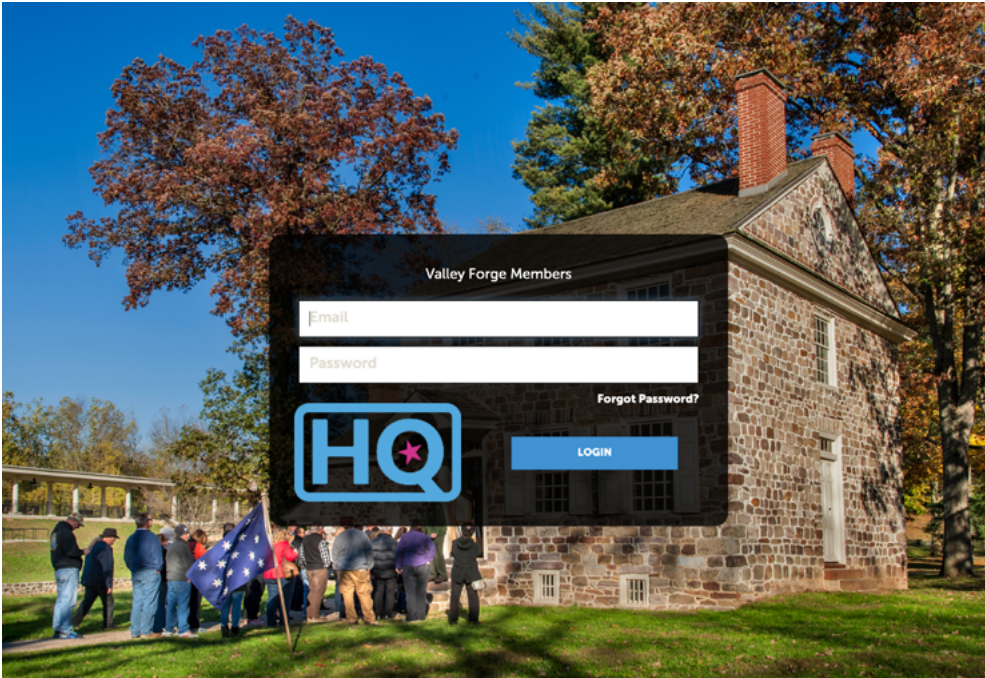




# HOW TO

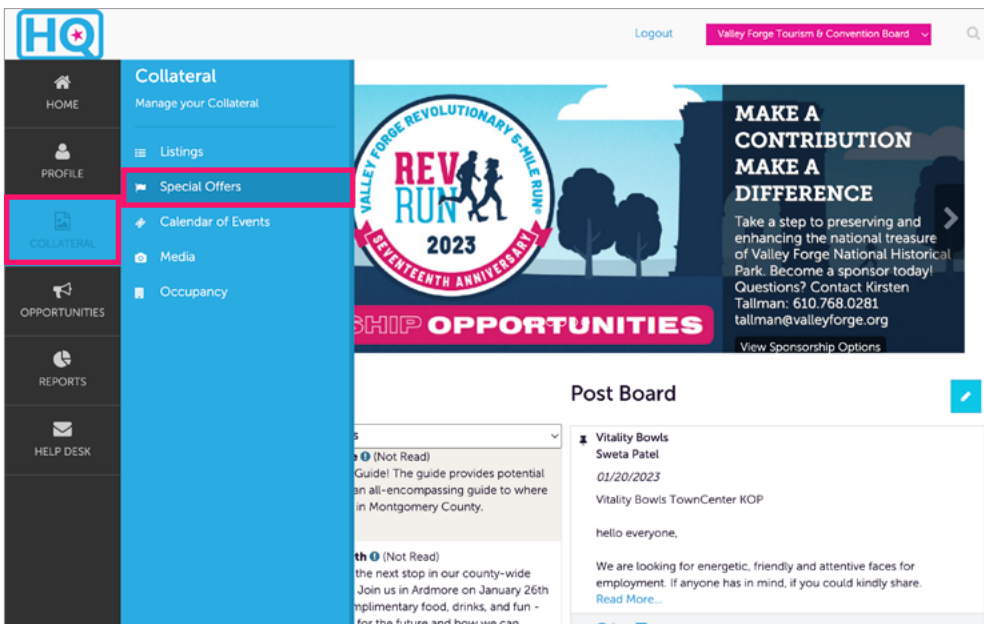
## Adding a Special Offer

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



- Bookmark this page for easy access! For assistance with accessing your login information please email [cramer@valleyforge.org](mailto:cramer@valleyforge.org).

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





# HOW TO

## Adding a Special Offer

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

The screenshot shows the 'Offers' management interface. On the left is a sidebar with navigation links: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, and HELP DESK. The main content area has a header with 'Logout' and 'Valley Forge Tourism & Convention Board'. Below the header, there's a section for 'Filters (1)' with a 'Redeem To' dropdown set to 'Next 12 Months' and buttons for 'APPLY FILTERS' and 'CLEAR FILTERS'. A table below shows no records, with a message 'No Records Were Found'. Above the table is a red 'ADD OFFER' button. The table has columns: Actions, Offer Title, Redeem From, Redeem To, Post From, Post To, and Pending. Pagination controls show 'Page 1 of 1' and 'Go to Page: 1'.

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

The screenshot shows the 'New Offer' form. On the left is the same sidebar as the previous screenshot. The main content area has a header with 'Logout' and 'Valley Forge Tourism & Convention Board'. Below the header, there's a 'New Offer' section with 'SAVE' and 'CANCEL' buttons. A 'Sections:' list on the left includes 'Offer Information', 'Offer Image', 'Offer Dates', 'Offer Categories', and 'Offer Listings'. The 'Offer Information' section is active, showing fields for 'Account' (Valley Forge Tourism & Convention Board), 'Offer Title' (required), 'Offer Link', and 'Offer Text'.

- Be sure to complete all fields, being as detailed as possible.



# HOW TO

## Adding a Special Offer

### 5. Complete **Offer Information**

- Select an offer image, add offer dates, select an offer category. Select offer listing and be sure to **select "Web-35 Words"** for your organization.

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

For help, contact:

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**Tyler Gebhard**

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