

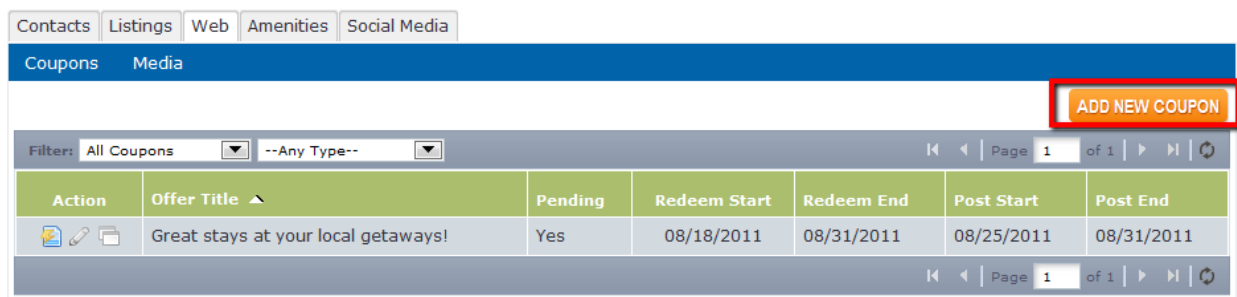
How to update Coupons, Special Offers and Packages using the GLCVB Extranet

COUPONS, SPECIAL OFFERS and PACKAGES –

Coupons, Special Offers and Packages are entered under the Web tab, Coupons.

Note: you should add your images to the Media tab first so you have them as options to select from when creating your coupon. You are not however required to add an image.

There are no coupons displayed in this example screenshot; however **coupons, special offers and promotions are all added using the Coupons section.**



Coupons and packages are referred to as “Special Offers” on the website and are grouped by type. The offer types change throughout the year based on seasons, holiday themes, etc.

The following is a screenshot of the Special Offers page on Lansing.org. Your offers can also be viewed in your detailed member listing (if you chose to make them visible there) and are displayed as a tab to select.



There are several types of Special Offers you can choose from as shown below. Again, the options change as needed, and also based on whether there are current offers of a particular type.

Special Offers

Packages

Where To Eat - Special Offers Example Offer

WHERE TO EAT

Getaway and Date	Offer Valid 02/15/2012 - 03/01/2012	Add to Itinerary
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The English Inn

This superb package includes an Prime Rib dinner for two, an overnight stay and a breakfast for two at the English Inn. Call for reservations at (517) 853-2600. *Available Sunday-Thursday... [more](#)

Each section opens with a list of current offers

Packages Example packages

Specify your vacation plans and get a bundle of fun with...
 Choose from one of our many packages for a 2012 and enjoy the Greater Lansing getaway you won't soon forget.
 Romance Packages | Family Packages | Golf Packages

ROMANCE PACKAGES

Bella and Bonquet Package	Offer Valid 12/09/2011 - 05/31/2012	Add to Itinerary
Charming Inn & Suites		
Includes: Overnight accommodations in one of our beautiful rooms. Flavors Chocolates \$29 VISA gift card. Late checkout not included in the morning. Call for later Call (517) 821-7928 to book the Bella... more		
Romance Package	Offer Valid 12/09/2011 - 05/31/2012	Add to Itinerary
Includes: \$144 plus tax. Bottle of champagne. Hot breakfast for two. Your romantic night out begins at the Lansing Courtyard by Marriott. Upon arrival you will receive a bottle of... more		
Escapist Romance Package	Offer Valid 12/09/2011 - 05/31/2012	Add to Itinerary
Includes: 2012 Lansing getaway at Charming Inn . Includes: \$199.95 plus tax. Breakfast for two guests in Blue 43 One; bottle of champagne upon arrival. Available Saturdays Only! Escape to this great destination! Best Lansing location; just one block... more		
Getaway and Date	Offer Valid 02/15/2012 - 03/01/2012	Add to Itinerary
The English Inn		
Includes: This superb package includes an Prime Rib dinner for two, an overnight stay and a breakfast for two at the English Inn. Call for reservations at (517) 853-2600. *Available Sunday-Thursday... more		
#2 Romance Package		Add to Itinerary
Includes: Inn of Lansing		

When the package name is clicked on, this opens and can be printed for presentation by the visitor:

Greater Lansing Michigan

Internet Special Offer
 ©2012 Greater Lansing Convention and Visitors Bureau

[Print](#) [Add to Itinerary](#)



Park & Fly
 University Quality Inn

Offer Valid 02/07/2012 - 02/07/2013

Includes:

- Overnight stay in one of our beautifully decorated guest rooms
- Full hot breakfast in the morning featuring sausage, bacon, eggs, assorted baked goods, coffee, tea and juice
- Transportation to and from Capital Region International Airport with appointment

When creating your offer, **please do not include your property name in the title** as it will be automatically added under the package name when displayed on the website.

Colored fields are required.

Coupon Information

Offer Title:

Offer Link:

Offer Text:

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<p>Enjoy a king suite and each other's company with delicious chocolate covered strawberries!
Room will include a hot breakfast for two, as well as a late checkout at 1:00 pm. Upgrade to a
suite with an in-room whirlpool for only $20.00! </p>
<p>$99 King Suite with a king bed & sleeper sofa OR standard room with 2 double beds.</p>
<p>$119 King suite with in-room whirlpool</p>
<p>$139 Whirlpool king suite with king bed, sleeper sofa/sitting area, in-room whirlpool, wet-bar
area.</p>

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Coupon Image

The image selected will show as a preview in the Selected Image window (right) – no image shown in this example.

Selected Image:

Coupon Dates

Redeem From:
Redeem To:

Post From:
Post To:

Coupon Categories

Available categories to display your coupon/special offer are listed here. Click on the name in the "Available" column and then the arrow to move it to the Selected column.

Available	Selected
Things to Do	Where to Stay
Where to Eat	Romance Packages
Shopping	Seasonal Specials
Family Packages	
Golf Packages	
INCH - Block Rates	

Comfort Inn & Suites of Lansing (Website: Where To Stay: Hotel / Motel)
 Comfort Inn & Suites of Lansing (Website: Meeting Facilities: Other Accommodations)
 Comfort Inn & Suites of Lansing (Sports Website: Where To Stay: Hotel / Motel)
 Comfort Inn & Suites of Lansing (Sports Website: Meeting Facilities: Other Accommodations)

To have this offer display as a tab in your various listings - check the box next to each.

Additional Information

Hide on Web Listings:
 Yes
 No

To have the offer hidden from all listings, select yes. No is the default.

As shown above, you can choose to display the coupon/special offer on both Lansing.org (referred to as simply Website) and also on LansingSports.org (referred to as Sports Website).