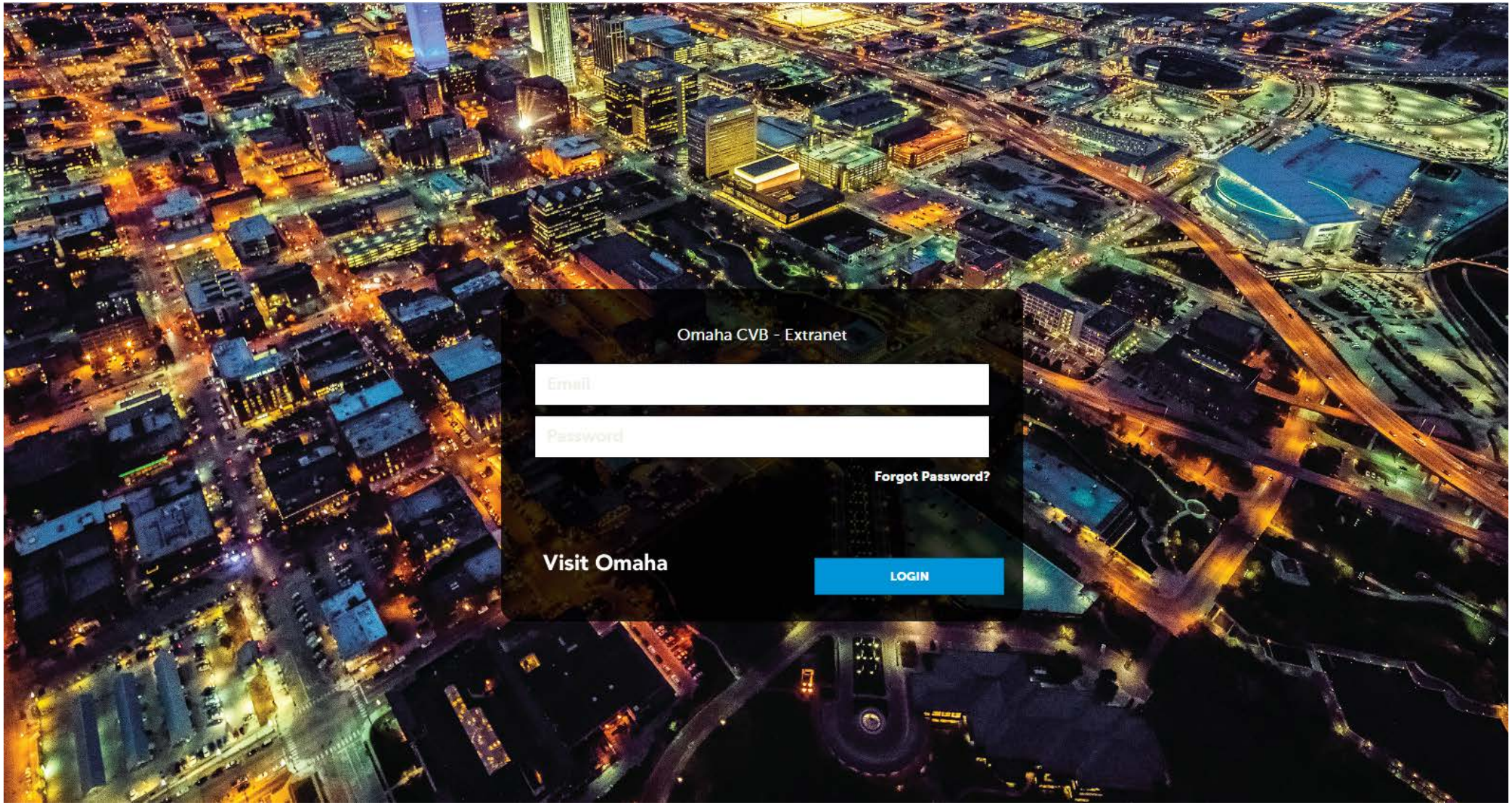
PARTNER EXTRANET TRAINING GUIDE:
ADDING SPECIAL OFFERS

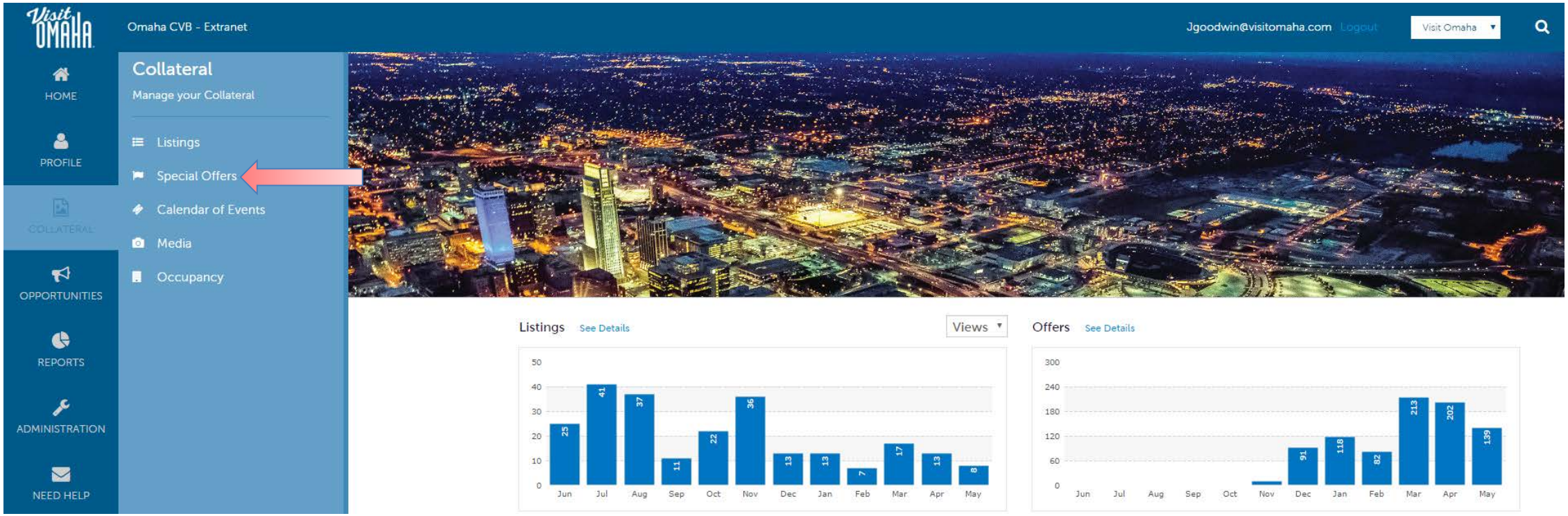
Questions, Comments, Concerns

Hotels: Sue Chevalier 402-444-1624 or schevalier@visitomaha.com
All other Partners: Jasmyn Goodwin 402-444-7024 or jgoodwin@visitomaha.com

LOGIN SCREEN

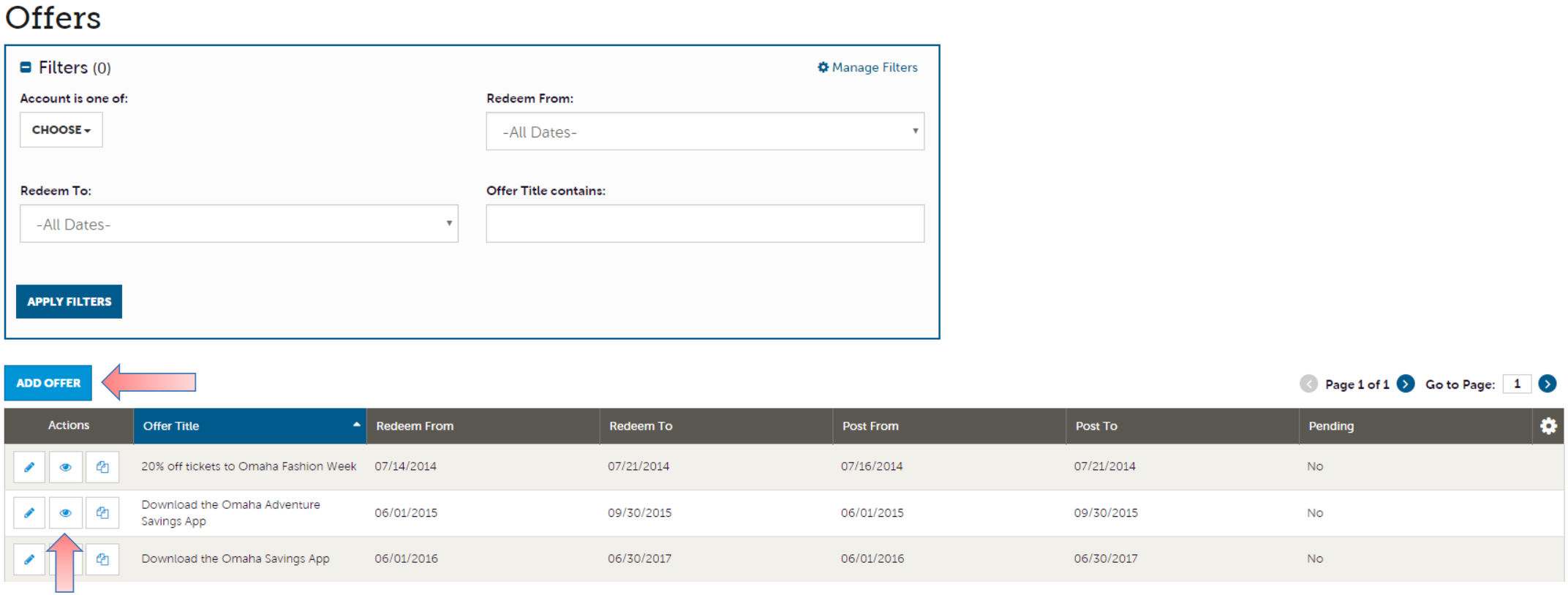


COLLATERAL–SPECIAL OFFERS



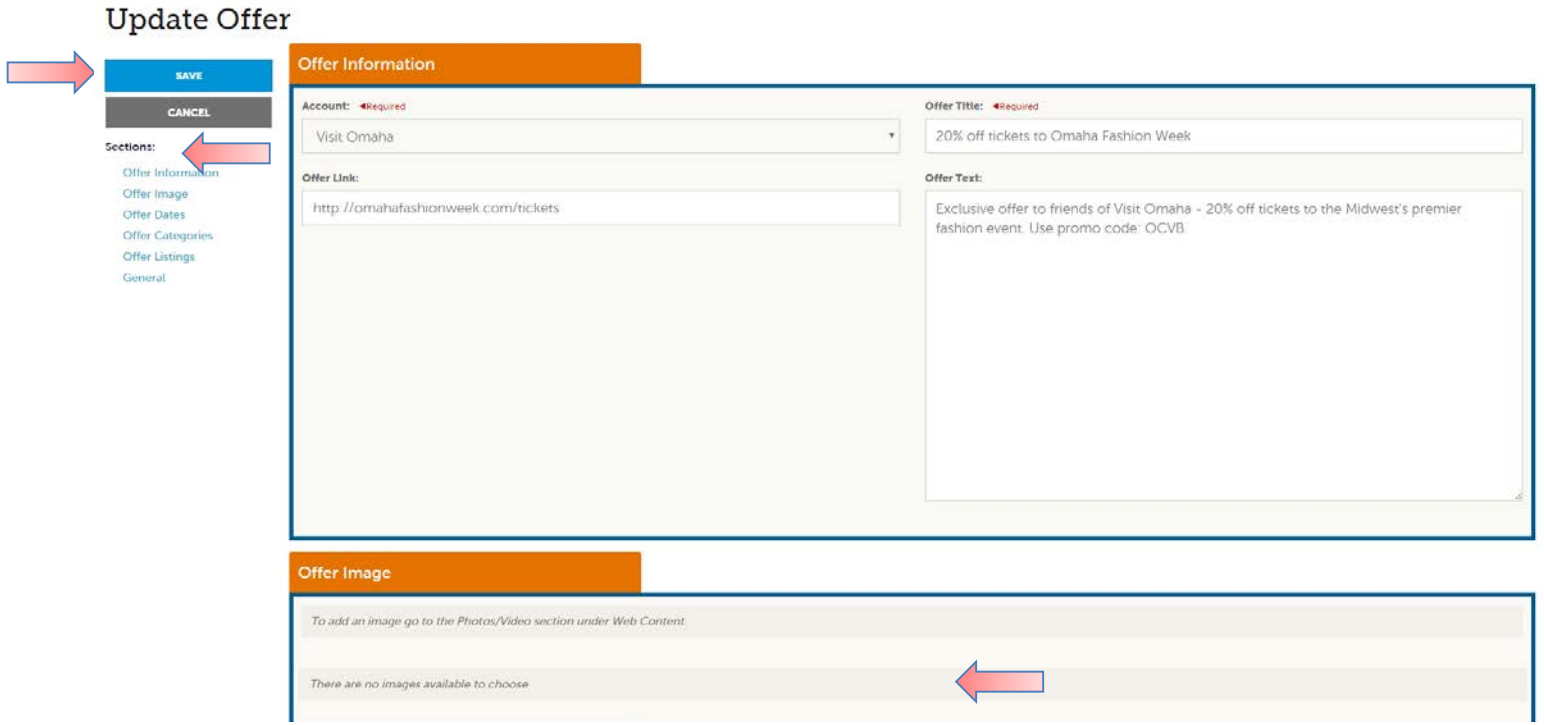
Clicking the **Collateral** icon, displays options for listings, special offers, calendar of events, media (i.e. images) and occupancy data submission.

ADDING SPECIAL OFFERS



After you click the **Collateral** icon and then **Special Offers**, you will be presented with your business's offers. The pencil icon will allow you to edit an existing offer. By clicking the eyeball icon, you can view the existing offer. The clone icon will allow you to duplicate an offer. You can also create a new offer by clicking the **Add Offer** button.

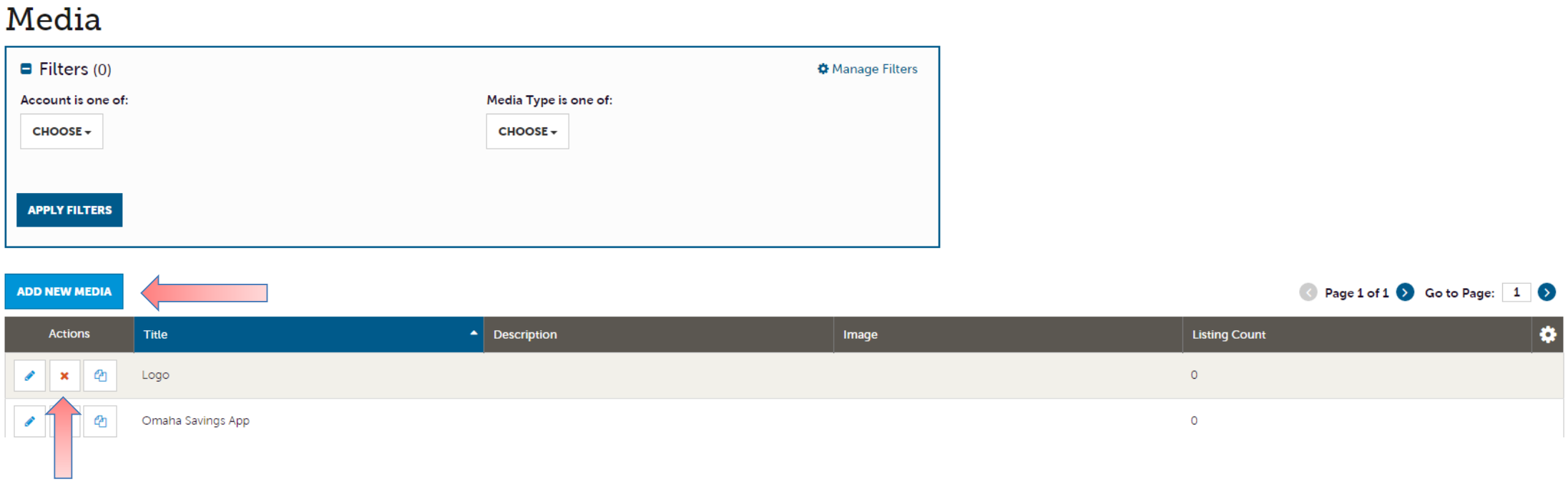
SPECIAL OFFERS (CONT'D)



When you view, edit, or add an offer, you can quickly scroll to a section on the page by clicking the links on the left of the page. If you are viewing an offer, the button in the top left will say **Edit**. If you are editing an offer, the top left will display a **Save** button. You must click the **Save** button before changes are applied! As with listings, you have the ability to attach images to your offers (see next page for details).

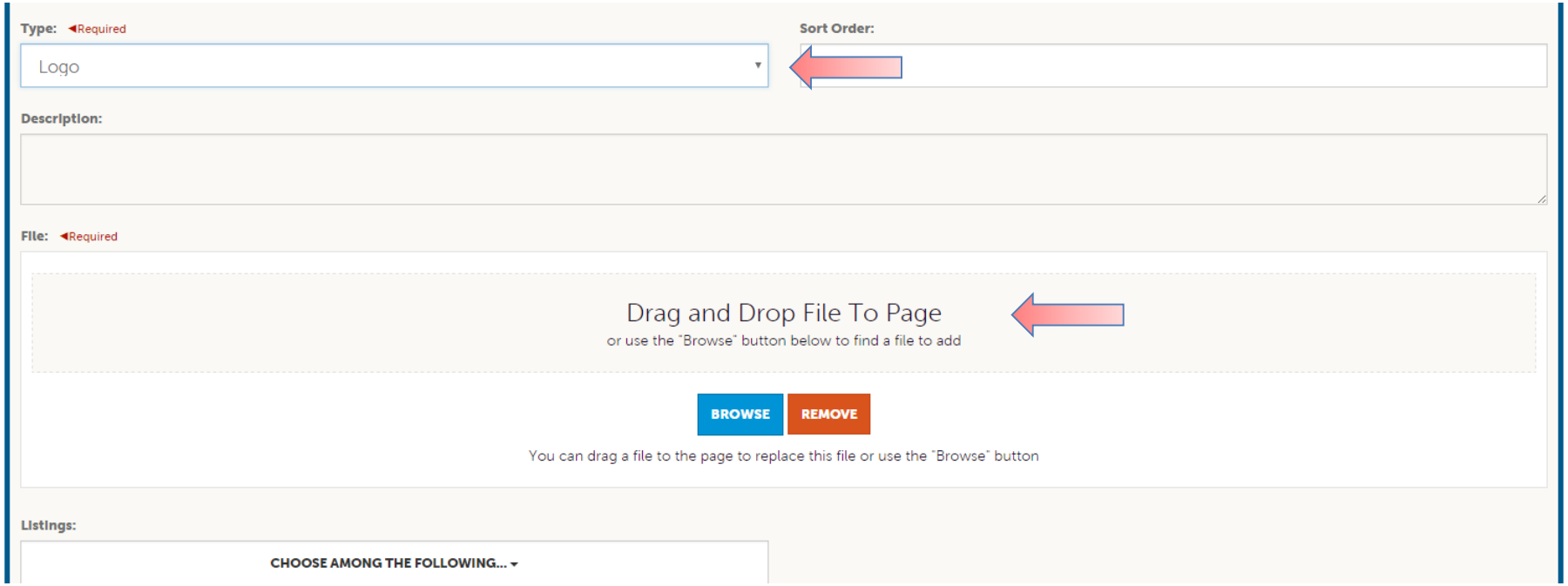
IMPORTANT NOTE: Any edits or adding of offers will require approval from Visit Omaha. Upon saving your updates, Visit Omaha will be notified of your changes/adds.

MEDIA - IMAGES



After you click the **Collateral** icon and then **Media**, you will be presented with your business's images available for use on listings and special offers. The pencil icon will allow you to edit an existing image. By clicking the red x icon, you can delete an existing image. The clone icon will allow you to duplicate an image. You can also create a new image by clicking the **Add New Media** button.

MEDIA - IMAGES(CONT'D)



When adding a new image, first select the **Type. Logo** is your primary image and should not be your business logo. **Image** is your secondary photo and can also be used for special offers.

You can browse your hard drive or drag and drop an image. Once you upload a new image or edit an existing one you can attach the image to one or multiple listings by selecting the **Listings** pull down menu.

IMPORTANT NOTE: All listing images should be 800px wide by 397px high. Images should be experiential and not a promotional graphic.

FIND MORE TRAINING GUIDES UNDER “PARTNER BULLETINS”

Questions, Comments, Concerns

Hotels: Sue Chevalier 402-444-1624 or schevalier@visitomaha.com
All other Partners: Jasmyn Goodwin 402-444-7024 or jgoodwin@visitomaha.com