

## **ADDING A NEW ENTRY**

***Package Details*** - This section provides the details on your package / offer.

1. Title of Offer Main title or name of your package or offer as you want it to appear on the coupon.
2. Type Select whether your information qualifies as a Package or an Offer according to the criteria.
3. Category Select the main category for which your package / offer should be listed under for searching. Up to 2 additional categories can be selected in the next section.
4. Related Categories Select an additional 2 categories for your package / offer to be associated with for searches.
5. Travelway Select which travelway your package / offer is valid for (ie. Place of business / operation)
6. Affiliation Unlimited choice to select your operation's affiliations. If a particular affiliation is not shown, please inform the administrator.
7. Description Provide the details associated with your package / offer. Maximum 75-80 words. Please note this section should not include the terms and conditions of the package / offer - this is provided for elsewhere.
8. Activation Select from the calender the starting date for the validity of the package / offer.
9. Expiry Select from the calender the ending date for the validity of the package / offer
10. Offer Summary This is provided as an additional tagline for your offer that summaries the special; ie. highlight or subtitle.
11. Start Date Select when you would like to have your package/offer begin to be displayed on the website.
12. Duration Display space is currently provided on the website in 3 month blocks. In this section, please select the amount of time you would like this particular package/offer to be visible on the website.
13. Conditions Indicate any special terms or conditions associated with your

package / offer. ie. Valid Sunday to Thursday; Not valid in conjunction with any other offers; Based on double occupancy; etc. We strongly recommend adding “Mention this coupon when making reservations” to any other conditions you may have.

**Business Details** - This section provides the details on where your operation is located or where the package / offer coupon can be redeemed.

14. Name Business / operation name
15. Address Physical address of the operation
16. City
17. Province
18. Postal Code
19. Phone Local phone number
20. Fax
21. Toll free phone number
22. Website Please ensure the link is to a working and valid site. To ensure a proper link, add <http://> prior to your full website address.
23. Email Email address of the person responsible for the package / offer or those who will validate it.
24. Logo You are able to attach a logo or small graphic / visual image as part of your package / offer. Select “choose logo” which will enable you to browse your own records to attach the appropriate logo or image. Select “view” to determine if the logo/image is correct. Once uploaded, the system will store any logos/images associated with your contact name for future use.

**Publications** - This section will inform you when special promotional opportunities / publications are available for participation.

When you have entered the information, please select preview to be shown how your package / offer will appear on the site and/or in subsequent publications. If edits need to be made, please go back to the appropriate field and make any changes. If you are satisfied with how the

package / offer will appear, select OK. By doing so, this will serve as your approval of the draft - no additional approval form will be sent. Once the draft has been approved by the Department, an invoice will be sent electronically for your records and payment.