

# Welcome to the College Coupons Business APP

As an advertiser with College Coupons you have access to our Business APP. The College Coupons Business APP allows you to put offers on the College Coupons APP. The number of offers you can put on the Business APP is based on the number of coupon pages you have in our print coupon books. If you have 1 page in our coupon books, you can have 1 active coupon on the APP. If you have 3 pages in our coupon books, you can have 3 active coupons.

## Accessing your Business APP Account

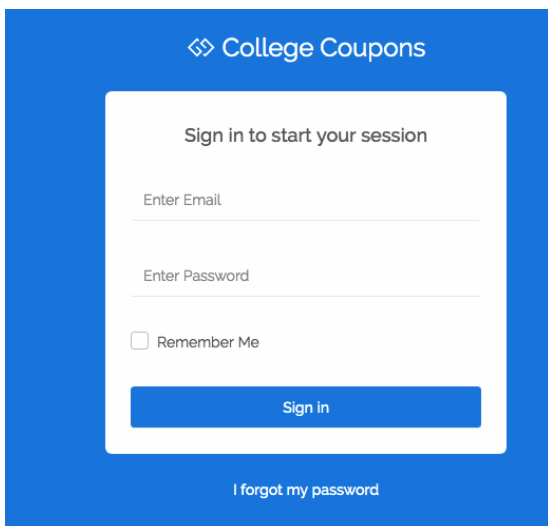
You can access the College Coupons Business APP from your computer or tablet via the Internet. Or download the Business APP from Google Play or Apple Store onto your smart phone. The below instructions are for using your computer or tablet. Here is the web address for logging onto the Business APP.

<https://college-coupons.com/admin/login>

You should have received an email with the login information for your business account. If you did not, contact [couponsellis@gmail.com](mailto:couponsellis@gmail.com).

## Login

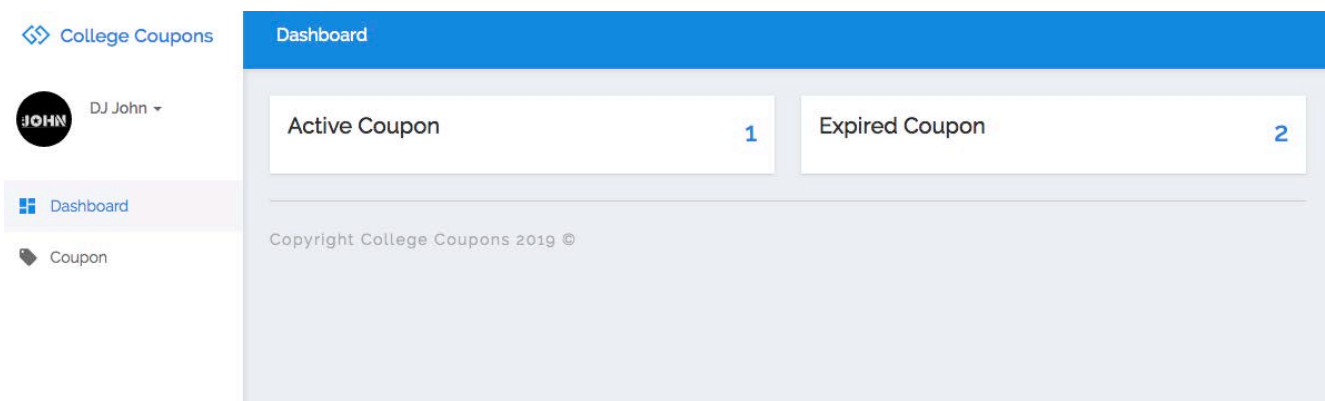
Enter the email address and password found in the body of the email sent to you by College Coupons. Click "sign in".

A login form for the College Coupons Business APP. The form is white with a blue border and is set against a blue background. It contains the following elements: a logo at the top left, a title "Sign in to start your session", two input fields for "Enter Email" and "Enter Password", a checkbox for "Remember Me", a blue "Sign In" button, and a link "I forgot my password" at the bottom.

Once logged onto your account, you will see your Dashboard page.

## Dashboard

On the left side is your business information, Dashboard link and Coupon link. To the right of that list, shows active coupon and expired coupon. In this case, DJ John has 1 active coupon and 2 expired coupons (see below)

A screenshot of the College Coupons Business APP dashboard. The dashboard has a blue header with the "College Coupons" logo and the word "Dashboard". On the left side, there is a sidebar with a user profile for "DJ John" and two menu items: "Dashboard" and "Coupon". The main content area shows two boxes: "Active Coupon" with a count of "1" and "Expired Coupon" with a count of "2". At the bottom, there is a copyright notice: "Copyright College Coupons 2019 ©".



# Coupon

Click on this and your coupon information will appear (see below). Inactive coupons in salmon shading, active coupons in light green shading.

## Coupon

<div><div>Add New</div><div>Search</div></div>									
Name <sup>1</sup> <sub>2</sub>	Image	College <sup>1</sup> <sub>2</sub>	Usage count	Coupon Limit <sup>1</sup> <sub>2</sub>	Weekly Deal <sup>1</sup> <sub>2</sub>	Short Description <sup>1</sup> <sub>2</sub>	Start Date <sup>1</sup> <sub>3</sub>	Expiry Date <sup>1</sup> <sub>3</sub>	Action
70's Disco Party		Kansas University	2	Per user coupon :2	Yes	\$50 OFF our 70's disco pa...	2019-06-24	2019-07-22	
FREE GLOW NIGHT		Kansas University	1	Max coupon :3	Yes	FREE Neon Lighting and gl...	2019-06-25	2019-06-30	
Karaoke King		Kansas University	0	Max coupon :3	Yes	\$50 Off Any karaoke event....	2019-06-24	2019-12-31	 

Show

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## Add a coupon

Click on "Add New" to create a coupon, upper left side(see above image). The number of offers you can put on the Business APP is based on the number of coupon pages you have in our print coupon books. If you have 1 page in a coupon book, you can have 1 active coupon on the APP. If you have 3 pages in a coupon book, you can have 3 active coupons.

Once you click on "Add New" you will see this screen (see below)

College Coupons

 DJ John

Dashboard

Coupon

Create Coupon

College

Select college

Name of coupon

Enter Title

Image

Choose File No file chosen

Hyperlink

Enter Hyperlink

Valid Between

Select start date

Select end date

Daily Timings

Select option

Coupon Limit

☐ Unlimited ☐ Total Number of use ☐ Per user coupons

☐ Add as Weekly Deal

Short Description

Enter Short Description

Disclaimer

Enter Disclaimer

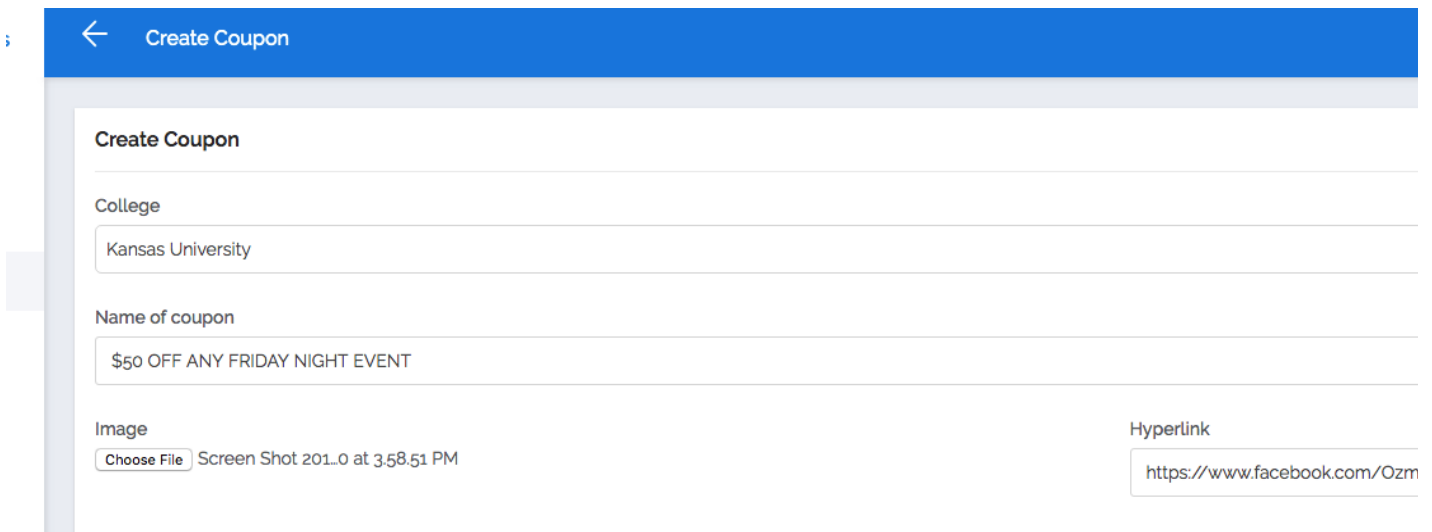
Save

**College-** Select the college you are running your print ad in. You can only place an ad in the college market you have print ad in. In this example, Kansas University is the college for DJ John (see below image).

**Name of coupon-** What your offer is, i.e. 50% OFF, or Buy 1 Get 1 FREE, or 15% OFF. In this case, DJ John is offering \$50 OFF ANY FRIDAY NIGHT EVENT.

**Image-** Upload the image you want associated with your coupon. Images can only be JPEG or PNG.

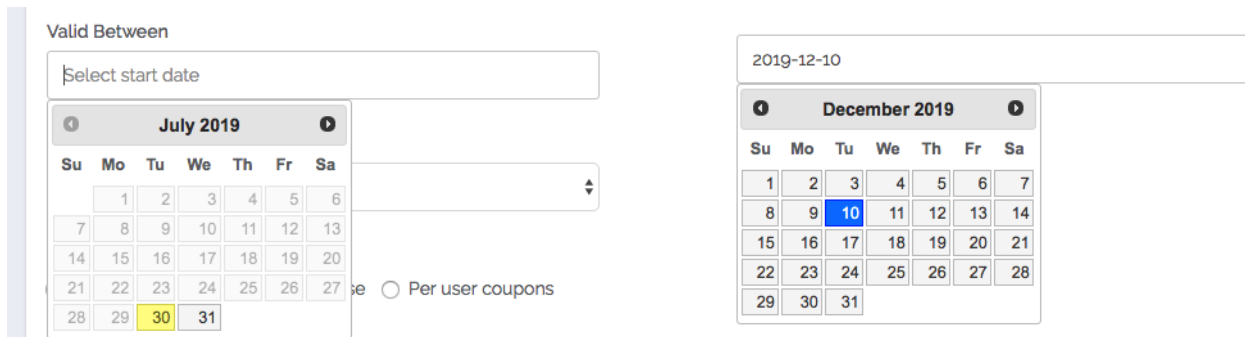
**Hyperlink-** If you have a web site or Facebook page, you can include a link to the site. Type in the URL here.



#### Valid Between:

**Select start date-** The date you want your coupon to go live on the College Coupons APP. Calendar will appear once you click on the box. In this case, DJ John will make his coupon valid from July 30th, 2019.

**Select end date-** The date you want your coupon to disappear from the College Coupons APP. Calendar will appear once you click on the box. In this case, DJ John will make his coupon expire December 10, 2019.



#### Daily Timing:

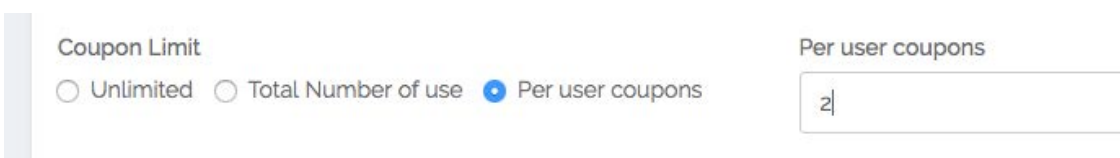
In this section, you can select the time frame for your offer. It can be "all day" or "custom" offer. If it is a custom offer, you can select the time frame during the day that your offer is good for. In this case, DJ John is making his an all day offer.

#### Coupon Limit:

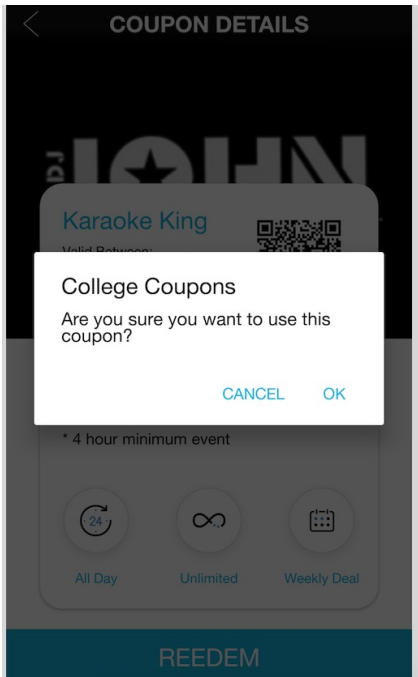
3 options: 1. Unlimited- Coupon will stay live on the APP until the expiration date is reached. The offer can be used over and over again.

2. Total Number- DJ John only wants 100 total coupons to be redeemed. Here is where DJ John would set the maximum amount of coupons to be redeemed at 100. Once 100 are redeemed all together, the offer will disappear from the APP.

3. Per user- DJ John only wants the offer to be used 2 times by an individual on their smart phone. With the per user feature, once an individual has redeemed the coupon 2 times, the offer will disappear from their smart phone. In this case, DJ John has selected per user coupons, and set the limit at 2.



Important: You and your employees need to make sure to push "OK" on the "Are you sure you want to use this coupon?" screen on the College Coupons APP when a customer shows the offer on their smart phone. If the "OK" is not pushed the tracking of the offer will not be recorded in the APP and the same customer will be able to use the offer again. (see image below from student APP)



Weekly Deal: Your offer will appear on the weekly deal section of the student APP. Click this if you are running a weekly deal.

Short Description: This should relate to your offer, providing a little more clarification of what your offer actually is. In this case, DJ John is listing the packages his \$50 OFF applies to (see below).

Short Description

Good for all packages including country night, disco fever, 50's & 60's sock hop, karaoke, or music video party.

Disclaimer: This is where you will put any and all disclaimers regarding your offer (see below)

Disclaimer

Event must be at least 4 hours and within a 35 mile radius of Lawrence, KS. Cannot be combined with other offers.

Once you are satisfied with your offer and information, hit the save button at the bottom. Your offer will be sent to the College Coupons APP and will go "live" on the College Coupons APP based, on the valid date you entered. Your new offer will appear on your Business APP coupon page (see below).

Coupon

Add New

Search

Name	Image	College	Usage count	Coupon Limit	Weekly Deal	Short Description	Start Date	Expiry Date	Action
\$50 OFF ANY FRIDAY NIGHT ...		Kansas University	0	Per user coupon :2	No	Good for all packages inc...	2019-08-01	2019-12-10	
70's Disco Party		Kansas University	2	Per user coupon :2	Yes	\$50 OFF our 70's disco pa...	2019-06-24	2019-07-22	
Karaoke King		Kansas University	0	Max coupon :3	Yes	\$50 Off Any karaoke event...	2019-06-24	2019-12-31	

Show 10

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Make a mistake on your offer after hitting the save button? Not a problem, you can edit your offer from the coupon section at any time by pressing the edit tool found on the coupon screen (see edit image below).



**We hope you enjoy the new College Coupons APP!**

**If you have questions or problems, contact [collegecouponsart@gmail.com](mailto:collegecouponsart@gmail.com)**

**Print**



**&**

**Phone APP**

