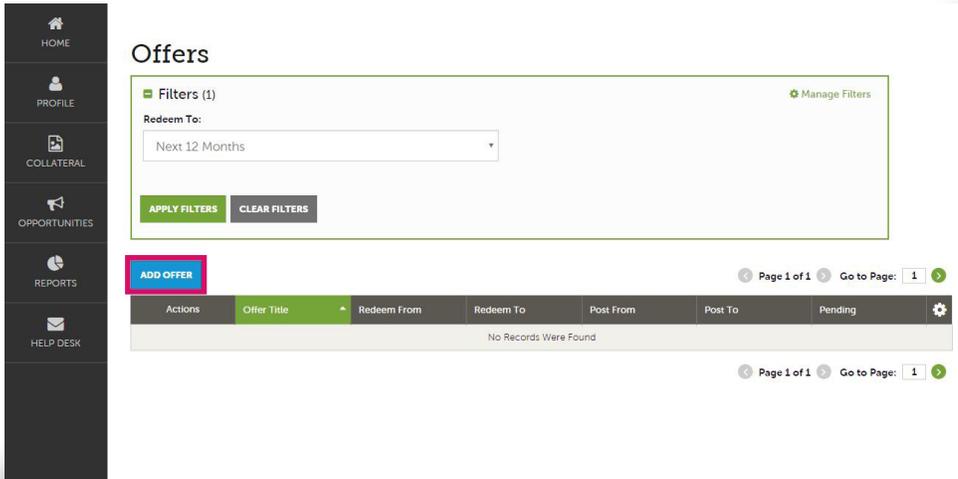
1. Log into HQ at valleyforge.org/hq.



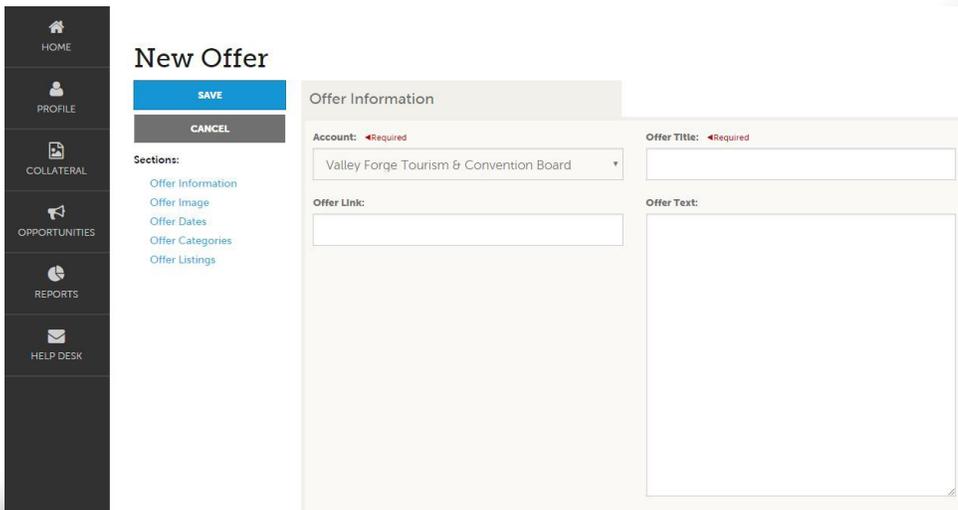
2. Once on the home page, Click **Collateral** then **Special Offers**.



3. Select Add Offer.



4. Complete Offer Information.



- 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:

Redeem To:

Post From:

Post To:

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.