

# **Sedona Chamber: Local News & Deals**

A step-by-step guide on how to submit an entry on the  
“Local News & Deals” page on [SedonaChamber.com](https://SedonaChamber.com)





# LOCAL NEWS & DEALS

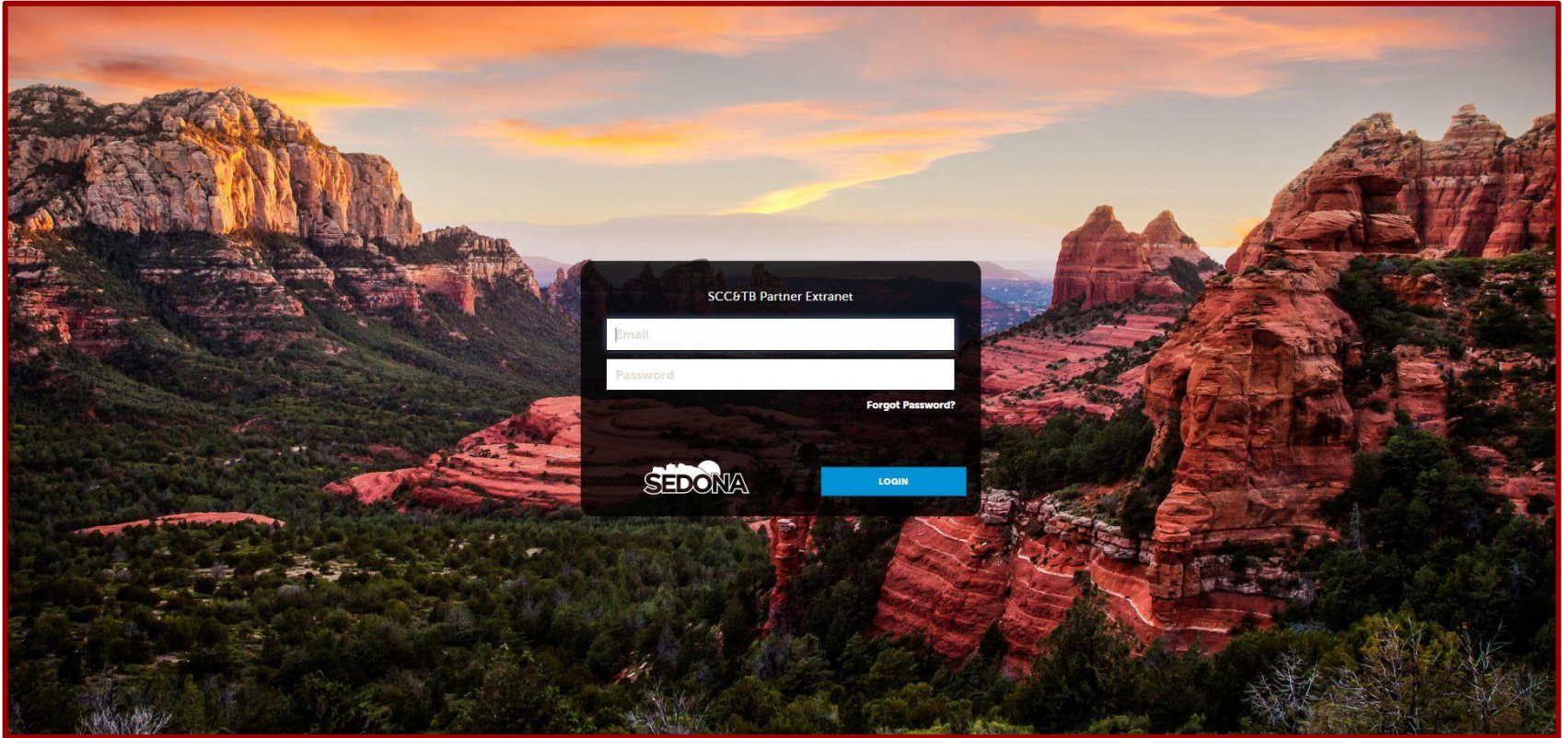
## SHOP, DINE, PLAY **LOCAL.**



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**The former “Local eNews” now reaches 135,000 viewers on SedonaChamber.com!  
See various specials, events and announcements below.**

## Step 1: Log into the [Partner Extranet](#)



## Step 2: Click on “Special Offers” located in the Collateral tab

The screenshot displays the Sedona Extranet interface. The top navigation bar includes the Sedona logo, the text "SCC&TB Partner Extranet", the email "ssterling@sedonachamber.com", a "Logout" link, and a dropdown menu for "Sedona Chamber of Commerce & Tourism Bureau". Below this is a sidebar with icons for HOME, PROFILE, COLLATERAL (highlighted with a red box), OPPORTUNITIES, REPORTS, ADMINISTRATION, and a "NEED HELP? EMAIL YOUR QUESTION!" link. The "Collateral" section is expanded, showing a list of options: Listings, Special Offers (indicated by a red arrow), Calendar of Events, and Media. The main content area features a large image of a yellow and blue "SEDONA SHUTTLE" bus with the text "Learn about the Sedona Shuttle", "Trail Head Shuttle", and "Times & Details". Below the image is a "Partner News" dropdown menu and a list of news items, including "(Not Read) Sedona Chamber of Commerce Partner Extranet" and "(Not Read) Sedona Chamber of Commerce & Tourism Bureau Research and Marketing".



# Step 3: Click the blue “Add Offer” button

SEDONA

SCC&TB Partner Extranet

sssterling@sedonachamber.com Logout

Sedona Chamber of Commerce & Tourism Bureau

Q

HOME

PROFILE

COLLATERAL

OPPORTUNITIES

REPORTS

ADMINISTRATION

NEED HELP? EMAIL YOUR QUESTION!

## Offers
















+ Filters (0)

Manage Filters

You have not added any filters. You can click the manage filters link in the top right corner or click the ⚙ icon from the grid to add filters from the available list and set a default value to use in the future.

ADD OFFER

Page 1 of 1 Go to Page: 1

Actions	Offer Title	Redeem From	Redeem To	Post From	Post To	Pending	⚙
  	2016 Sedona SuperPass	07/16/2014	11/29/2016	07/16/2014	11/29/2016	No	
  	Join the Sedona Chamber	05/08/2024	06/05/2024	05/08/2024	05/22/2024	No	
  	Sedona Restaurant Week	11/09/2015	12/13/2015	11/09/2015	12/13/2015	No	
  	SuperPass Coupon Book	08/14/2014	01/31/2015	08/14/2014	01/16/2015	No	
  	Test 1	05/29/2018	06/02/2018	05/29/2018	06/02/2018	No	

## Step 4: Fill out the fields with your offer/event information

The screenshot shows a web interface for creating a new offer. On the left is a dark sidebar with navigation links: HOME, PROFILE, COLLATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and NEED HELP? EMAIL YOUR QUESTION!. The main content area is titled 'New Offer' and includes 'SAVE' and 'CANCEL' buttons. Below these are links for 'Offer Information', 'Offer Dates', 'Offer Categories', 'Offer Listings', and 'Offer Image'. The 'Offer Information' section is active and contains several required fields: 'Account' (a dropdown menu), 'Offer Link' (a text box with a 255-character limit), 'Offer Title' (a text box), and 'Offer Text' (a large text area with a 500-character limit). Red arrows point from callout boxes to these fields: one to the 'Offer Link' field with the text 'If you have an external link where visitors can view the event or offer, enter that here', another to the 'Offer Title' field with the text 'Name of Event or Offer', and a third to the 'Offer Text' field with the text 'Enter a description for your featured event or offer'. A reference link for 'Sedona Chamber of Commerce Coupon Requirements' is also present at the top of the form.

**New Offer**

**SAVE** **CANCEL**

Sections:

- [Offer Information](#)
- [Offer Dates](#)
- [Offer Categories](#)
- [Offer Listings](#)
- [Offer Image](#)

**Offer Information**

For your reference, more information can be found in our Coupon Criteria: [Sedona Chamber of Commerce Coupon Requirements](#)

**Account:** ◀Required

--Choose One--

**Offer Link:**

Maximum of 255 characters are allowed in Offer Link.

**Offer Title:** ◀Required

Name of Event or Offer

**Offer Text:** ◀Required

Enter a description for your featured event or offer

Character Limit: 0/500

## Step 4: Fill out the fields with your offer/event information

SAVE

CANCEL

Sections:

Offer Information

Offer Dates

Offer Categories

Offer Listings

Offer Image

Offer Dates

The "post" dates control when the event/coupon is shown on the Sedona Chamber "Local News & Deals" page, and the "redeem" dates control the printed redeemable dates on the coupon. You may leave the redeem dates empty if they do not apply to your submission. "Local News & Deals" event/coupons can be posted for a maximum of 2 weeks from the selected "Post From" date.

<b>Post From:</b> ◀Required	<b>Post To:</b> ◀Required
<input type="text"/>	<input type="text"/>
<b>Redeem From:</b> ◀Required	<b>Redeem To:</b> ◀Required
<input type="text"/>	<input type="text"/>

Offer Categories

Please (only) select the Offer Category "Local News & Deals"

Offer Categories:

LOCAL NEWS & DEALS ▾

\* Please note, the **Local News & Deals** category is specifically tied to the Sedona Chamber website. No other categories can be assigned in tandem with the **Local News & Deals** category. If you wish for this coupon to also feed to the VisitSedona.com website, you can simply clone the new coupon (once approved) and select the appropriate category(s). All other categories feed to VisitSedona.com

## Step 4: Fill out the fields with your offer/event information

SAVE

CANCEL

Sections:

- Offer Information
- Offer Dates
- Offer Categories
- Offer Listings
- Offer Image

Offer Categories:

LOCAL NEWS & DEALS ▾

Offer Listings

Choose which listing to associate the event/coupon with

Offer Listings:

CHOOSE AMONG THE FOLLOWING... ▾

Offer Image

We recommend you include an image for the visual appeal of your event/coupon. Images must be uploaded to the Collateral > Media section before they can be selected here. The recommended format is JPG, sized 965px W by 724px H (2MB), or with an aspect ratio of 16:9

There are no images available to choose



# Step 5: Hit Save

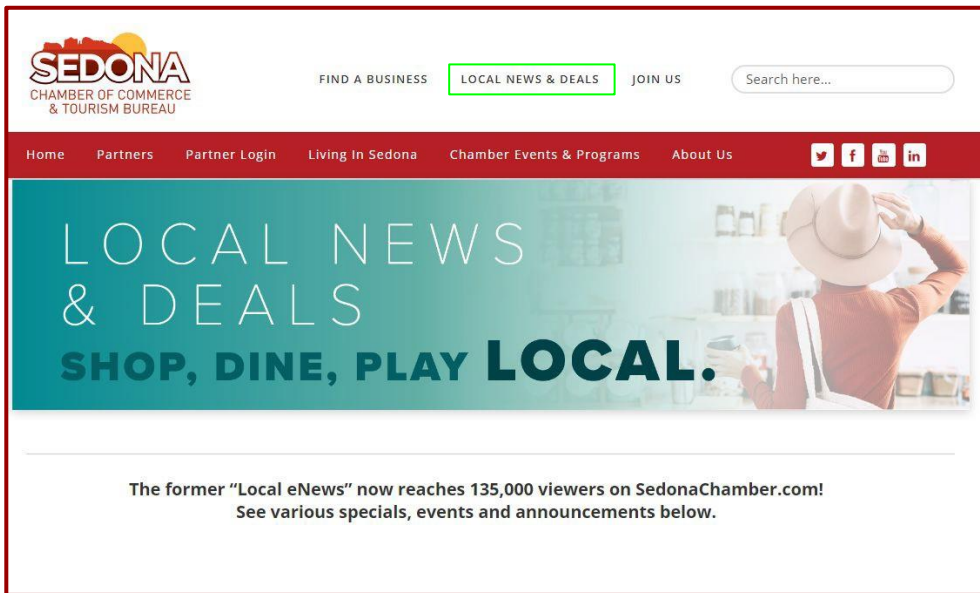
The screenshot shows a web browser window with the URL `sedona.extranet.simpleviewcrm.com/specialoffers/#/edit`. The browser's address bar and tabs are visible at the top. The page header includes the Sedona logo, the text "SCC&TB Partner Extranet", the user email `ssterling@sedonachamber.com`, a "Logout" link, and a dropdown menu for "Sedona Chamber of Commerce & Tourism Bureau".

The main content area is titled "New Offer". Below the title, there are two buttons: a blue "SAVE" button and a grey "CANCEL" button. A red arrow points to the "SAVE" button. To the left of the "New Offer" section is a sidebar with navigation links: HOME, PROFILE, LATERAL, OPPORTUNITIES, REPORTS, ADMINISTRATION, and HELP? EMAIL? QUESTION!.

The "New Offer" form is divided into sections. The "Offer Information" section is highlighted. It contains a message: "For your reference, more information can be found in our Coupon Criteria: [Sedona Chamber of Commerce Coupon Requirements](#)". Below this message are four required fields:

- Account:** A dropdown menu with the text "--Choose One--".
- Offer Title:** A text input field.
- Offer Link:** A text input field with a note below it: "Maximum of 255 characters are allowed in Offer Link."
- Offer Text:** A large text area.

## Step 5: Wait for Event/Coupon Approval



- The Sedona Chamber team will review your submission once submitted.
- Once approved, your event/coupon will display on the “Sedona’s Local News” page for 2 weeks.