



Coupons, Special Offers and Getaway Packages

Coupons, special offers and getaway packages all get entered into the same module in the member portal. You can find this module by going to the “Coupons” tab, located below the “Account Detail” screen. *Note: this tab will eventually be renamed “Special Offers & Packages”

Account Detail

[Edit Account](#)

Account: Greater Wilmington Convention & Visitors Bureau Account (sort): Greater Wilmington Convention & Visitors Bureau Region: Downtown Wilmington Formerly: Web Site: http://VisitWilmingtonDE.com	Email: info@wilmcvb.org Phone: (302) 295-2210 Alt Phone: Fax: (302) 652-4726 Tollfree: 800-489-6664
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Physical Address	Billing Address	Shipping Address
100 W. 10th Street Ste. 20 Wilmington, DE 19801 UNITED STATES	100 W. 10th Street Ste. 20 Wilmington, DE 19801 UNITED STATES	100 W. 10th Street Ste. 20 Wilmington, DE 19801 UNITED STATES

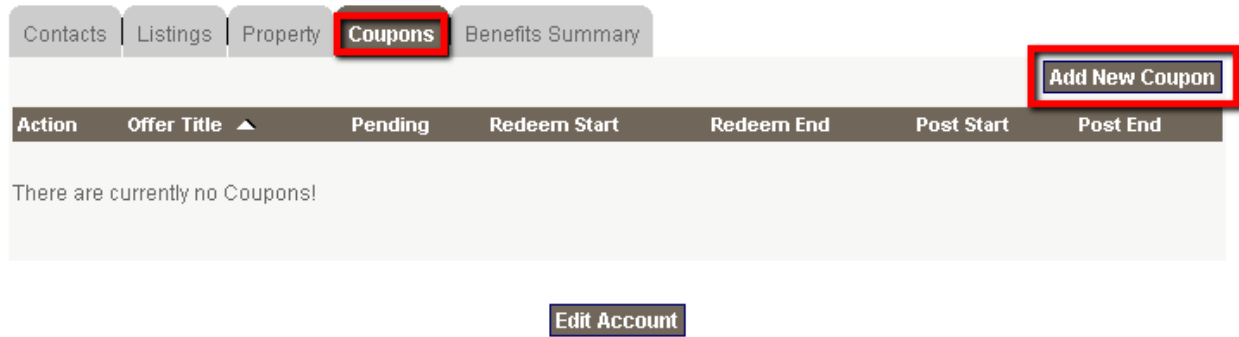
Contacts
Listings
Property
Coupons
Benefits Summary

[Add New Coupon](#)

Action	Offer Title ▲	Pending	Redeem Start	Redeem End	Post Start	Post End
There are currently no Coupons!						

[Edit Account](#)

To add a coupon, special offer or getaway package, click on “Add New Coupon.”



A box will open when you click on “Add New Coupon.” Here you will name your coupon, offer or getaway package in the “Offer Title” field, enter a description of your coupon, offer or getaway package in the “Offer Text” field, enter an offer link to link directly to your coupon, offer or getaway package on your website, and enter redeem dates and post dates (to and from). *Note: post dates refer to the dates to be posted on the GWCVB website.

Next, for coupons and special offers, identify if this is a business to business (member to member) or a business to consumer (member to visitor) coupon or special offer.

For getaway packages, identify the category (or categories) in which this getaway package should be listed. *Note: to select more than one category for any getaway package, hold down the “Ctrl” key on your keyboard while clicking your mouse on each category you would like to select.

Once your categories have been selected, click the single arrow to move over to the “Selected” box.

Be sure to save.

The image on the next page illustrates this process.

Coupon Information

Offer Title:

Offer Text:

Offer Link: [\[verify link\]](#)

Coupon Dates

Redeem From: (mm-dd-yyyy) Redeem To: (mm-dd-yyyy)

Post From: (mm-dd-yyyy) Post To: (mm-dd-yyyy)

Coupon Categories

Available

- Business to Consumer
- Business to Business
- Garden Getaway Packages
- History Getaway Packages
- Golf Getaway Packages
- Gaming Getaway Packages
- Family Getaway Packages

Selected

--None--

Red fields are required.

For coupons & special offers

For getaway packages

Use arrows to move selections