

# New England Inns & Resorts

## Adding Offers

1. Login with your Username and Password at <https://www.newenglandinnsandresorts.com/login>
2. After logging in, go to Content > Add Content > Offer at the top of the page.
3. Fill in all the details pertinent to the offer:

The screenshot shows the 'Create Offer' form. At the top, there's a breadcrumb trail: 'Home > Node > Add content'. The form is divided into several sections. On the left, there's a sidebar with tabs: 'Details \*', 'Copy \*', 'Booking', and 'Dates \*'. The 'Details \*' tab is currently selected. The main content area has a 'Title \*' field at the top. Below it, there's a 'Rate' field with a placeholder text: 'Enter the rate for your package. Ex. Starting at \$159 a night, From \$59 etc'. Below the 'Rate' field is a 'Body \*' field with a rich text editor toolbar. On the right side of the form, there's a sidebar with sections: 'Last saved: Not saved yet', 'Author: deborah@neia.com', 'Revision log message', 'Briefly describe the changes you have made', 'META TAGS', 'URL ALIAS', 'AUTHORING INFORMATION', and 'PROMOTION OPTIONS'. The 'PROMOTION OPTIONS' section has two checkboxes: 'Promoted to front page' and 'Sticky at top of lists'. At the bottom of the form, there's a 'Published' checkbox and a 'Save' button.

- ✓ Title: Displayed in the short description on the results page (open text)
- ✓ Details: choose your property name and category themes for your offer
- ✓ Copy: Rate Field and Description of the offer (open text fields)
- ✓ Booking: url (link) and How to book instructions (open text)
- ✓ Dates:

### Offer Valid Dates:

Enter a Start and End date for the offer's validity at the property

The screenshot shows the 'Offer Valid' form. It has a title 'OFFER VALID \*' and a subtitle 'Start date \*'. Below the subtitle is a date field with the value '2018 - 05 - 29' and a calendar icon. Below that is an 'End date \*' field with a placeholder 'yyyy - mm - dd'. At the bottom, there's a text label 'Enter the dates this offer is valid at the property'.

### Offer Publish Dates

The offer can be scheduled to be published and unpublished at future dates. If left blank, the content will remain published.

**SCHEDULING OPTIONS**  
**Publish on**  

yyyy - mm - dd

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Enter a date. The time part is optional. The default time is 00:00:00. Leave the date blank for no scheduled publishing.

**Unpublish on**  

yyyy - mm - dd

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Enter a date. The time part is optional. The default time is 00:00:00. Leave the date blank for no scheduled unpublishing.

Once scheduling dates have been set and expired, they can be rescheduled.

**Important** - Offers will not be displayed on the site if either the VALID or UNPUBLISHED dates are hit (WHICHEVER COME FIRST).

You will be able to reuse Offers in the future if you choose to change the dates and information.

#### 4. Click **SAVE**

### **Want to promote your offer on your listing page?**

Under Promotion on the right-side bar, click sticky at top of lists.

**PROMOTION OPTIONS**  
☐ Promoted to front page  
☐ Sticky at top of lists

Questions? Email [nedra@neia.com](mailto:nedra@neia.com)