



Coupons/Special Offers, Getaway Packages and Hot Dates

Coupons/Special Offers, Getaway Packages and Hot Dates all get entered into the same module in the member portal. You can find this module by going to “View/Update Your Profile,” then go to the “Web” tab, located below the “Account Detail” screen. Under the “Web” tab you will see the Coupons & Packages tab.

ACCOUNT DETAIL GREATER WILMINGTON CONVENTION & VISITORS BUREAU

Account Information

Account ID: 2525	Status: Non-Member
Account: Greater Wilmington Convention & Visitors Bureau	Region: Downtown Wilmington
Account (sort): Greater Wilmington Convention & Visitors Bureau	Email: info@wilmcvb.org
Parent:	Web Site: http://VisitWilmingtonDE.com
Formerly:	

Phone/Fax Numbers

Primary: (302) 295-2210	Alternate:
Tollfree: 800-489-6664	Fax: (302) 652-4726

Address Information

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

Additional Fields

General

Account Number	Investment
Payment Info	Rejoin Date
Renewal	Membership Start
Membership End	OpenTable URL

Contacts
Listings
Web
Amenities
Benefits Summary

Coupons

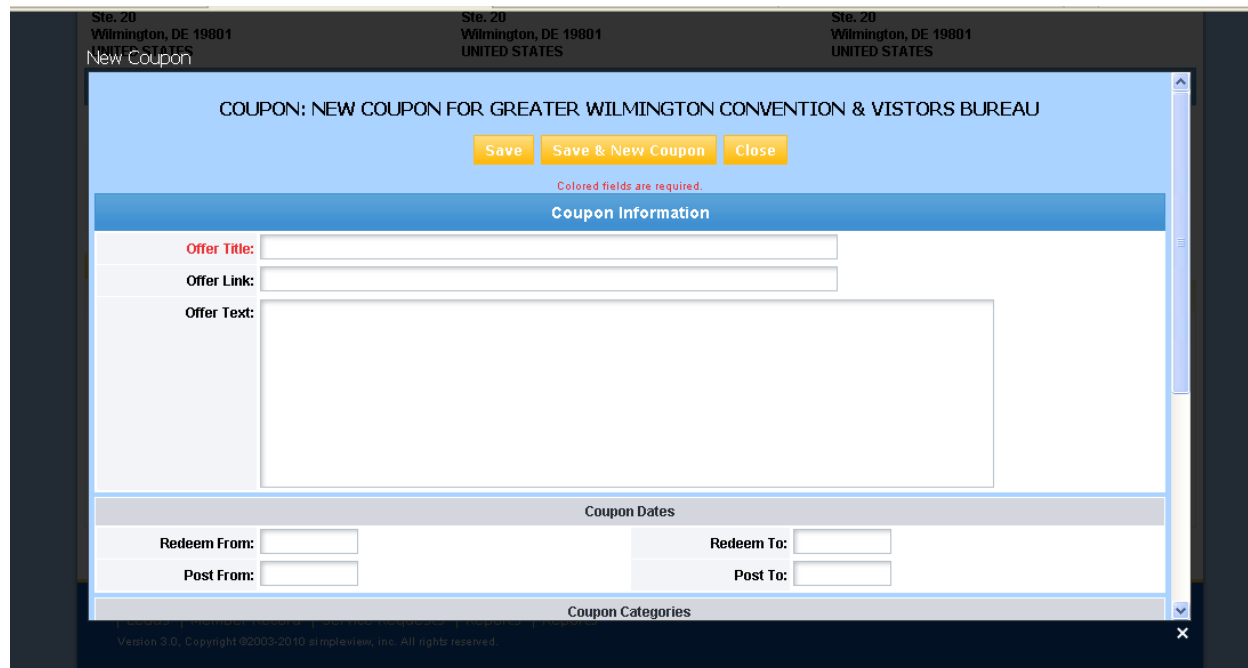
Click on the Coupons & Packages tab and you will see a screen similar to this:



To add a coupon/special offer, getaway package, or hot date click on “Add New Coupon” found on the right-hand side of the screen.

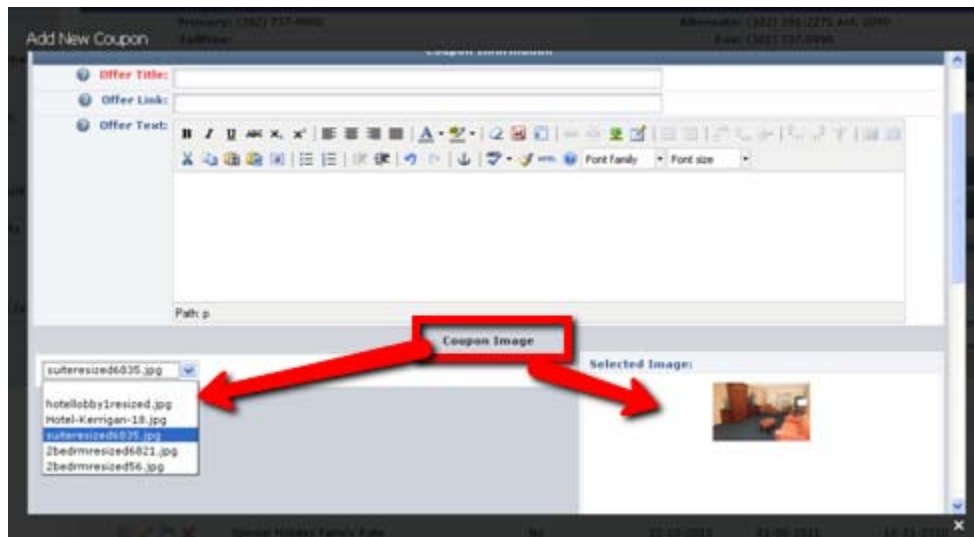


A box will open when you click on “Add New Coupon.”



Here you will name your coupon,/special offer, getaway package or hot date in the “Offer Title” field, enter a description in the “Offer Text” field, enter an offer link to link directly to your coupon/special offer, getaway package or hot date on your website, enter redeem date and post date ranges (to and from). *Note: The redeem date range refers to the dates your coupon/special offer, getaway package or hot date is valid. The post date range refers to the dates you want your coupon/special offer, getaway package or hot date to be posted on (and come off of) the GWCVB website.

Next you can select the image you want to show with your offer. On the left, you will select the image (from your account) that you want to post with your offer. On the right, you will see the image you selected. **Note: Only Getaway Packages and Meeting/Event Hot Dates and Rates have images on them. Regular coupons and special offers are not formatted that way.



Further down, you will identify if the offer you are entering is any of the following:

- A Business to Business (meaning Member to Member) coupon/special offer
- A Business to Consumer (meaning Member to Visitor) coupon/special offer

- A Getaway Package (meaning a package consisting of overnight stay(s) plus some other offer)
- A Meeting & Events Hot Date/Rate (meaning specific times when you are offering special or reduced rates on meeting room rental, guest rooms, A/V, food & beverage or meeting "packages" that promotes your organization to prospective meeting planners interested in booking our area for an event)

Use the “Available Coupon Categories” to identify your offer. Click on the one you want, then use the single arrow (pointing to the right) to move your selection over to the “Selected” box. If you make a mistake, go to the “Selected” box, select the category you do not want and use the single arrow (pointing to the left) to move your “mistake” back to the other side. Use the vertical scroll bar to browse up and down the available options.

The screenshot shows a web form titled "New Coupon" for "Wilmington, DE 19801 UNITED STATES". It features a "Coupon Dates" section with input fields for "Redeem From", "Redeem To", "Post From", and "Post To". Below this is the "Coupon Categories" section, which is divided into "Available" and "Selected" lists. The "Available" list contains several categories like "Arts & Culture Getaway Packages", "Business to Business", etc. The "Selected" list is currently empty, showing "--None--". Navigation arrows (right-pointing and left-pointing) are used to move categories between the two lists. At the bottom, there is an "Add To Listing(s)" section with a checked checkbox for "Greater Wilmington Convention & Visitors Bureau" and three buttons: "Save", "Save & New Coupon", and "Close".

*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.

Be sure to save your entries before you close!