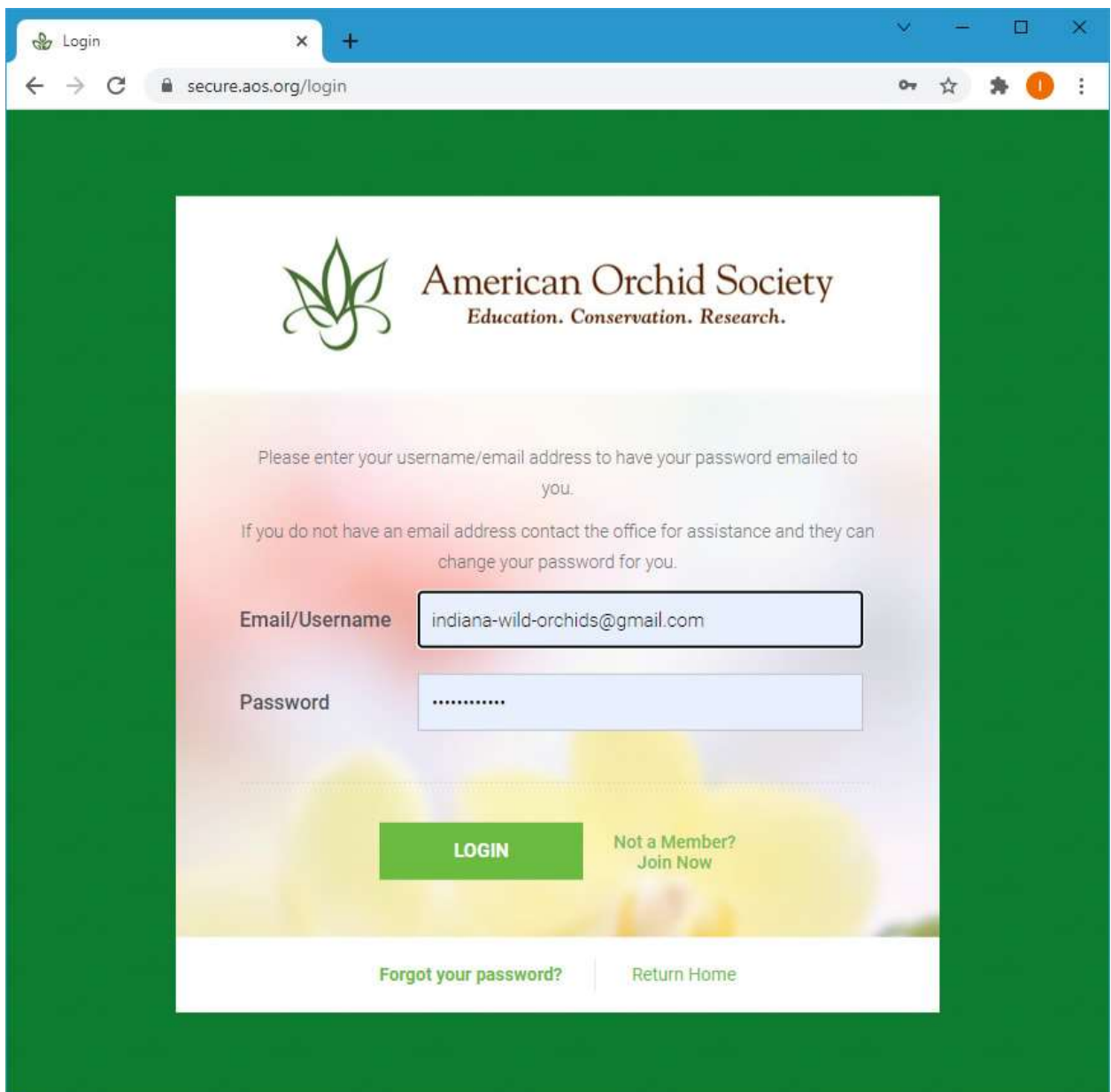


Submitting an Orchid DealWire™ Promotion from the Marketplace Partner Profile

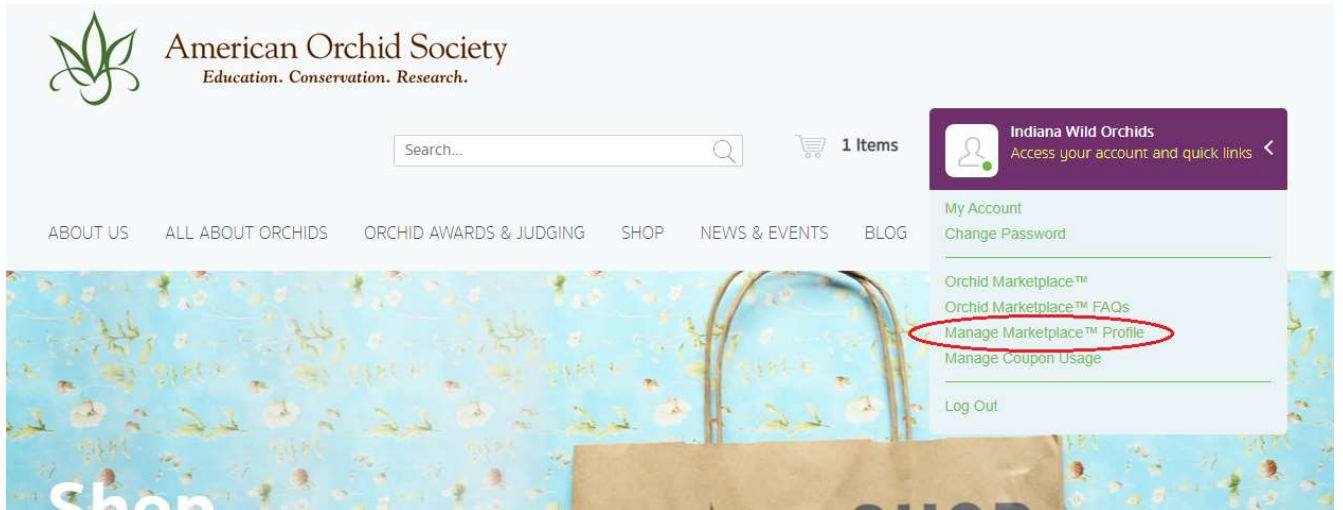
Elite Marketplace Partners have the opportunity to share their promotions and specials with members of the AOS through Orchid DealWire™, an email-based service managed by the AOS. Eligible partners can submit up to four (4) Orchid DealWire™ promotions.

1. Login to your AOS profile by browsing to <https://secure.aos.org/login>



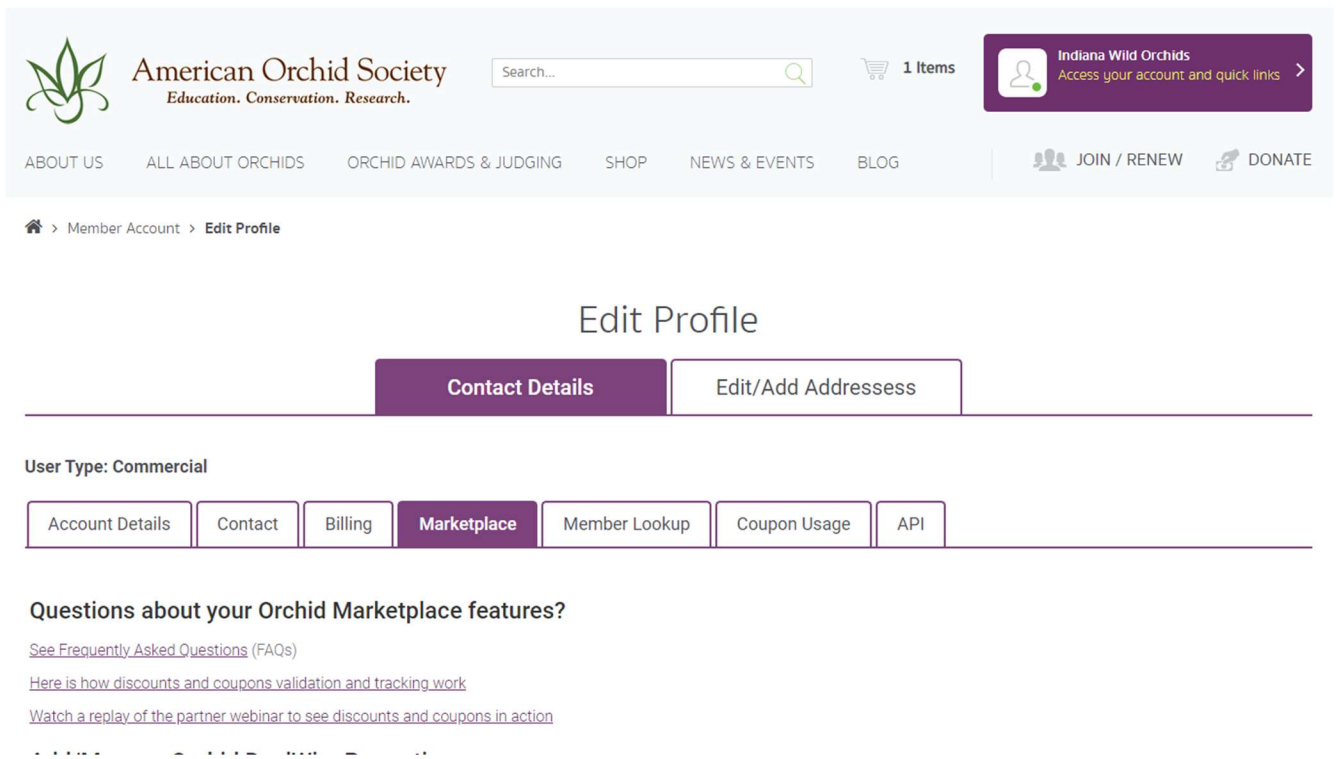
The image shows a web browser window displaying the login page for the American Orchid Society. The browser's address bar shows the URL secure.aos.org/login. The page features the AOS logo, which is a stylized green orchid, and the text "American Orchid Society" with the tagline "Education. Conservation. Research." below it. The main content area has a light green background with a blurred image of yellow orchids. It contains the following text: "Please enter your username/email address to have your password emailed to you." and "If you do not have an email address contact the office for assistance and they can change your password for you." There are two input fields: "Email/Username" with the value "indiana-wild-orchids@gmail.com" and "Password" with a masked password ".....". Below the fields is a green "LOGIN" button and a link "Not a Member? Join Now". At the bottom of the page, there are links for "Forgot your password?" and "Return Home".

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.

- In the **Marketplace** tab, scroll right down to the **Orchid DealWire™ Promotions** section. Click **New Promotion** to add a new Orchid DealWire™ promotion.

Orchid DealWire Promotion

Promotion History (4 per year for Elite partners) [View Example DealWire Email](#) **NEW PROMOTION**

Date Submitted	Heading	Promotion Date	Promotion Photo	Action
No promotions found				

SAVE CHANGES **CANCEL**

- 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.

ADD A PROMOTION ✕


1. Basics | 2. DealWire Details | 3. About Us

DealWire Type ⓘ
 Promotion Event Announcement

DealWire Date ⓘ

Vendor Website URL ⓘ

Vendor Logo/Banner ⓘ
USE A DIFFERENT LOGO



CANCEL **SUBMIT DEALWIRE**

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.

ADD A PROMOTION

1. Basics | 2. DealWire Details | 3. About Us

DealWire Type ?

Promotion Event Announcement

Vendor Logo/Banner ?

USE A DIFFERENT LOGO

DealWire Date ?

Calendar: FEBRUARY 2022

Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	1	2	3	4	5
6	7	8	9	10	11	12

TUESDAY, FEBRUARY 08, 2022

SUBMIT DEALWIRE

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.


ADD A PROMOTION ✕

1. Basics **2. DealWire Details** 3. About Us

Event/Announcement/Promotion Header ?

Event/Announcement/Promotion Photo ?

UPDATE PHOTO



Event/Announcement/Promotion Content ?

B ***I*** **U** abc **A** ▼

☰ ☰ ☰ ☰ ☰ ☰

☰ ☰

Spot Orchids in the wild!

- Nature trails guided by experts.
- Great learning experience for the entire family.
- Tours include picnic lunch.
- All participants receive basic information pack on commonly found natural Orchids.

Event/Announcement/Promotion URL ?

Link Text ?

CANCEL SUBMIT DEALWIRE

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.

ADD A PROMOTION ✕

1. Basics 2. DealWire Details 3. About Us

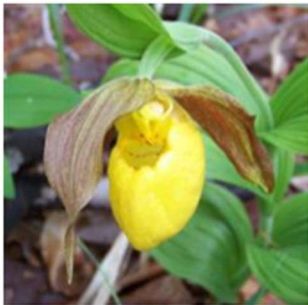
Who We Are / Our Specialty Content ?

B ***I*** **U** abc **A** ▼

Indiana is home to over 40 different native Orchids.
[Find out more.](#)

More About Us Photo ?

UPDATE PHOTO



More About Us Content ?

B ***I*** **U** abc **A** ▼

Video Link (if any) ?