New England Inns & Resorts

Adding Offers

1. **Login with your Username and Password at <ins>https://www.newenglandinnsandresorts.com/login</ins>**

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:**

- ✓ 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

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The offer can be scheduled to be published and unpublished at future dates If left blank, the content will remain published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

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 | -- : -- : -- -- |

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Important - Offers will not be displayed on the site if either the VALID or UNPUBLISHED dates are hit (WHICHEVER COME FIRST).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