

**EVERY
HERO**

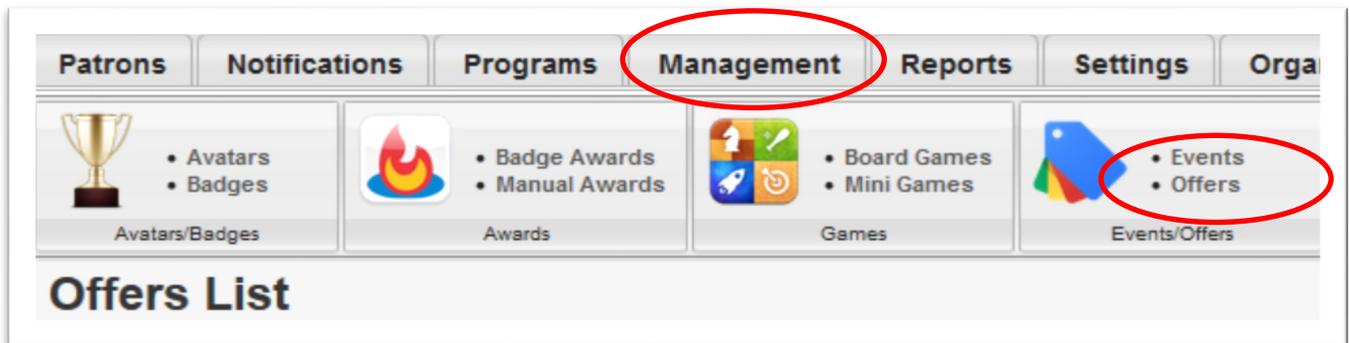
HAS A STORY



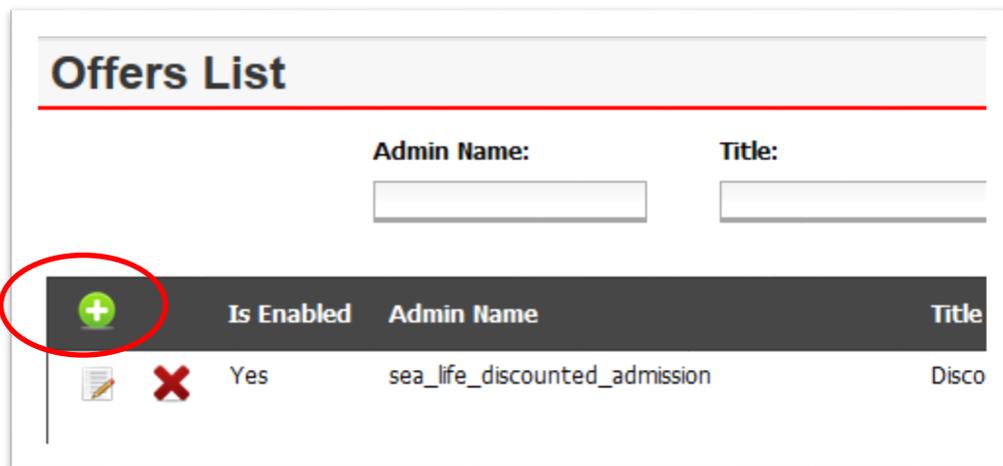
**Creating Offers
Training Toolkit**

Creating Offers

Log into the SRP Admin site and click on the “Management” tab. Then click “Offers.”



Click on the green “+” at the top of the page to create a new Offer.



First, check the “Enabled” box to make your Offer active. Give your Offer an Admin name that library staff will see. In the Title field, enter the name of the Offer that your users will see.

Enabled:

Admin Name:

Title:

Creating Offers

If your offer is located on a website outside of this program, check the “Redirect Externally” box and enter a Redirect URL. In the “MaxImpressions” field, enter the number of Offers that are available, ex: if an organization gives you 500 discount coupons, enter “500” in the box. Enter a zip code, ages, program and library if you wish. Click the green “+” to continue.

Redirect Externally:

RedirectURL:

MaxImpressions:

TotalImpressions: 0

SerialPrefix:

ZipCode:

AgeStart:

AgeEnd:

ProgramId: [Select a Value] ▼

BranchId: [Select a Value] ▼

You should see a message that says “Record added successfully” at the top of the screen. This means that the information has been added to the database, but to complete the Offer you still need to add a photo. Click “Browse” to find your file, and then “Upload” to add it to the record.

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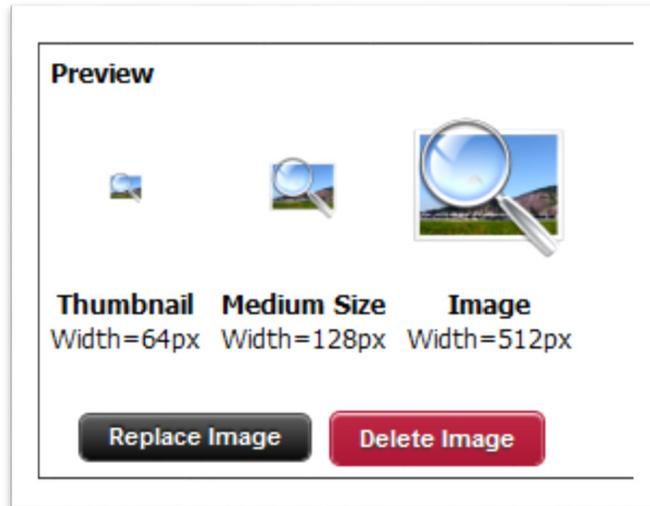
SerialPrefix:

Upload Image:

desert photo.JPG

Creating Offers

If you have successfully uploaded your photo, you should see a “Preview” box (though you may not see the actual photo). Once you see this box, click the “Save” or “Save and Return” icon to complete the record.



Your Offer should appear in the Offers List with a thumbnail of your photo.

