

How to Add a Coupon or Special Offer

To add a coupon the member must log in to their member page. Then:

- Click on the "Manage Website" button
- select the "**Coupon Creator for Local Directory and Search Engine**" option (note: although you can just add a coupon, it is advisable to complete all of the various applicable steps on this page to optimize your presence on the web)
- click on the "Add Coupon" option
- enter the date that the coupon should become active in the "start date" field
- Choose one or more publishing options depending on the audience desired for the coupon/offer.
 - - choosing "Web/Email Offers" means that it will be active on web/email coupons and offers available to consumers:
 - On the Chamber's web directory search page, in the member directory, and on member traffic catcher pages
 - On emails and web postings
 - choosing "Printed Coupon Book" means it will appear in future editions of our printed coupon book (Chamber Welcome Book)
 - choosing "Member to Member" means it can be used in "member promotions and opportunities" emails and web notices
 - Enter a title for the coupon; best is a brief description of the offer
 - Enter a description of the coupon/offer; for text coupons/offers, this entry will describe what is being offered. Information about the offeror is not required as that will automatically be inserted from the member record information.
 - Enter disclaimer info as desired. For instance, "one per customer" or "Valid on weekends only" are examples of disclaimers
 - Checking the "Full Graphic Coupon" box indicates that an uploaded image will serve as the coupon. This is a requirement for coupons that are desired to be used in the printed coupon book. If this box is left unchecked, any image that is uploaded will be shrunk to fit in the upper left hand corner of the text coupon.
 - To upload an image, browse for and select the image
 - Click the "Continue" button

The coupon is added to the member's list of coupons. From this list it can be edited, deleted, or viewed.

Members should always view their coupon after adding it to proofread and to make sure it looks like they intended it to look.

Help is available by calling the member services coordinator at 855-233-6362 or via www.freemembersupport.com