

Add/ Edit Promotions

1. Click [Control Panel > My Workspace > Promotions](#)
2. Click **Add** to create a new promotion or **Edit** to change an existing one.

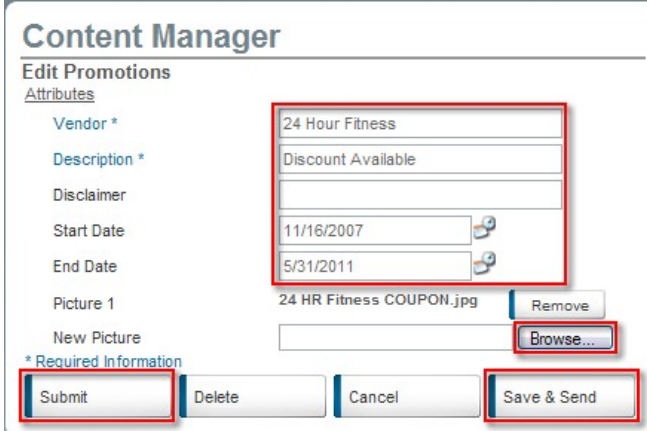


Content Manager **Add** Remove | Send

Promotions - 14 entries

<input type="checkbox"/>	Vendor	Description	Start Date	End Date	Active	
<input type="checkbox"/>	24 Hour Fitness	Discount Available	11/16/2007	5/31/2011	Yes	Edit
<input type="checkbox"/>	California Dining Services	15% Discount off Catering Orders	2/23/2010	5/31/2010	No	Edit
<input type="checkbox"/>	Cost Plus	40% Discount with Coupon	2/5/2008	8/31/2011	Yes	Edit
<input type="checkbox"/>	Daphne's Greek Cafe	Buy one get one free	5/13/2009	6/13/2009	No	Edit
<input type="checkbox"/>	El Dulche	15% discount off lunch combo meals	2/26/2010	4/30/2010	No	Edit

3. Enter the **Vendor** of the promotion (i.e. *CB Cafe*)
4. Enter a brief **Description** of the promotion.
5. Enter a **Disclaimer** if applicable.
6. Enter a **Start Date** and **End Date**.
7. Click **Browse** to upload a picture containing a printable flyer or coupon.
8. Click **Submit** or **Save & Send**.



Content Manager

Edit Promotions

Attributes

Vendor * 24 Hour Fitness

Description * Discount Available

Disclaimer

Start Date 11/16/2007

End Date 5/31/2011

Picture 1 24 HR Fitness COUPON.jpg Remove

New Picture Browse...

* Required Information

Submit Delete Cancel **Save & Send**