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## How to Enter Coupons on SanLuisObispoCounty.com *Member Benefit – Exclusive to SLOCVCB Members Only*

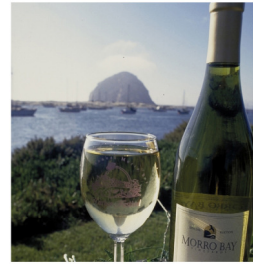
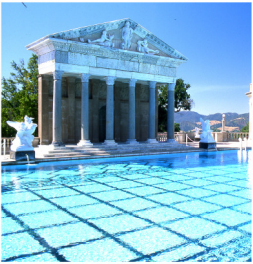
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1. Log onto [www.SanLuisObispoCounty.com/members](http://www.SanLuisObispoCounty.com/members) .
2. In the middle of the top page, click on “Members Only Area.” Enter Email address and your password. If forgotten/lost, click on “Forgot info option,” enter your email address, and the password will be emailed immediately by the system, if you are listed in our system as a contact.
3. Once in, click on tab marked “Web,” then click on “Coupons.” Click on “Add” or “Edit” coupon.
4. Enter information. If entering several similar coupons, you might want to enter first into a word document, and then paste into the coupon detail. The system knows your business when you enter, and will automatically give the name, phone number and website in the wraparound. So don't enter those, unless they are different than the standard. Do not get too fancy with font sizes or types.

We advise using “sell copy,” but don't be too wordy. You do need to makes some sort of offer (gift with purchase, dollar or discount etc., and not just an announcement that you are open.)

5. Enter the dates you want the coupon to appear (Post From, Post To), and the dates you want the coupons to be valid (Redeem From / Redeem To.) For example, hotels may not want people to see their Fall specials until just after the peak summer rate period.
  6. Once you hit “Enter” the coupon sits in a “Hold” area for me to review before it goes live, which I do at least daily. You will be automatically notified if the coupon is rejected (rarely) or accepted. I will proof ad for mention of non-member businesses, spelling etc.
  7. Enter as many coupons you want in any category.
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**How to Enter Events  
on SanLuisObispoCounty.com “Calendar of Events”  
Member Benefit – Exclusive to SLOCVCB Members Only**

1. Photos – Please send your photo or logo before you submit your event. The graphic must be sent in a separate email to [davek@sanluisobispocounty.com](mailto:davek@sanluisobispocounty.com). Photos must be **no larger than 150 x 150 pixels – RGB, 72 dpi.**
2. To submit your event: Log onto to [www.SanLuisObispoCounty.com](http://www.SanLuisObispoCounty.com)
2. Click on the “Calendar of Events” link.
3. Scroll down. On the left, click on the green button that says “Submit an Event.”
4. Enter information. Please do this at least 3 weeks before the event occurs.
  - \*Do **NOT** use quotes in the title - the system often has problems with them.
  - \*The date feature is very sophisticated: you can have event show up every week on certain days (e.g. every Thursday & Friday), 1<sup>st</sup> Tuesday of month etc. Only enter event for date(s) that it will occur and/or the business is open. (E.G. If for gallery showing over a month and you are closed Mondays, don't have it show up on Monday.) Events **ONLY** to appear on the date they actually occur.
  - Note: Events must be of interest to visitors and must occur in San Luis Obispo County.*
  - \* If entering several similar events, you might want to enter first into a word document, and then paste into the calendar detail. **There is firm 500-character limit.**
  - \* In the “Description” field, use “sell” copy to describe the event to visitors. Avoid using this field to give specific dates, locations or prices - there are separate fields for all these and more. Avoid using names of non-members, but the webmaster will edit accordingly (e.g. a reference to a non-member winery becomes simply “a local leading winery.”).
  - \* If possible, please link to a website, describing the event in greater detail.
5. Once you hit enter, the event goes in a hold area for our webmaster to review and edited, if needed. Only once it is approved does it appear on the site. The system automatically emails you that event approved or (rarely) denied. Submitted events are reviewed daily.
6. Events on the website are selected by the webmaster to appear in the “This Week in SLO County,” which is sent out every Thursday to over 500 Member hotel front desks, winery tasting rooms and restaurants.

