



To add a Coupon or Package:

1. Go to <https://westlafayettein.extranet.simpleviewcrm.com/login/#/login> and Log In
2. On the left side of the screen click on "Collateral" then "special offers".
3. Then select the blue "Add Offer" button toward the top left of the screen.
4. Fill in the information in the form and select or upload an image to display with the listing.
5. Offer dates must be added. Please use the date you enter the information for the "Redeem From" and "Post From" boxes and use the date you would like the listing to be done/ removed from our site in the "Redeem To" and "Post To" boxes. (note this can be edited if you decide you'd like to extend the listing or if the position gets filled)
6. For the Category select from Restaurant, Accommodation, Stay and Play (Golf packages only), Shopping or Things to Do based on your business/ coupon type.
7. Package select Yes or No (Note packages usually would include more than one business or item example: stay at abc hotel and get tickets for abc attraction.)
8. Hide Coupon Print Option select "No"
9. Hide Coupon Dates select "No"
10. Job offers select "No"
11. Click on the blue "save" button at the top left of the page.
12. If you have multiple coupons to list, please list each individual coupon by filling out a new form for each.

VLWL staff will receive an email and need to approve each coupon or package before it will be live on our website, but unless you enter the information on a weekend or holiday, it should be live within 24-36 hours or less from when you entered it.

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