

Help Information

I want to advertise my business?

How do I fill in the forms?

Below please find information to help...

First page - Contact Information Page

The information you provide on this page is used inhouse for contact purposes

1. **Company Name** - Registered Business Name for our records.
2. **ABN/ACN Number** - This is to verify you are a valid business.
3. **Name** - contact person within the company.
2. **Login and Password** - You create this for your use. In future you will be able to click "Login" on the home page and enter your coupon information from this page.
3. **Phone, Email and Fax** - For contact purposes.
4. **Address** - Your street address to clarify your company is situated on the Central Coast - as per the terms and conditions.

Once you have filled this in you will then be directed to the -

Second page - Offer Information Page

This page shows costs involved in posting your offer and information to be included in the offer.

\$20+gst per month (min booking 3 months) this allows for a maximum change to your special offer of one change per month.

\$30+gst per month (min booking 3 months) this allows for a maximum change to your special offer of one change per week.

1. **Name** - person within your business who posted the offer.
2. **Company Name** - Name you wish to **appear on the offer**.
3. **Category** - Category you wish your offer to appear in.
4. **Expiry Date** - choose either One Month or One Week depending on the period you wish your offer to be valid for.
5. **Phone** - Contact number you wish to **appear on the offer**.
6. **Email** - Email of person who posted the offer.
7. **Fax** - Fax of person who posted the offer.
8. **Website** - Website you wish to **appear on the offer**.
9. **Offer Details** - Details of your offer to a maximum of 25 words. Please place your discount as the first few words to ensure these appear in the shortcut of the offer. Eg: 10% off all
10. **Logo** - Logo to **appear on the offer** - must be JPG or GIF file, small, low res 72 dpi. Under 100kb. To upload - click browse - select your logo from your computer, upload and submit.

Once you submit the offer is then sent for approval. This is to ensure the content is suitable and that the business is local. Once approved it will appear on the website.

If you have any questions or queries please do not hesitate to contact us on (02) 4392 8550.