

Special Offers

Use the following instructions to enter an example special offer to familiarize yourself with the process. Continue by entering a special offer you wish to display on the site. Since there is a limit of two special offers at any one time, you will receive an error message if you try to enter more than two. You may choose for your special offer to be available for purchase on-line or you may choose to have just a regular, printable special offer, with no link to the shopping cart. Click the "?" next to each field for detailed online help sections. If you have trouble or have any questions please feel free to contact Ecomshare (970.577.1399 or Diana@ecomshare.com) or your sales representative.

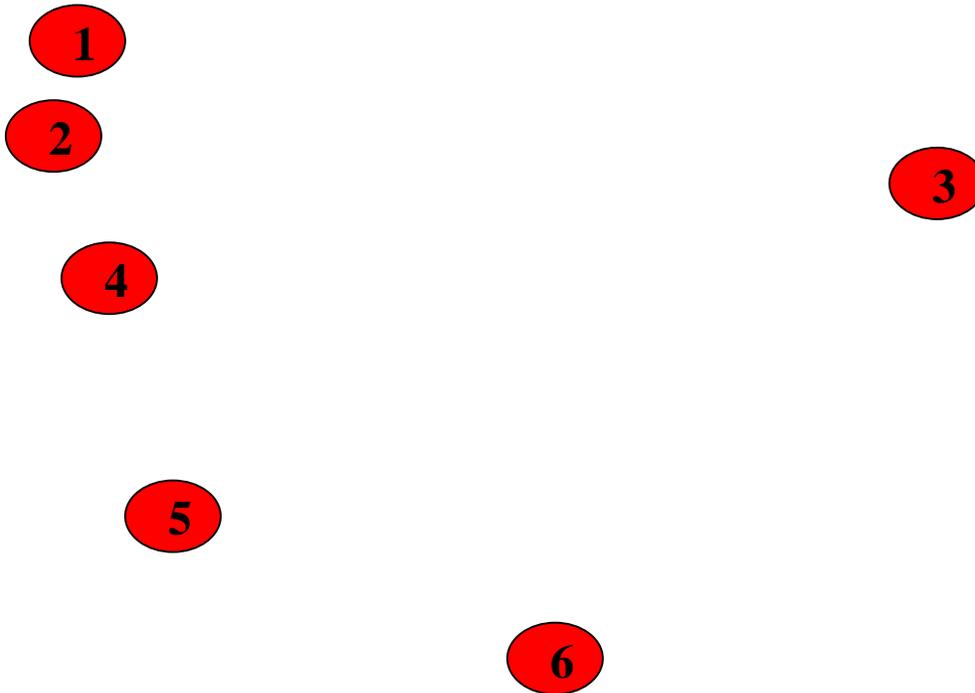
1. Go to http://_____.ecomshare.com/members/admin and enter the login and password provided to you in the welcome email you received.

2. Click "Login".



3. Click "Special Offers".

4. This is the screen that displays your special offers, there are none showing, since we have not yet entered one. Click "Enter a Special Offer".



1. Enter the "Special Offer Name".
2. Enter a "Description". This is where you provide specific details and restrictions of your offer. You are limited to 50 words.
3. Enter the "Product Keywords". These are the criteria which determine matches when a customer searches. You may use as many as you'd like at no extra charge. We recommend entering all forms of descriptions to make it as easy as possible for customers to find your special offers. Make sure to use the plural form of the word. Examples: desks, furniture, office, wood.
4. Enter the "Special Price". First enter a "Retail Price" to show the consumer the savings they will receive. If you are not making your special offer available for online purchase, leave both of these fields blank.
5. Now "Select the Category" that your product fits into. If you're offer fits into more than one category, hold down the control key to select more than one category. Customers can search by both category and keywords to find your offer.
6. Click "Save" to commit your work.

1. Now you will see your entry listed as one of two special offers. You are now ready to upload a photo for the product or logo for your company.
2. Select the circle next to the offer where you wish to enter a picture.
3. Click "Edit Offer".

1. Scroll to the bottom of the page.
2. Click "Add/Replace Picture."

1. This opens a new window called the "Image Uploader".
2. Proceed by clicking the "Browse" button to locate the image on your computer. Select the image you desire, click "Open", and click the button "Upload Now" in the Image Uploader window. It must be a .jpeg or .gif file and can be a maximum of 175 pixels (either height or width). If your image is too big, you will receive an error message.
3. You will receive a message that says "Success" and your image will appear on the product detail page. Now just close the Image Uploader window. Click "Save" to return to the product listing page.
4. Follow this process to enter your other special offer.

1. Now lets look at your special offer. Go to your community site and search for your business name.
2. Here is your business listing. Click "Specials".



1. Here is your member listing that displays all of your business information. Notice at the bottom you can see the special offer you just entered. A customer can print this offer and bring it into your store to redeem it.