Submitting an Orchid DealWire™ Promotion from the Marketplace
Partner Profile

Elite Marketplace Partners have the opportunity to share their promotions and specials with members of the AOS through Orchid DealWire™, an email-based service managed by the AOS. Eligible partners can submit up to four (4) Orchid DealWire™ promotions.

1. Login to your AOS profile by browsing to https://secure.aos.org/login
2. Once logged in, you can access your AOS profile by clicking on Manage My Marketplace Profile from the user menu

- OR -

By directly browsing to https://secure.aos.org/secure-edit-profile

3. In the user profile, switch to the Marketplace tab, which lists the Marketplace Partner details.
4. In the **Marketplace** tab, scroll right down to the **Orchid DealWire™ Promotions** section. Click **New Promotion** to add a new Orchid DealWire™ promotion.

5. The **Add a Promotion** form will be launched. In the form, the vendor website and the logo will be automatically populated, if corresponding values are specified in the Marketplace Partner details. Form contains three tabs.
6. In the **Basics** tab, the newly added Orchid DealWire™ will default to DealWire Type *Promotion*. DealWire type can be specified as an *Event* or *Announcement* using the radio buttons.

Use the Date picker to select the date on which the Orchid DealWire™ promotion should run. **You can pick only Wednesdays up to 90 days, starting from the first Wednesday in a period of one week following the current date.**

Click **Use a Different Logo** to pick an image file to be used as the Logo in the Orchid DealWire™ promotion. If no logo is specified in the partner profile, the button will read **Add a Logo**.

The following fields are required fields:

- DealWire Date (**Basics** tab)
- Promotion Header (**DealWire Details** tab)
- Promotion Content (**DealWire Details** tab)
7. In the **DealWire Details** tab, enter the content to be used in the Orchid DealWire™ promotion copy, such as the header text, promotion image, rich text formatted promotional message, link to product/website being promoted and any text to be used to decorate the link.
8. Additional content regarding the Partner to be included in the promotion, can be added in About Us tab. You can specify rich text formatted content for Who We Are... and More About Us. You can include a link to a video and an image as additional information.