



We invite you, our HVCB members, to market direct to consumers by submitting an exclusive offer that will be hosted on our new destination app.

To submit your offer, log in to Extranet at <http://www.hvcb.org/update>. If you need to reset your login information, there is a Forgot Password link on the sign in page.

If you cannot log in or reset your password, you might not have Extranet access yet. Contact us at [membership@hvcb.org](mailto:membership@hvcb.org) and we can update your record.

When you're logged in, go to Collateral in the menu on the left, and then Special Offers.

You'll start by clicking the Add Offer button.

The screenshot shows the 'Offers' management interface. On the left is a dark sidebar with navigation links: HOME, PROFILE, COLLATERAL, REPORTS, ADMINISTRATION, and a contact link. The main content area has a top header with the Hawaii logo, a 'Logout' link, and a user dropdown for 'Hawaii Visitors & Convention Bureau'. Below the header, the 'Offers' title is followed by a filter section with 'Filters (0)', a 'Manage Filters' link, an 'Account is one of:' dropdown set to 'CHOOSE', and an 'APPLY FILTERS' button. A blue 'ADD OFFER' button is highlighted with a mouse cursor. Below this is a table with columns: Actions, Offer Title, Redeem From, Redeem To, Post From, and Post To. The table is currently empty, displaying 'No Records Were Found'. Pagination controls at the bottom show 'Page 1 of 1' and a 'Go to Page: 1' option.

For the Offer Category, select Consumer Special Offer.

This screenshot shows the 'Offer Categories' dropdown menu. At the top, a text box explains: 'Consumer Coupon Offers appear in the Hawaii destination app. Travel Trade Special Offers are meant for travel agents to use, and appear on Agents.Gohawaii.com.' Below this, the label 'Offer Categories: ◀Required' is shown. The dropdown menu is open, displaying three options: 'CONSUMER SPECIAL OFFER' (highlighted with a blue bar and a checkmark), 'Travel Trade Special Offer', and 'Consumer Special Offer' (which is also highlighted with a blue bar and a checkmark, and has a mouse cursor pointing at it).

Complete the Offer Title, a link to more information about the offer or how to redeem it, and a description of the offer.

The screenshot shows the 'New Offer' page. On the left is a dark sidebar with navigation links: HOME, PROFILE, COLLATERAL, REPORTS, and a 'CLICK HERE TO CONTACT US' link. The main content area has a header with the Hawaii logo, a 'Logout' link, and a dropdown menu for 'Hawaii Visitors & Convention Bureau'. Below the header, the title 'New Offer' is displayed. There are two buttons: a blue 'SAVE' button and a grey 'CANCEL' button. A 'Sections:' list includes 'Offer Information' (highlighted), 'Other Items', 'Offer Image', 'Offer Dates', 'Offer Categories', and 'Offer Listings'. The 'Offer Information' section contains a text box with a disclaimer about the new Hawaii destination app. Below this are four required fields: 'Account' (a dropdown menu currently showing '--Choose One--'), 'Offer Title', 'Offer Link', and 'Offer Text'.





You can also enter any restrictions or redemption instructions like black-out dates or special codes. Then for the Island field, choose the islands the offer is related to.

The 'Other Items' section contains a text box with the instruction 'Choose the islands associated with your membership.' Below this are two fields: 'Restrictions / Redemption Instructions:' with a large text area, and 'Island(s):' with a dropdown menu labeled 'CHOOSE AMONG THE FOLLOWING...'. Both fields are marked as required.

Next, choose an image that you would like to appear with the offer details. Note: You can't upload a new image from this page. Upload your image first through Collateral, then Media, and then you can select it here.

### Offer Image

Select an image



The Redeem From and Redeem To dates are the dates that the offer is valid. Post From and Post To are the dates that the offer should appear in the destination app.

### Offer Dates

Redeem dates are the dates that the offer is valid. Post dates are the dates that the offer should be visible in the app or on the website.

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

For Offer Listings, select your GoHawaii.com listing.

Offer Listings

*For both Consumer Coupon Offer and Travel Trade Special Offers, choose your Gohawaii.com listing.*

Offer Listings: ⚡Required

HAWAII VISITORS & CONVENTION BUREAU (GOHAWAII.COM LISTING: SERVICES: GENERAL BUSINESS) ▾

- Hawaii Visitors & Convention Bureau (Membership Directory: Services: General Business)
- Hawaii Visitors & Convention Bureau (MeetHawaii.com Listing: MeetHawaii/MPG: Business & Financial Services)
- Hawaii Visitors & Convention Bureau (GoHawaii.com Listing: Services: General Business) ✓**
- Hawaii Visitors & Convention Bureau (Printed Meeting Planners Guide: MeetHawaii/MPG: Business & Financial Services)

When you've completed all of the information, click Save, and you're done.

Visitors & Convention Bureau

HOME

PROFILE

COLLATERAL

REPORTS

# New Offer

**SAVE**

**CANCEL**

Sections:

- [Offer Information](#)
- [Other Items](#)
- [Offer Image](#)
- [Offer Dates](#)
- [Offer Categories](#)

Offer Information

*Travel Trade Special Offer discounts, submitted by n*

**Account:** ⚡Required

HVCB

**Offer Link:** ⚡Required

For questions or more information, contact the Membership Department at 808-924-0267 or [membership@hvcb.org](mailto:membership@hvcb.org).