

## Entering 'Special Offers' onto the extranet

The best way for you to sell your special offers through your local TICs and other advertising channels such as your ATP website and Visit Devon website is by entering your offers, of any type, into the relevant offer sections on the website. You can do this by updating the details on the members' extranet site <http://extranet.swt.nmspace.net>.

- Click on the link <http://extranet.swt.nmspace.net>

- Enter your username and password:      **Username:**

**Password:**

(Please contact your ATP contact\* for your username & password if you do not know this already).

- This will then open your main welcome page. From here you can do many things, including updating availability and entering special offers.
- Towards the **top left** hand side of your screen you will see a **list of tabs**. One of these will be 'availability' and one of these will be 'edit details'.
- To update 'Special Offers' you need to **click on to the 'Edit Details'** tab.
- This will then take you in to the main page for editing all details.
- Half way down this page you will see some tabs, beginning with 'description'. **Normally the 5<sup>th</sup> tab along is 'Special Offers'**.
- **Click on this 'Special Offers' tab.**
- You will see a drop down menu. **Select which offer you want to be part of**, and then **enter the details of this offer in the blank box to the right.**
- Click on '**Apply**' at the bottom of the page and this will save your offer.

All the offers that appear on [www.visitdevon.co.uk](http://www.visitdevon.co.uk) start with 'Visit Devon.....'. If you can see other offers beginning with something else e.g. "South Devon", "English Riviera", "North Devon", "Exeter", "Dartmoor", "Plymouth" etc these are the ones that will appear on your ATPs website. You will only be able to see the offers of the website that you advertise on. It is entirely up to you which ones you take part in.

## General Requirements

**To keep the offers pages looking attractive you must stick to the following rules:**

**All offers must include prices.**

**In every case possible, give specific between dates or a specific month.**

**Do not use capital letters, except for grammar.**

**Remove out of date offers.**

**Keep descriptions of offers short and to the point, remembering that this links to your details so you do not have to describe your business.**

**Do not enter more than two offers per offer type. E.g. Maximum of 2 for short breaks, maximum of 2 for late offers, etc. Normally you are only able to enter one per offer category, by default.**

**Any offers that do not meet the minimum requirements will be automatically removed without prior notification.**

**Try and be original and think about what the visitor might want (inclusive daily papers, attraction tickets etc)**

\*Your ATP (Area Tourism Partnership) contacts:

Dartmoor & West Devon: Nadine Trout: [ntrout@westdevon.gov.uk](mailto:ntrout@westdevon.gov.uk)

Exeter, East Devon & Mid Devon: [claire.thomas@exeter.gov.uk](mailto:claire.thomas@exeter.gov.uk)

North Devon: Sarah Steptoe: [ssteptoe@northdevonplus.co.uk](mailto:ssteptoe@northdevonplus.co.uk)

Plymouth: Clare Phillips: [clare.phillips@plymouth.gov.uk](mailto:clare.phillips@plymouth.gov.uk)

South Devon: Alex Heyward: [alex@visitsouthdevon.co.uk](mailto:alex@visitsouthdevon.co.uk)

Torbay: Rebekah Snell: [dms@torbay.gov.uk](mailto:dms@torbay.gov.uk)