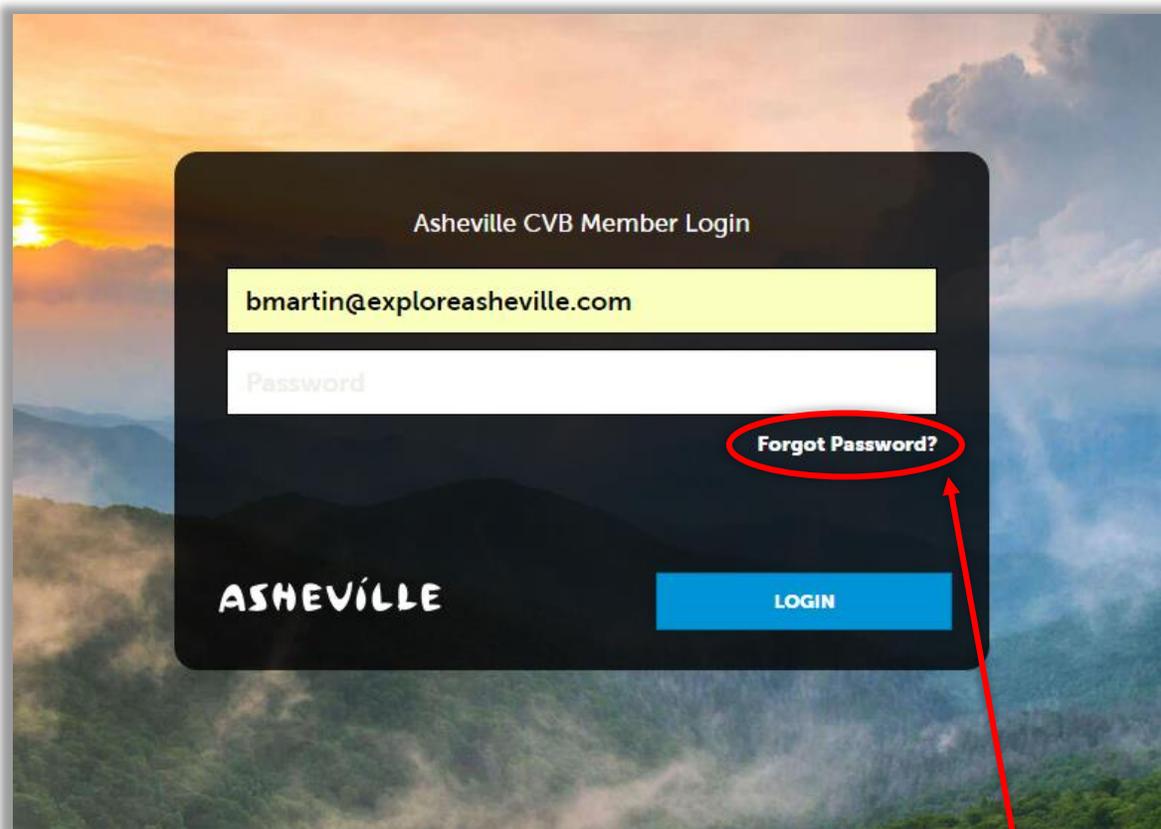


How To Add Coupons & Packages to ExploreAsheville.com

STEP 1

Go to the login screen, found at www.ExploreAsheville.com/Partners (we recommend bookmarking this site for easy access in the future)



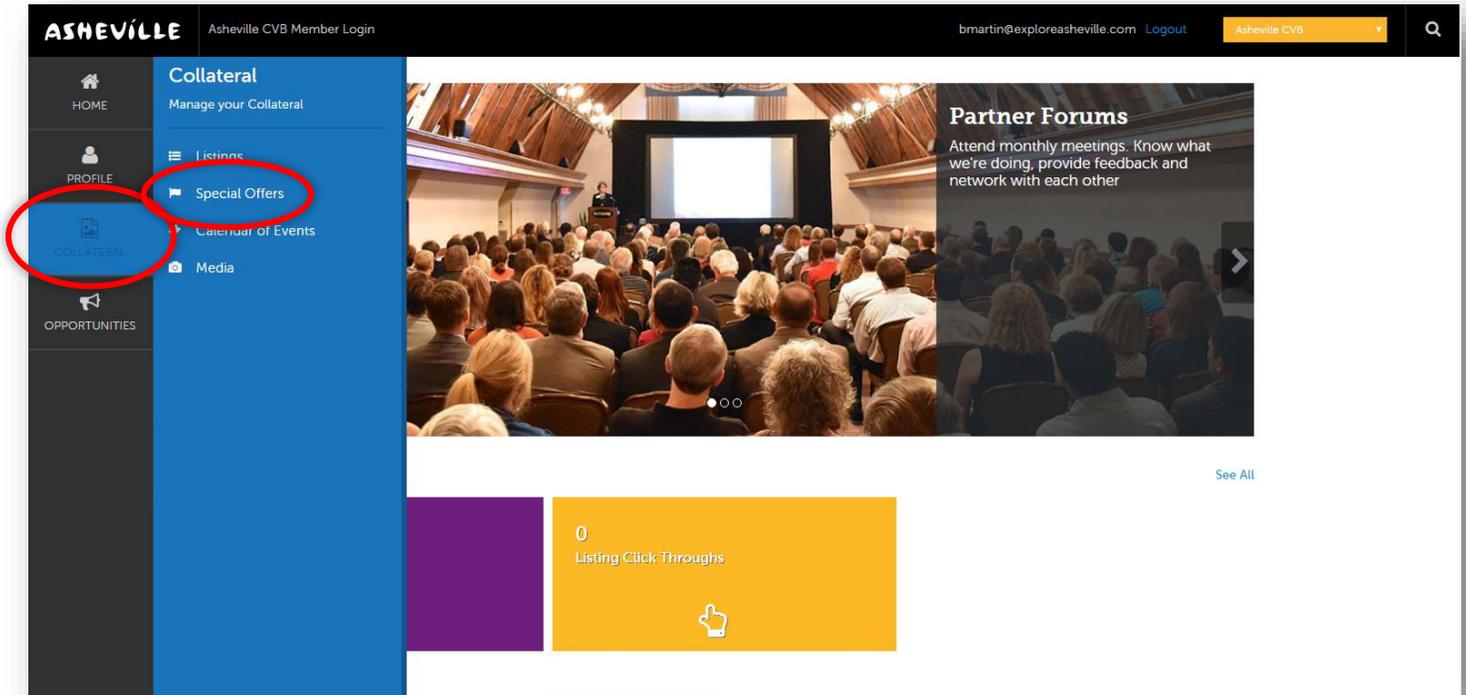
STEP 2

Enter your username and password to login.

Hint: Your username is your email address. If you forget your password click here

STEP 3

Click COLLATERAL in the left-hand navigation menu. Then click Special Offers on the blue sub-navigation menu.

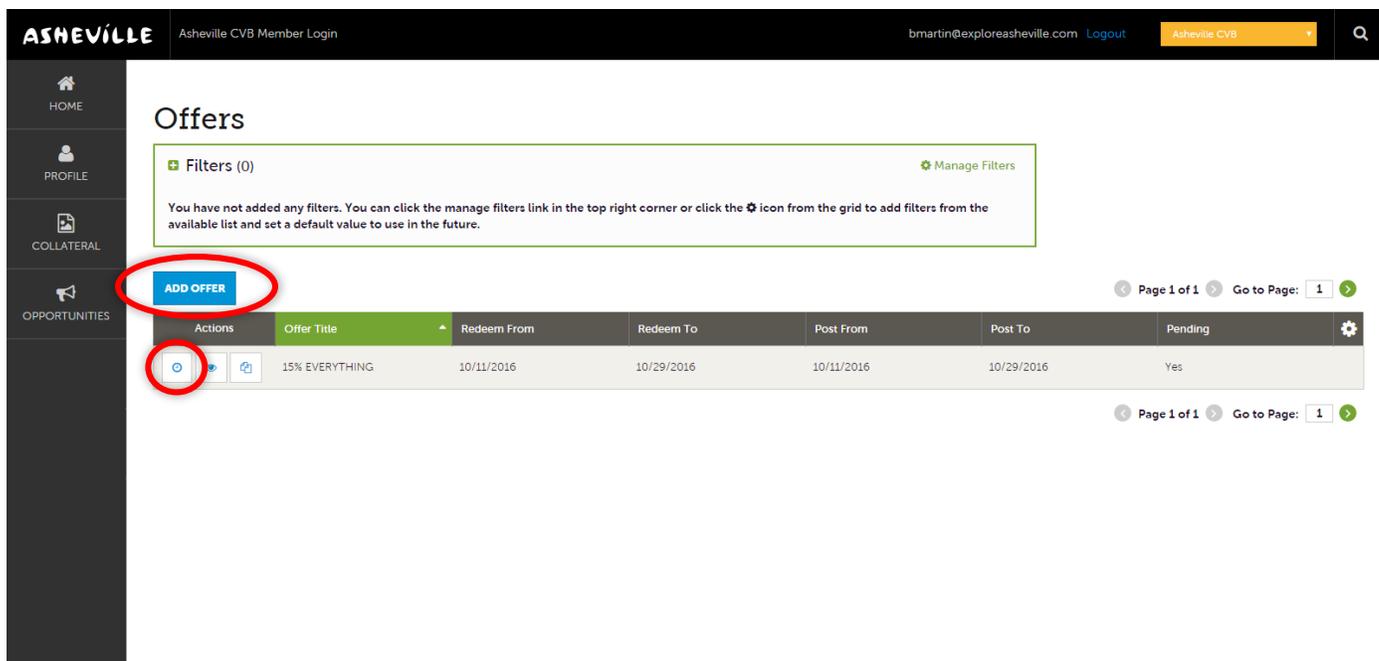


STEP 4

Click either the  pencil icon next to the coupon or package you wish to edit

OR

Click the blue ADD OFFER button to create a new package or coupon.



STEP 5

If editing an existing package or coupon, edit the available fields you wish to change and click the blue SAVE button at the top left.

If adding a new package or coupon fill out each section with as much information as possible and then click the blue SAVE button at the top left.

- Order Information: Make sure to include the title of the package and add the offer link to where the information exists on your own website.
 - Offer Image: Please note that you will only be able to select images that have previously been uploaded by you and approved by the CVB. (See Collateral > Media on your navigation menu to upload images or videos).
 - Offer Dates: Redeem From & Redeem To set the dates around when your customers can use the offer. Post From & Post To set the dates that the offer will appear on ExploreAsheville.com.
 - Offer Categories: Select all that apply. Are you offering a package (must contain accommodations + an area attraction or restaurant), a special discount (such as an Accommodation Deal or Attraction & Dining Deal) or an add-on (includes all of the Customize Your Stay categories)?
 - Offer Listings: Select which of your listings you would like the offer to appear under.
- ✓ Please note: Your changes will not automatically be visible on your listing, they will first go through an approval process that may take 48-72 hours. You will be notified via email when your changes are approved or denied.

Need help or have questions? Please contact us at PartnerSupport@ExploreAsheville.com.

Example of a Package Submission

New Offer

SAVE

CANCEL

- Sections:
- Offer Information
 - Offer Image
 - Offer Dates
 - Offer Categories
 - Offer Listings

Offer Information

Account: Required
Derek's Magnificent B&B

Offer Title: Required
Zipline On Down the Line Package

Offer Link:
https://www.exploreasheville.com/packages-deals/

Offer Text:
Asheville is known for its outdoor fun and adventure, but also it's great bed and breakfasts! Get your zipline on while enjoying a good night's rest at Derek's B&B. Package includes:

- Two nights at Derek's Magnificent Bed and Breakfast
- Two 1-day admissions to Acme Ziplines of Asheville
- Two Asheville Nalgene bottles to take on your journey
- \$50 gift certificate to Diamond Brand Outdoor retail store to stock up on outdoor gear

Package price: \$450-\$800, depending on the season. Please call us to book this package.

Please note, guests must book at least two weeks in advance to ensure availability for zipline tour.

Link where the package is posted on your website

Offer Image

Select an image



Make sure to upload an image first so it's available for you to choose

Redeem From & To: What time frame is the deal good?

Offer Dates

Redeem From: 11/15/2016

Redeem To: 07/31/2017

Post From: 11/04/2016

Post To: 07/17/2017

Post From & To: When should this deal display on our website?

Offer Categories

Offer Categories:
PACKAGES - OUTDOOR

What kind of package is it? Use these categories if you have a:

- Deal: Accommodation Deals, Attraction & Dining Deals
- Package (includes rooms): Packages and Seasonal Packages
- Add-on: Customize Your Stay

Which listings should this package or deal show up on?

Offer Listings

Offer Listings:
DEREK'S MAGNIFICENT B&B (TRAVEL GUIDE - ACCOMMODATIONS: ACCOMMODATIONS)