

Steps to Create a Member 2 Member Coupon

1. Login into the Members Only Section

Member Login

Username
Password
Login

2. Once you are logged in you go to “Add A Coupon” on the right hand side of the screen.

View Coupons and Discounts

Coupons

[New Coupon](#)

Title	Description	Coupon Type	Approved
Edit Delete 10% Off	10% off at the Filberg Summer Kitchen, one coupon per visit, use often!	General	<input checked="" type="checkbox"/>

- [Members Only Home](#)
- [Change Username/Password](#)
- [Update Your Contact Information](#)
- [Upload Media \(Enhanced Listings Only\)](#)
- [Stay Informed](#)
- [Pay Your Bills](#)
- [Take A Survey](#)
- [Referral Report \(YTD\)](#)
- [Add A Coupon](#)
- [Log Out](#)
- [Quicklinks](#)

3. Click on “New Coupon”
 - Select your type of coupon. General means anyone can see the discount and member to member means that someone has to be signed into the members only section to see the discount.
 - You can add an expiry date and it will automatically come down from the website on that date.
 - Fill in all the fields and hit save at the bottom.
4. At any time you can edit or delete a coupon.



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