

Promotion How To Guide

1) Login to the corporate site

Using your Narnoo username and password login to the corporate portal.

- Port Douglas And Daintree Member's URL: <http://coporate.pddt.com.au/>

2) Open Promotions page

Once you have logged in you will see a Promotions menu item. From here you can open the form to create your offering.

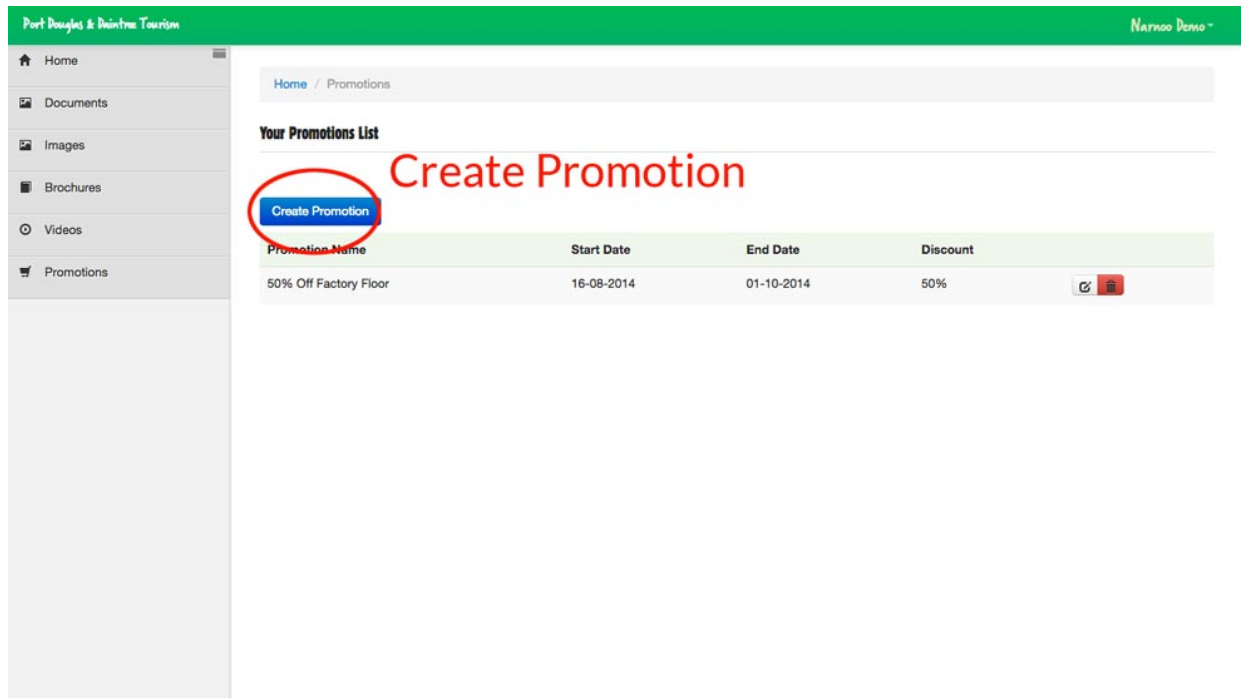


3) Promotions List

This promotions page will show you a list of all your current promotions. From this page you can:

- create promotions
- edit promotions
- delete promotions

To create a promotion press the blue "Create Promotion" button.



4) Create A Promotion

Fill in the create promotions information to create your new promotion:

Required information:

- Promotion Title
- Promotion Description
 - A brief description of the promotion
- Promotion Start Date
 - That date you want the promotion to appear
- Promotion End Date
 - The date you want the promotion to be removed

Promotion URL

If you have a link that you want to send the viewer to then you can add this in the Promotion URL section.

Promotion Discount

The percentage off recommended retail price

Promotion Price

A discounted price.

For the promotion please enter either a discount or a single monetary price. For example:

Promotion Discount: 50

Promotion Price: 100

Please do not enter both as there can only be one promotion offering.

The screenshot shows a web application interface for creating a promotion. The header is green with the text 'Port Douglas & Districts Tourism' on the left and 'Naimoo Demo' on the right. A sidebar on the left contains navigation links: Home, Documents, Images, Brochures, Videos, and Promotions. The main content area has a breadcrumb trail 'Home / Promotions / Create Promotion' and a title 'Create Promotion'. Below this is a 'Promotion Information' section with the following fields:

- Promotion Title***: A text input field with a character count of '60 character(s) left'.
- Promotion Description***: A larger text input field with a character count of '200 character(s) left'.
- Promotion Start Date***: A date input field.
- Promotion Expiry Date***: A date input field.
- Promotion URL**: A text input field with placeholder text 'Enter website' and a note 'Do you have a website for this offering?'.
- Promotion Discount**: A text input field with placeholder text 'Enter %' and a note 'Only enter if offering a percentage discount!'.
- Promotion Price**: A text input field with placeholder text 'Enter price' and a note 'Only enter if offering a set price!'.
- Promotion Code**: A text input field with placeholder text 'Enter code' and a note 'Only enter if a promotional code is associated with this offering.'.

At the bottom of the form is a blue button labeled 'Save Promotion'.

4) Save Promotion

Once saved your promotion will appear live on relevant pages once the start date has been reached.