Coupons/Special Offers:

1. To create a new coupon/special offer for the www.newarkhappening.com website, click on the "Web" and then "Deals" sub-tab
2. Any past offers you have posted will be listed in this screen
   a. You can filter them so that only the pending coupons show and/or by category
   b. They can also be sorted by clicking the column headers

Contacts	Listings	**Web**	Amenities	Benefits Summary					
Deals	Media								

Add New Coupon

Filter: All Coupons ▼ --Any Type-- ▼ |◀ ◀ | Page 1 | of 1 | ▶ | ▶| ↻

Action	Offer Title ↖	Pending	Redeem Start	Redeem End	Post Start	Post End
📄 ✏ 🗐	20% off All Winter Goods	No				

3. To add a new coupon, click on the "Add New Coupon" button
4. Complete the fields on the form
   a. Offer Title
   b. Offer Link (if you have a page on your site that specifically details this offer)
   c. Offer Text – Description/details of the offer – include benefits, price, restriction dates and how to redeem offer if applicable
   d. The "Redeem From" & "Redeem To" Dates – these will print on the coupon as dates which the coupon is valid (e.g. expiration date)
   e. The "Post To" and Post From" Dates – determined by you, your coupon will only show up on the website during these dates – it will automatically be removed on the day after the "Post From" date
   f. Select the category of your listing and move it over to the right hand column (Accommodation is selected in the sample below)
   g. Click the box next to the listings that you want your coupon to be attached to
   h. Click "Save" to submit the coupon to the CVB for approval
5. Upon approval, your offer will appear on your individual listing, as well as on a page listing all Coupons/Special Offers that bureau's partners have available
6. To edit the coupon, you just need to click on the "Edit" link to the left of your coupon, and make the desired changes

COUPON: UPDATE COUPON FOR LUXE BOUTIQUE

Save | Save & New Coupon | Close

Colored fields are required.

Coupon Information

Offer Title: 20% off All Winter Goods

Offer Link:

Offer Text:

Coupon Image

Bring-Your-Street-Style0.jpg ▼

Selected Image:

Coupon Dates

Redeem From:

Redeem To:

Post From:

Post To:

Coupon Categories

Available
- Happy Hours
- Hotels
- Music & Comedy
- Sports & Recreation
- Theater & Performing Arts
- Culinary
- Tours & Attractions
- Travel

Selected
- Shopping

Add To Listing(s)

☑ Luxe Boutique (Website: Shopping: Clothing)

Additional Information

General

Coupon File | Choose File | No file chosen

Listing Images (3 image limit)

To attach an image to your listing(s), click on the Web tab, and then the Media tab. If you have any images already uploaded you will see them there. To add new images:

1. Click on the "New Logo/Image" button on the right hand side of the screen
2. For your main thumbnail, choose "logo" for type; for photo gallery images choose "image" for type
3. Enter the Title of the photo you are uploading
4. Browse to find the file on your computer
5. Click the box to the left of the listings you would like the image to appear on (Publication Guide listings do not apply)
6. Click save to save your image to your account