



Sign in to MyGSOBT using your username and password. Once you have logged in, you will be at the Welcome Page. Your specific login info is at the top of the page, and the navigation icons are on the left hand side of the page.

1. To post a special offer, choose the **Collateral** symbol.
2. Click **Special Offers** to post your offer.
3. On the Special Offers page, click the **Add Offer** button.
4. On the Offer page, describe and provide the details for your offer.

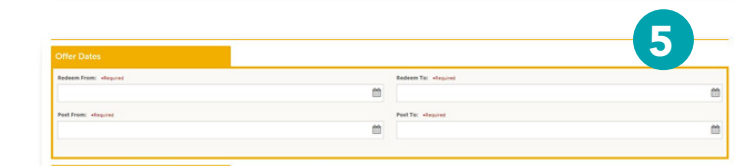
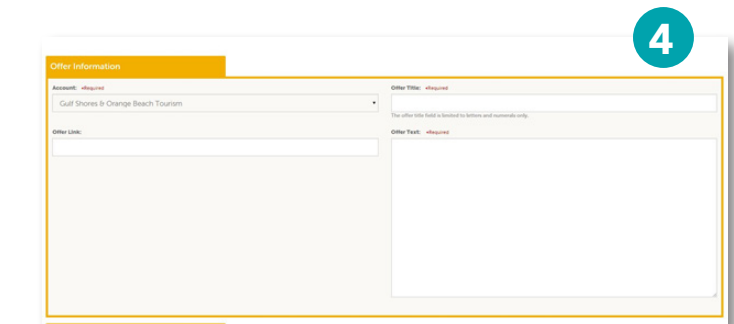
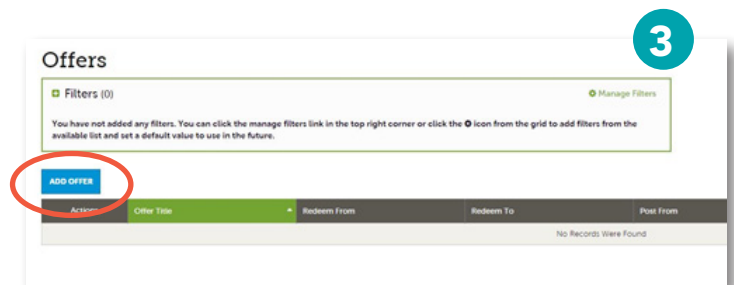
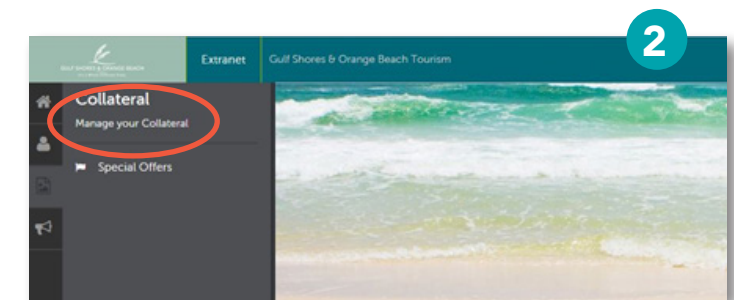
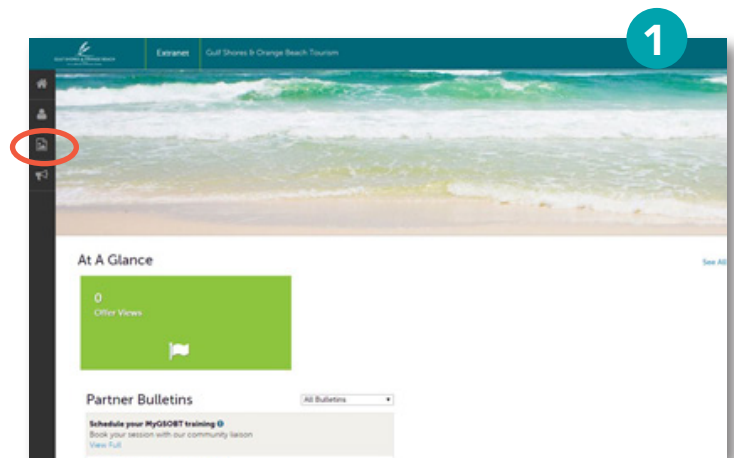
Account: The account name will self-populate with your business account.

Offer Title: The name of your offer. Please note the offer title field is limited to letters and numbers only. (Ex. Five dollars off meal for all athletes)

Offer Link: The external link to your offer, if available.

Offer Text: Describe the offer in detail. (Ex. \$5 off meal for each athlete who purchases an entrée.)

5. Scroll down to **Offer Dates**. Insert the dates the offer is valid. Insert the dates the offer will be promoted to our site. Please note that you may submit offers for the entire year at one time, but may have only one offer available at any given time.





6. Scroll down to **Offer Categories**. Select either “Sports Commission Sponsor - Attractions” or “Sports Commission Sponsor - Restaurants”

7. Scroll down to **Offer Listings** and **General**. Under Offer Listings, please choose your business and Sports Commission website listing.

Under the General section, please include the following information:

Disclaimer: Include any restrictions. (Ex. Not valid with other offers)

Rates: Include the amount the offer is worth. (Ex. \$5.00)

Offer Code: If you have a code for tracking purposes, include it here. (Ex. SPTS)

Click **SAVE** to upload your offer and exit the page. Once the offer is uploaded and approved, it will be available on our site for the dates submitted.