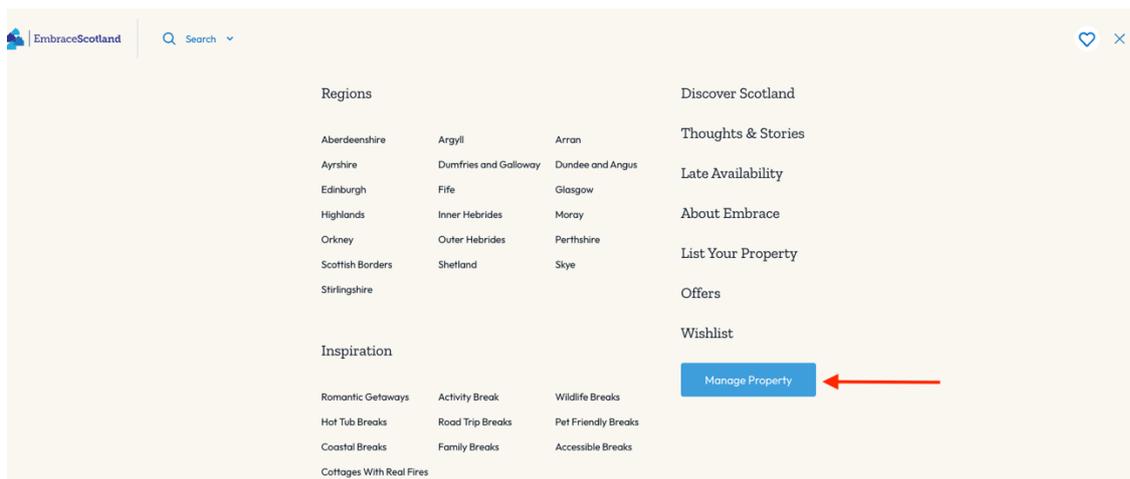
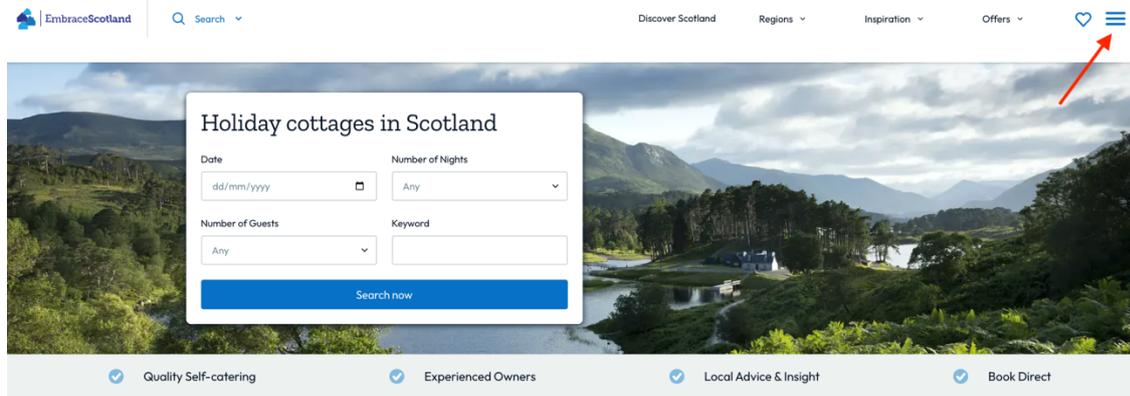




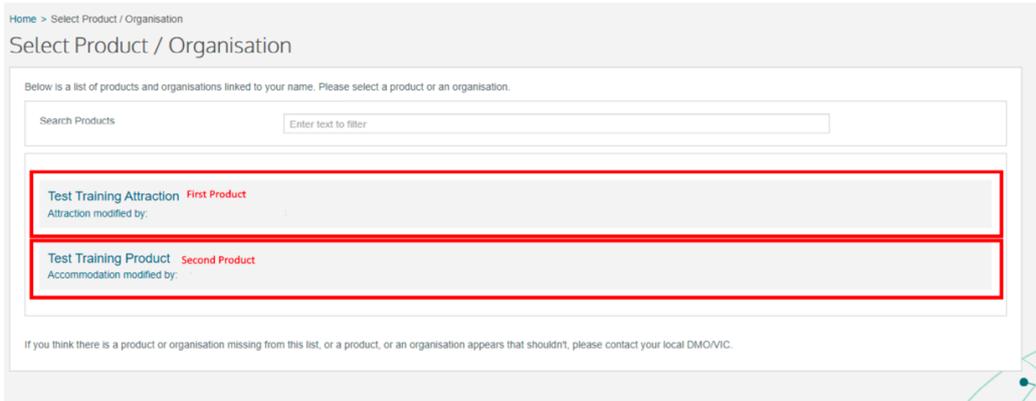
EmbraceScotland

Adding Late Availability and Special Offers to Your EmbraceScotland Listing

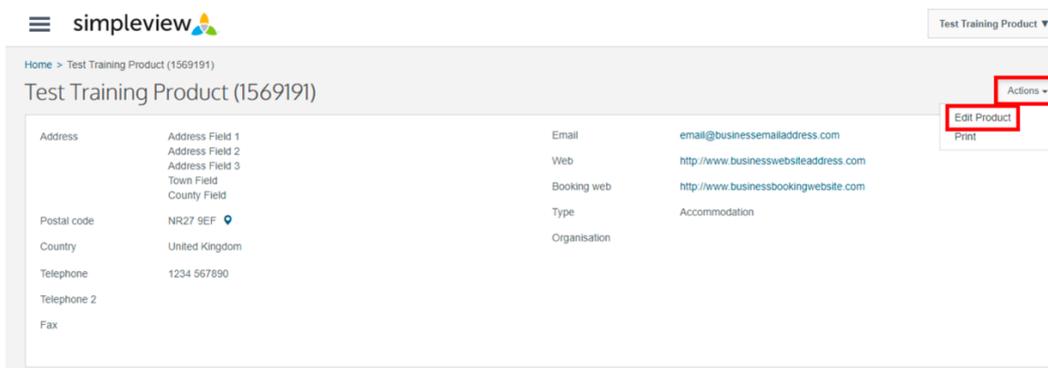
- Head to 'Manage Property' on EmbraceScotland



- Insert your EmbraceScotland username and password. (If you have forgotten your username or password, please get in touch with Myah Thomas: communications@assc.co.uk or try resetting your password using the "Forgot Password" button.)
- Click on product (property name)

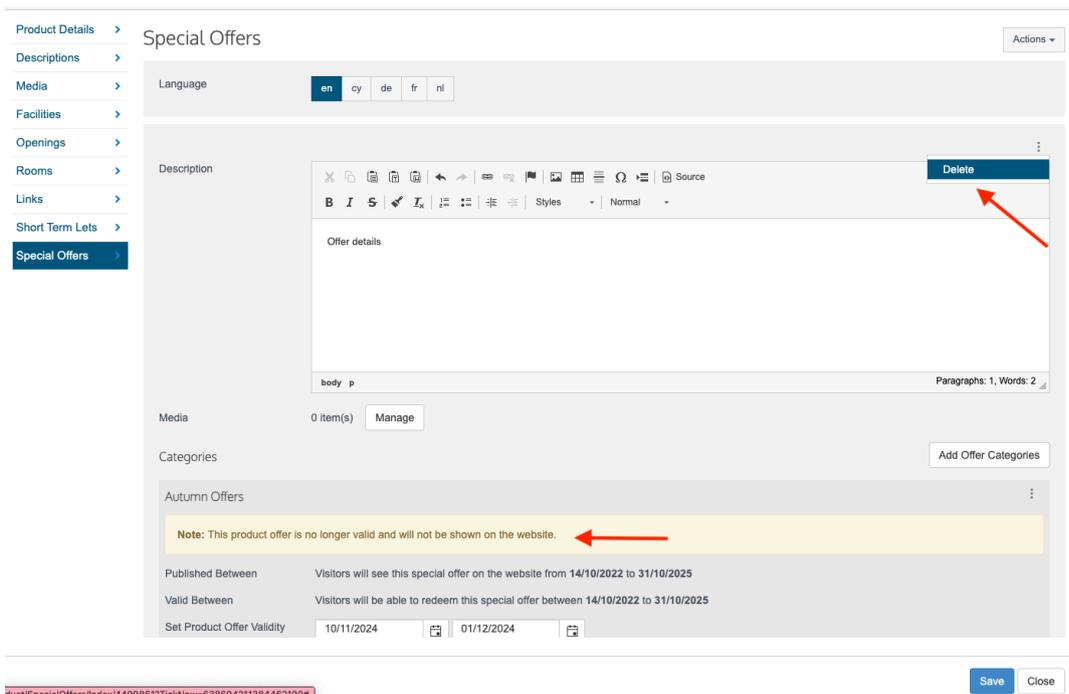


- Head to "Actions" button on the right-hand side and click the drop-down arrow
- Click on "Edit Product"

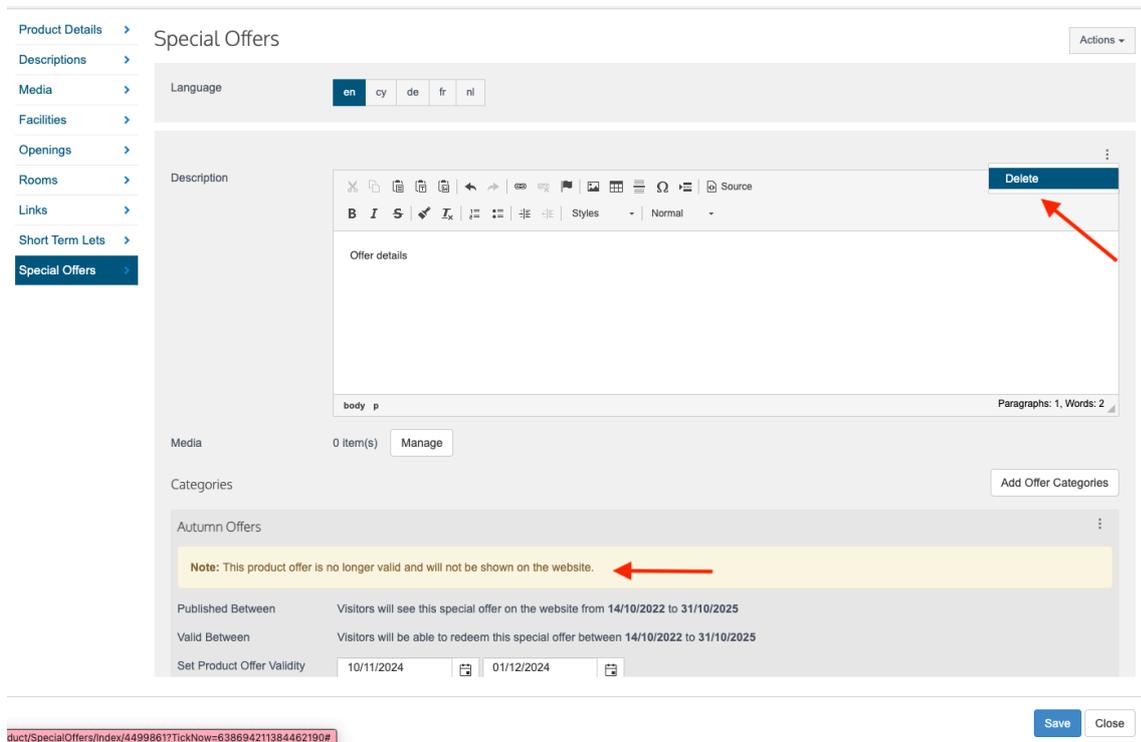


How to add special offers and Late Availability

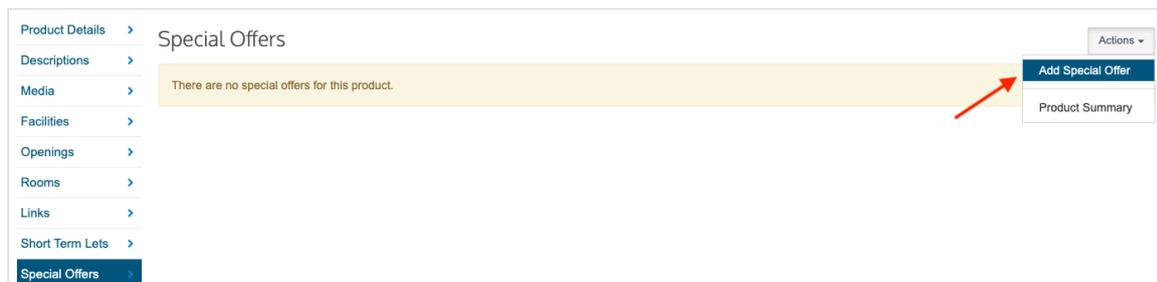
1. Once logged in and on editing page, please select "Special Offers" tab on the left (at the bottom)



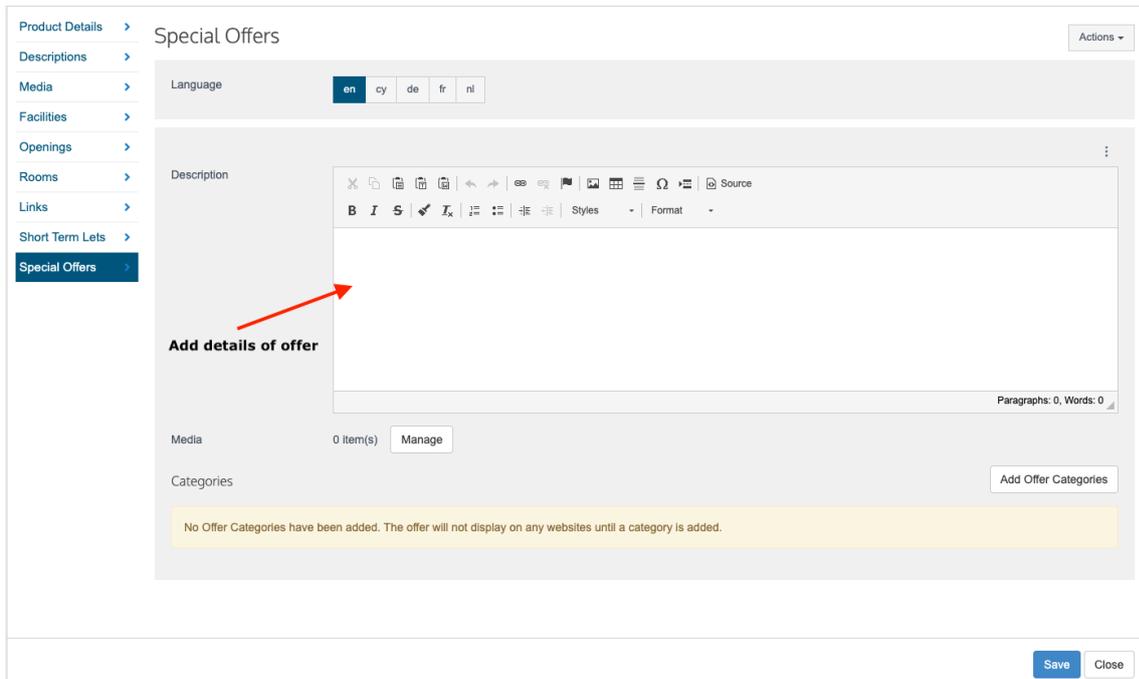
2. Delete any invalid offers. Any expired offers will show as pictured in the image below. If they are no longer valid, delete them by clicking on the three dots and select "Delete".



3. To add a special offer, click the "Actions" button in the top right and select "Add Special Offer". (A red box may appear saying "Validation special offers tab is invalid", this should disappear once you have added all your details and dates.)

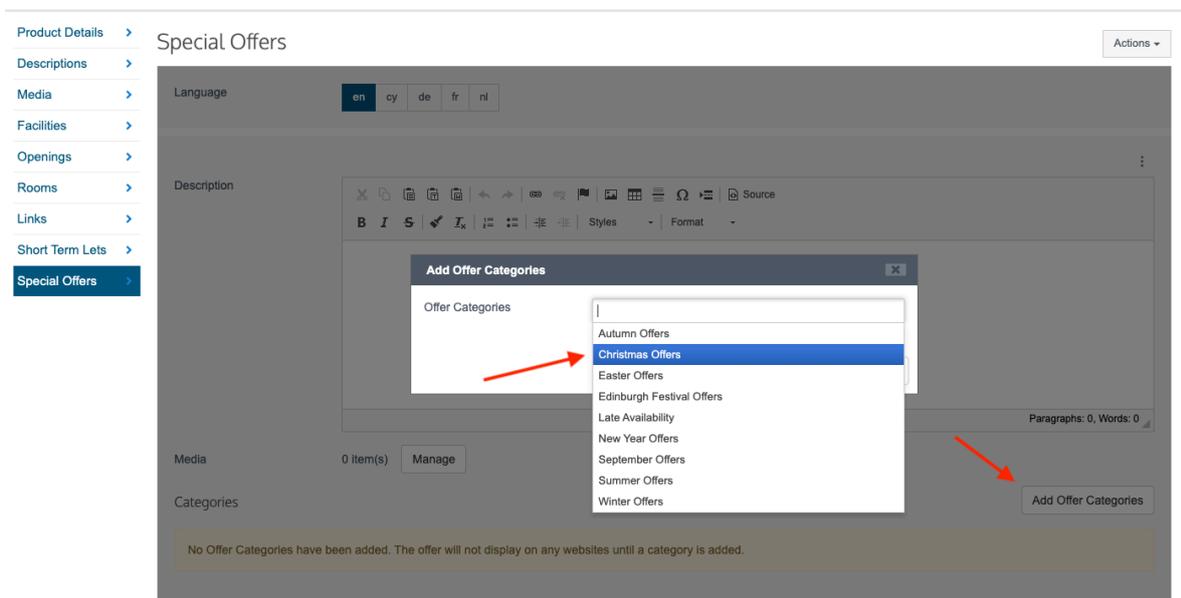


4. A description box will then appear on screen, within this text box, please add details of your offer. You click the text toolbar at the top to use bold text, hyperlinks etc.



5. Assign a category to the offer, you can do this by clicking the "Add Offer Categories" button next to the "Categories" heading.

A box will appear on screen with a dropdown option with categories such as "Christmas Offers", "Winter Offers", "Late Availability", for your special offer, please select the one that is applicable to your offer and click "Add".



6. Finally, set the "Offer Validity" Period by entering the offer's start date in the first box and the expiration date in the second box.

Please note that the "Late Availability" category allows you to set an offer only for dates within 8 weeks from the day you upload the offer.

Product Details > Special Offers

Language: **en** cy de fr nl

Description

Offer details...

Media: 0 Item(s) Manage

Categories: Add Offer Categories

Christmas Offers

Published Between: Visitors will see this special offer on the website from 17/08/2023 to 30/12/2025

Valid Between: Visitors will be able to redeem this special offer between 24/11/2023 to 30/12/2025

Set Product Offer Validity Period? 10/12/2024 31/12/2024

Save Close

7. Don't forget to click "Save" in the bottom right after making any updates.

IMPORTANT:

Please note that you will need to repeat all of the above steps for each individual offer so that each has its own description box and category. All offers will show in the same place on your listing, to differentiate between them, we recommend adding a title highlighted in bold.

Autumn Offers

Published Between: Visitors will see this special offer on the website from 14/10/2022 to 31/10/2025

Valid Between: Visitors will be able to redeem this special offer between 14/10/2022 to 31/10/2025

Set Product Offer Validity Period? 01/11/2024 10/12/2024

Description

Offer details...

Media: 0 Item(s) Manage

Categories: Add Offer Categories

Christmas Offers

Published Between: Visitors will see this special offer on the website from 17/08/2023 to 30/12/2025

Valid Between: Visitors will be able to redeem this special offer between 24/11/2023 to 30/12/2025

Set Product Offer Validity Period? 10/12/2024 31/12/2024

Save Close

Separate boxes for each offer

Tips:

Ensure your offer descriptions clearly outline what your offer is, the dates it is running for, and how to claim the offer.

Be sure to email us at communications@assc.co.uk to let us know of any offers you upload, this way you can benefit from enhanced promotion through EmbraceScotland's social media. In the email, please share your social media tags with us, along with any images to accompany your offer/late availability.