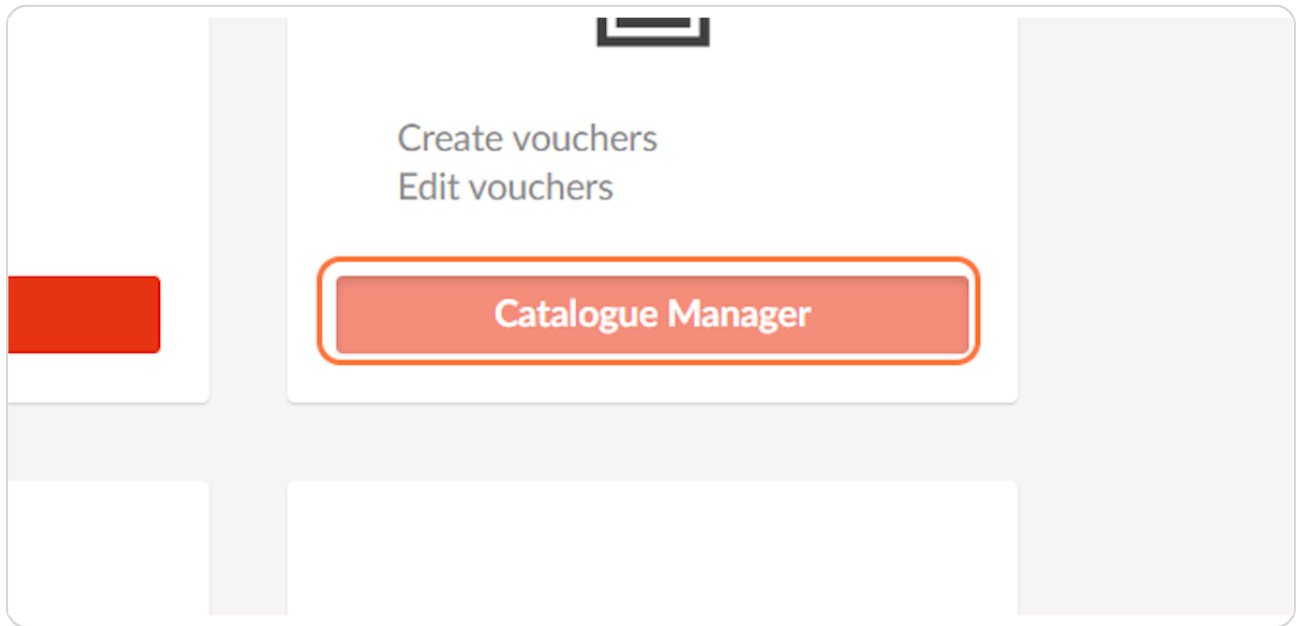**STEP 1**

Go to MANAGEMENT – p4.skchase.com
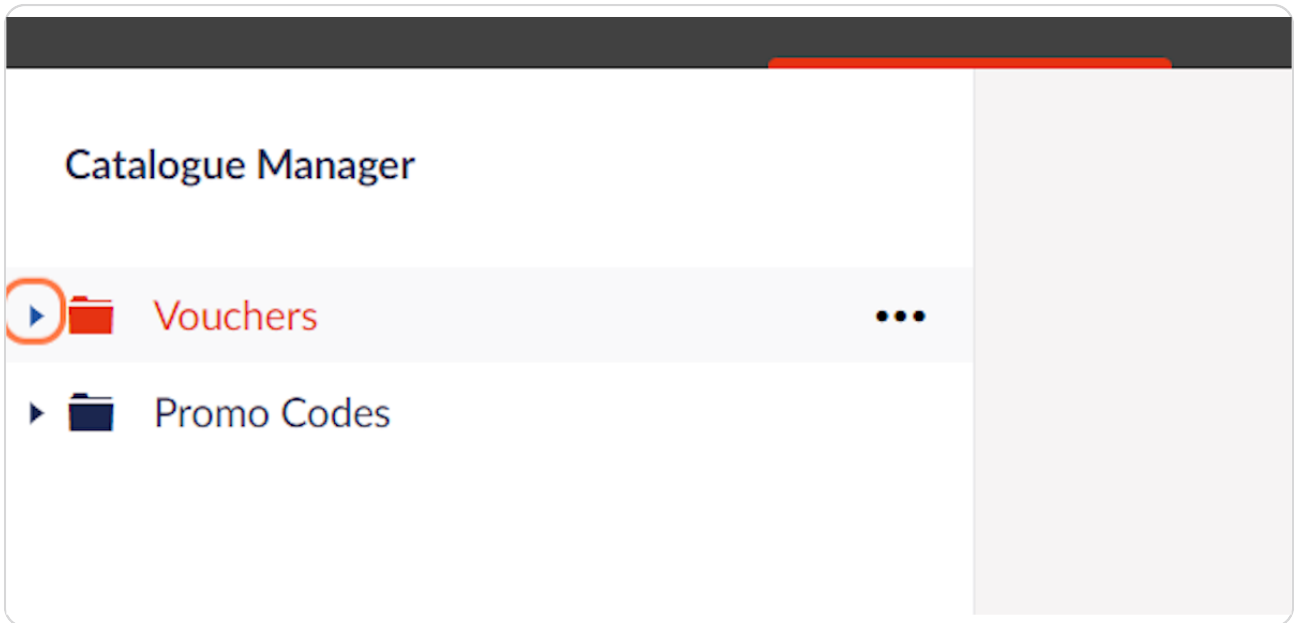
STEP 2

Click on CATALOGUE MANAGER
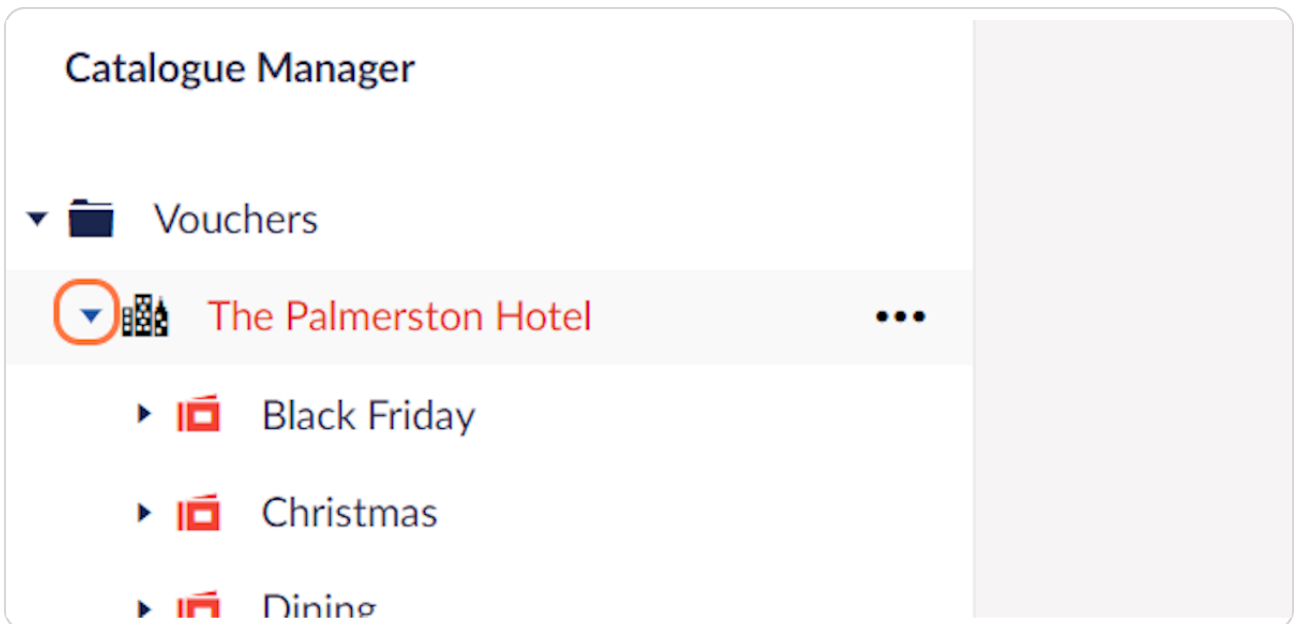
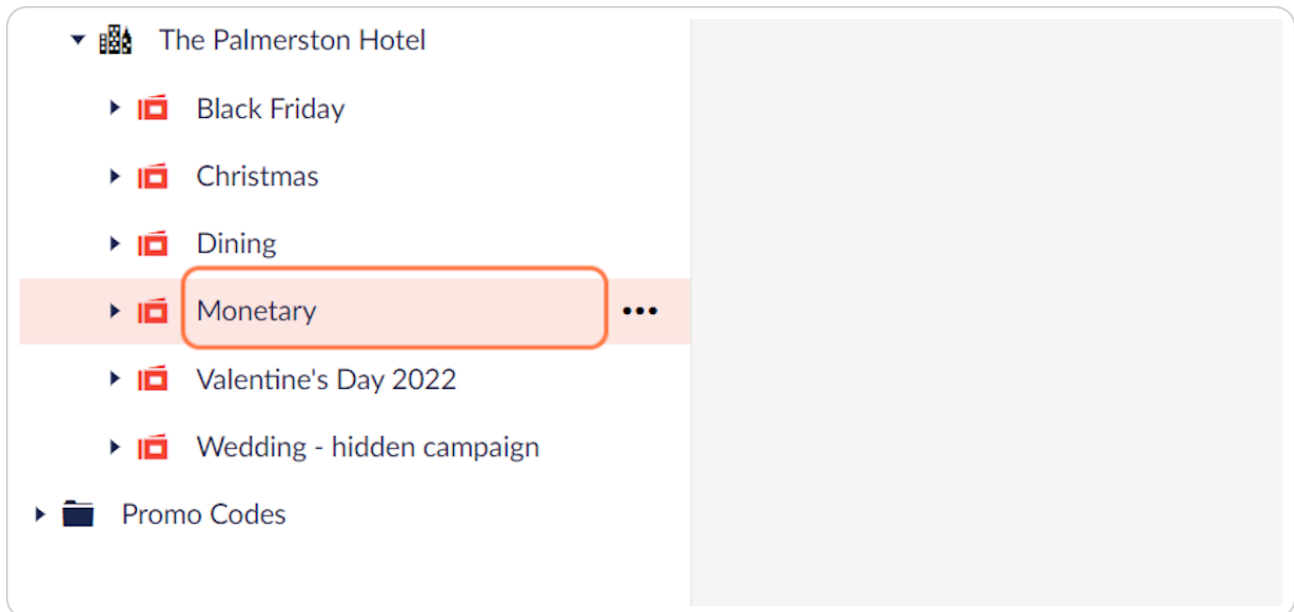**STEP 3**

Open VOUCHERS

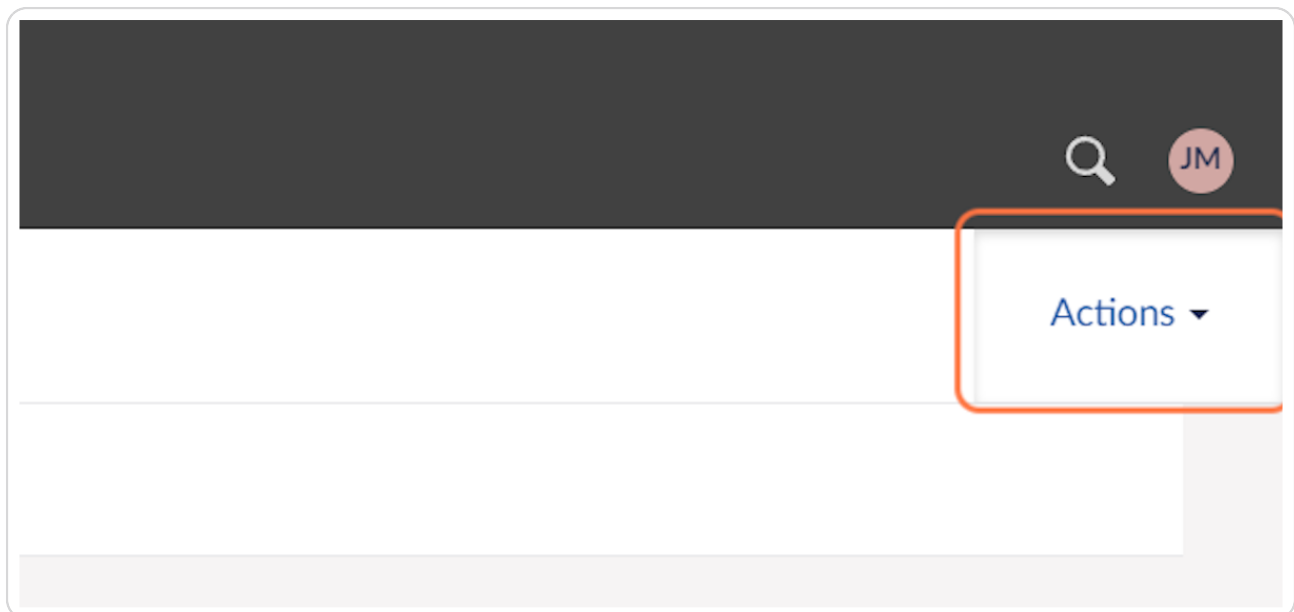**STEP 4**

Open the SELLER

STEP 5

Click on the catalogue where you want to file your new gift

- Where you file your voucher does NOT impact where it will appear on your gift shop
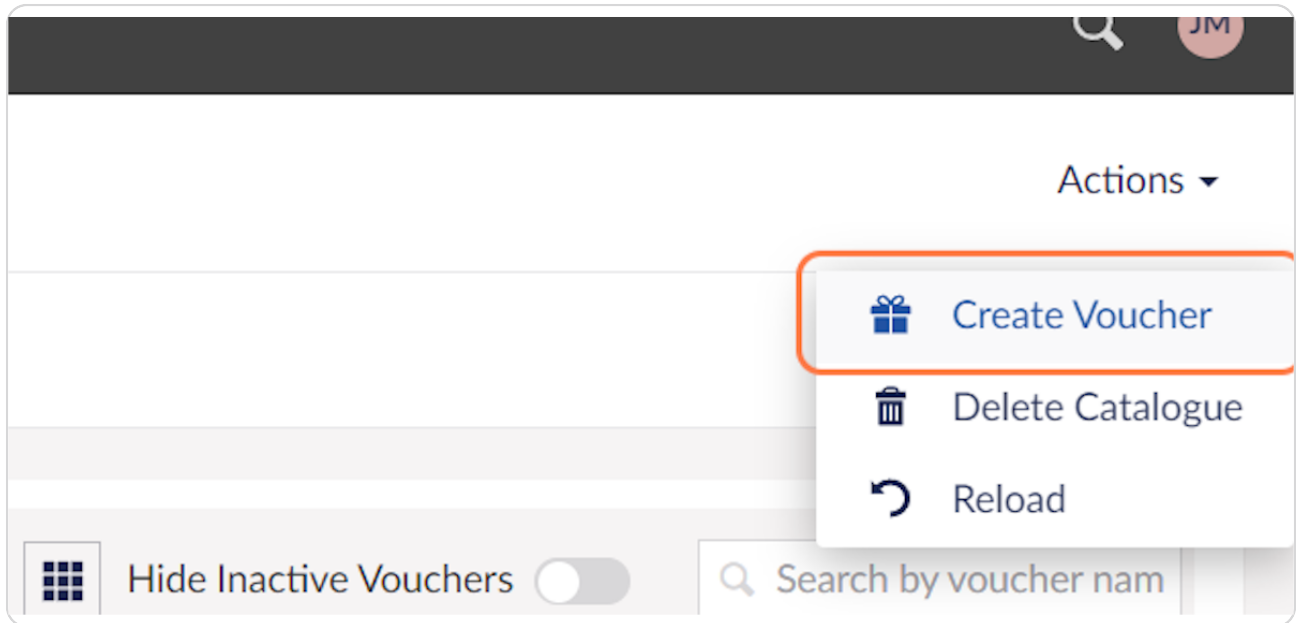- Catalogues are here to keep your gifts organised internally

STEP 6

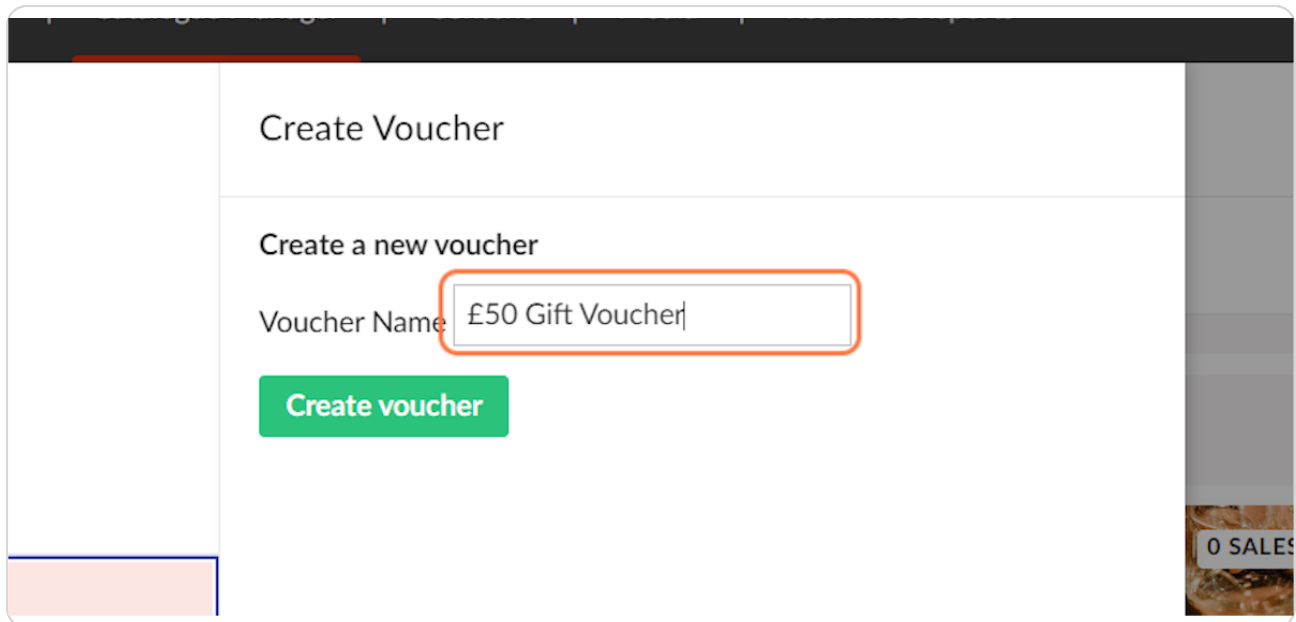## Click on ACTIONS in the top right of the screen

STEP 7

Click on CREATE VOUCHER

STEP 8

Type the VOUCHER NAME

STEP 9

Click on CREATE VOUCHER

Create a new voucher

Voucher Name | £50 Gift Voucher

Create voucher

ston Hotel

day

as

ry

e's Day 2022

STEP 10

Add the PRICE

Name *

This will be displayed on the site, and in any receipts, vouchers or emails sent to either the buyer or recipient.

£50 Gift Voucher

Price *

This will be displayed on the site, and in any receipts sent to the buyer.

50

Marketing Description

A shorter description shown on the website and any

B | I | ≡ | ≡ | ≡ | ☰ ▾ | ☰ ▾ | 🔗 | ✂ | ¶ | ¶

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STEP 11

Select the CURRENCY

£50 Gift Voucher

50 | GBP

STEP 12

Add the MARKETING DESCRIPTION

· Here, you are talking to the BUYER only
· You can format the text and even add hyperlinks

STEP 13

Add the FULL DESCRIPTION

- This is what the RECIPIENT of the gift will read
- Clearly state what is included – this will be printed on the voucher
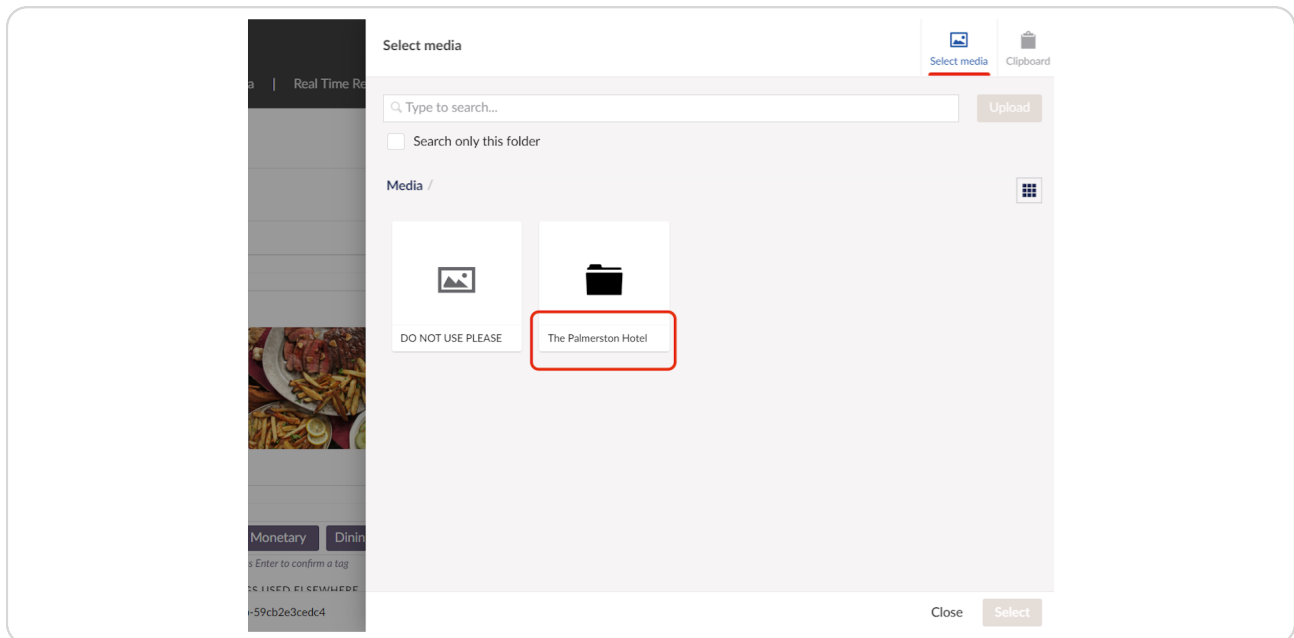- Max 300 characters (approx. 50 words)

STEP 14

Add an IMAGE

- Add up to 3 images
- Additionally, a stationery image will be automatically added to all gifts
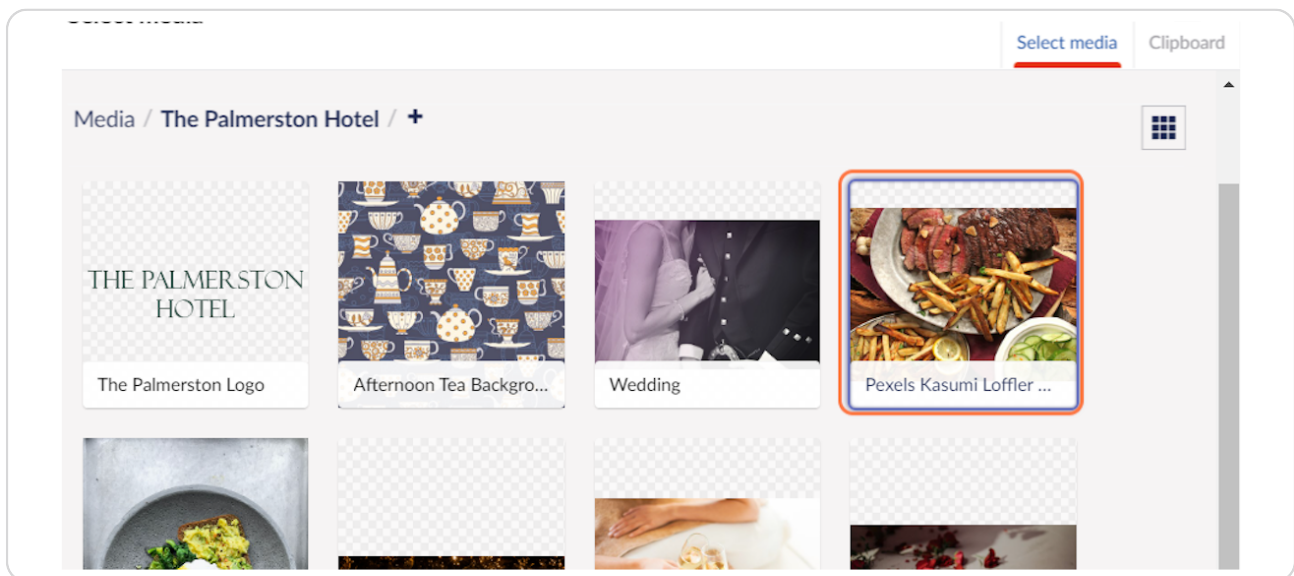
STEP 15

Click on the Media Folder to select or upload an image
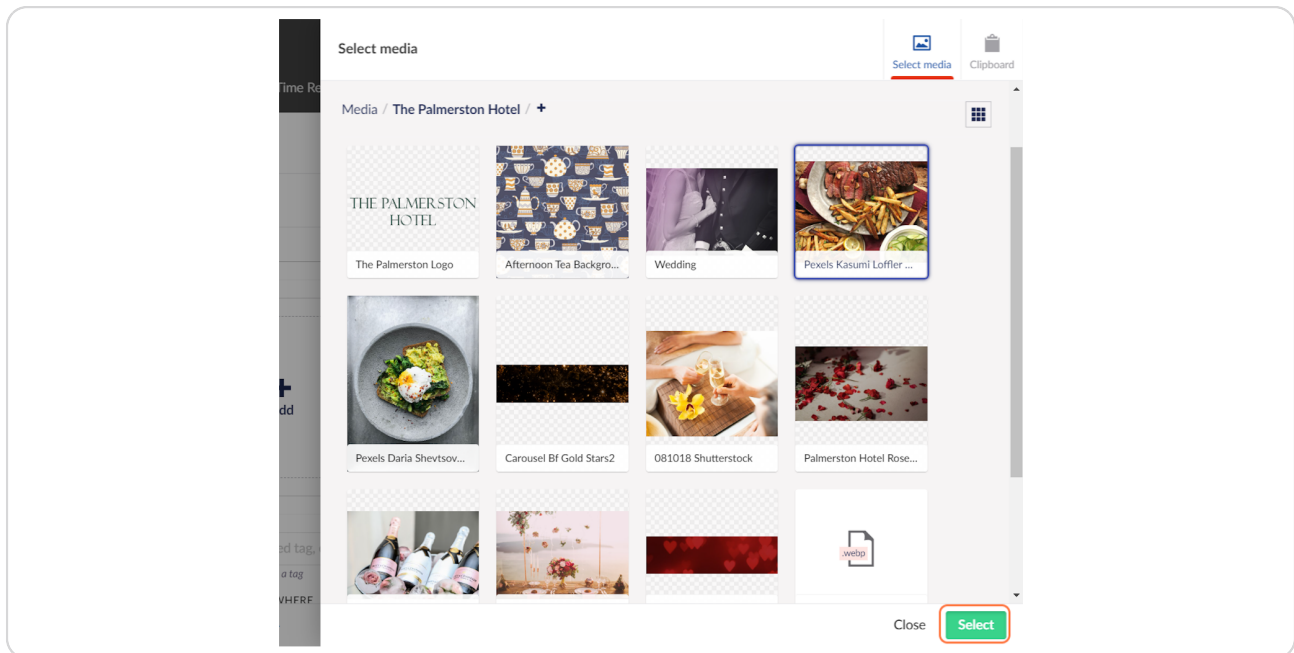

STEP 16

Select or upload the image or images you wish to add

- Voucher images will be automatically cropped to fill the voucher card space:
- Aspect Ratio: 16:9. Size: 1000px by 563p
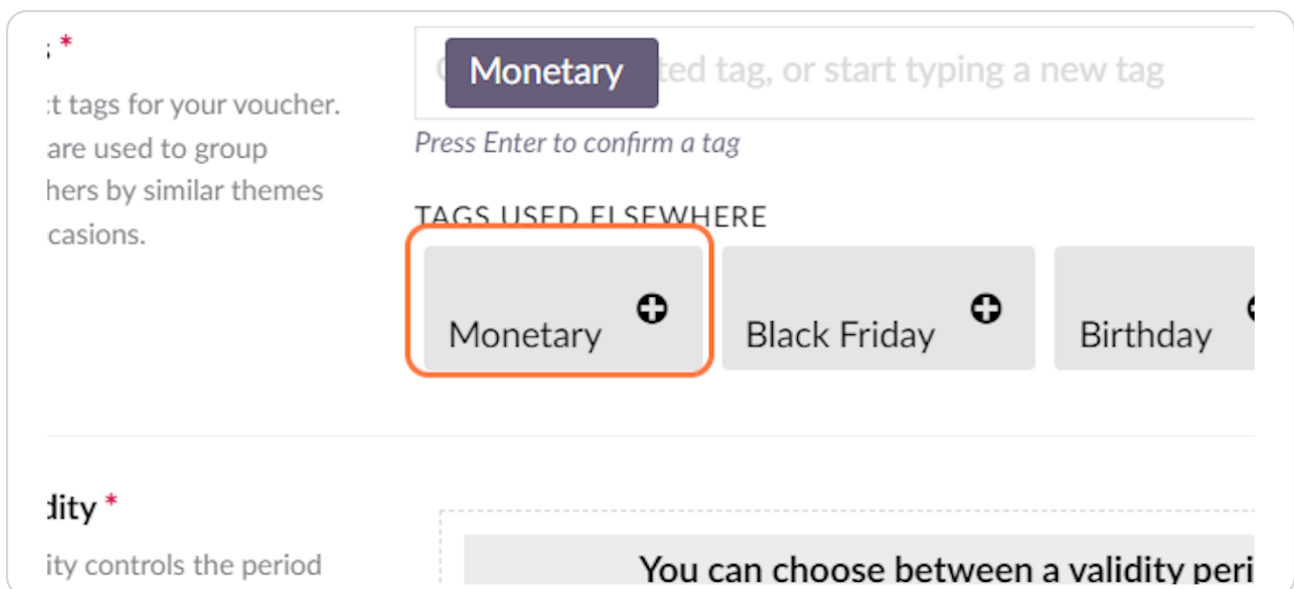- The first image added will be the main image and used in the e-voucher

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STEP 17

Click on SELECT to add the chosen image / images

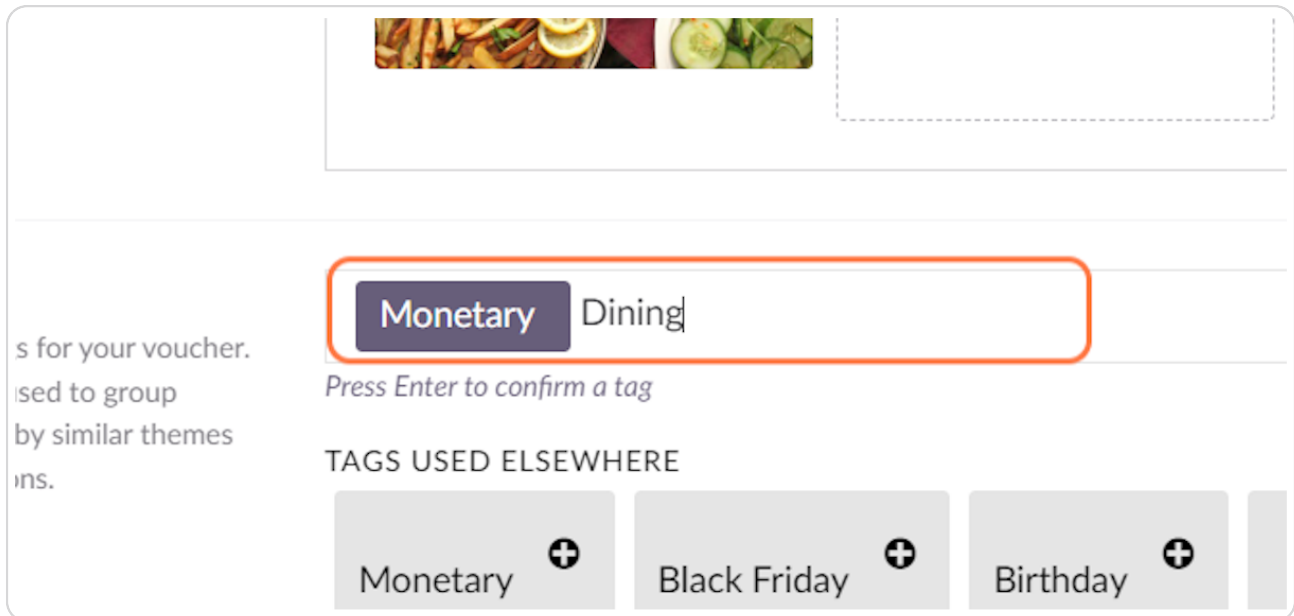## STEP 18

Add a TAG to the voucher

- Tags define under which filter the gift will appear on your gift shop
- You can select an existing tag...

STEP 19

...Or you can create a new Tag

- Type the name of the new tag
- Press ENTER to validate the tag
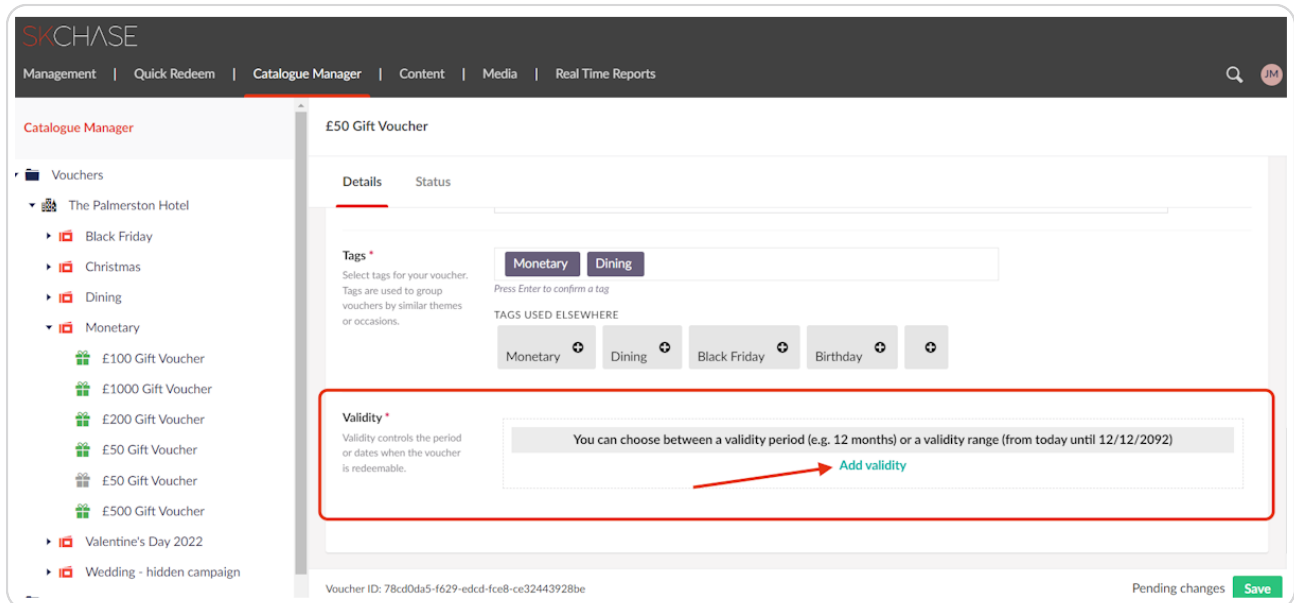
STEP 20

Click on ADD VALIDITY

Choose the VALIDITY TYPE

· You can choose to add a Choose the VALIDITY PERIOD or a VALIDITY RANGE…
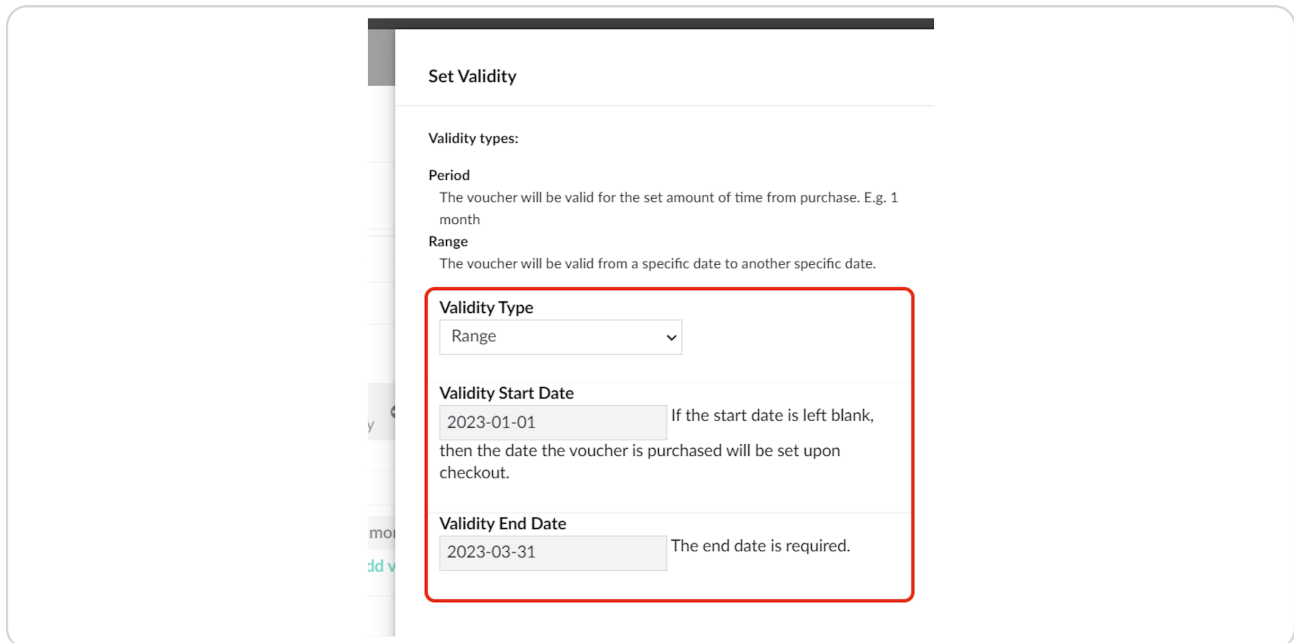· Select the gift Validity Period, i.e. how many **months** is the gift valid for from the date of purchase

STEP 22

Choose the VALIDITY TYPE

· Or select a Validity Range i.e. between which dates can the gift be redeemed

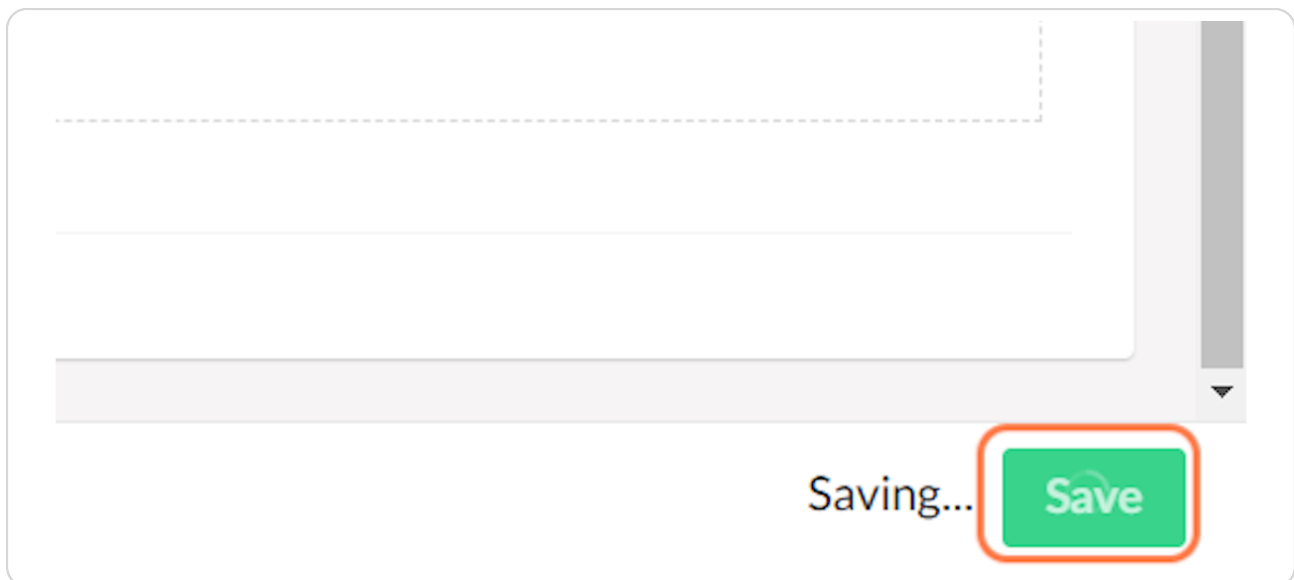## STEP 23

Click on SAVE

· Don't forget to save your changes!

STEP 24

Activate your Gift

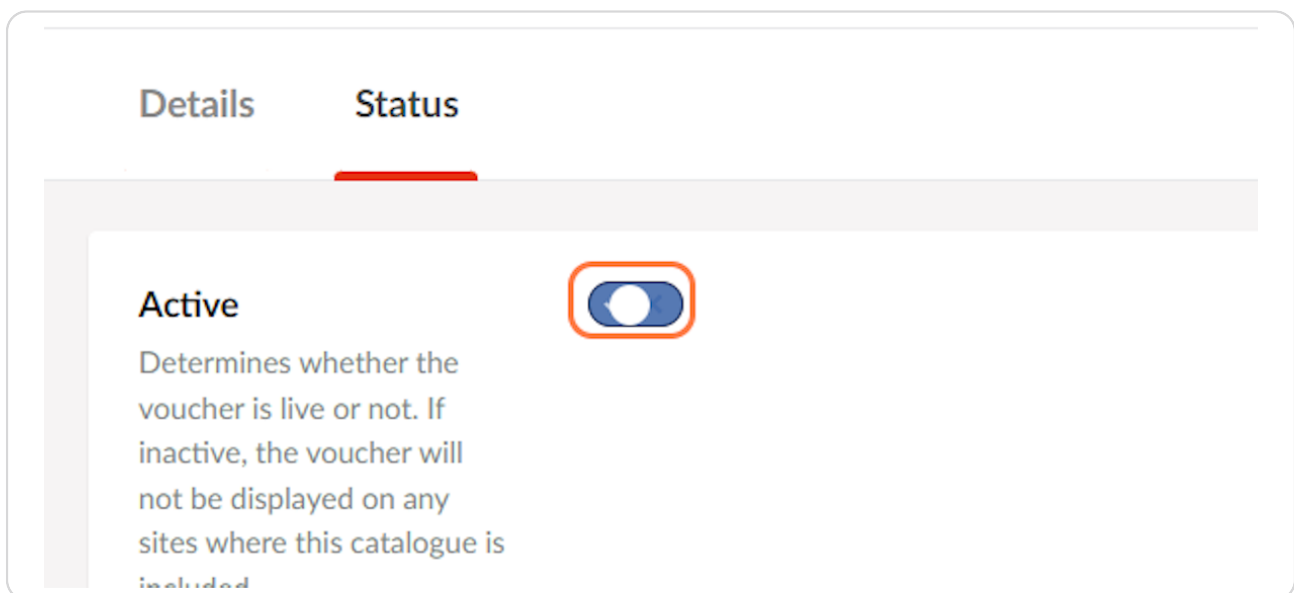- By default a new gift is "inactive" (i.e. will not be visible on your website)
- Go to the STATUS tab to activate the gift
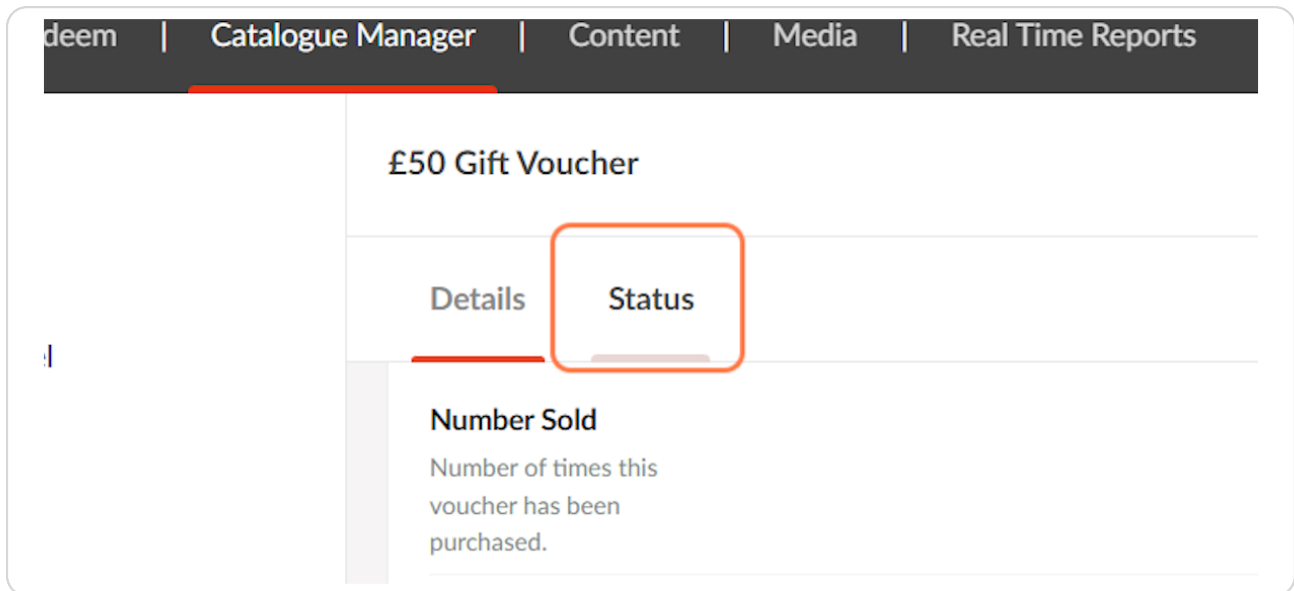
STEP 25
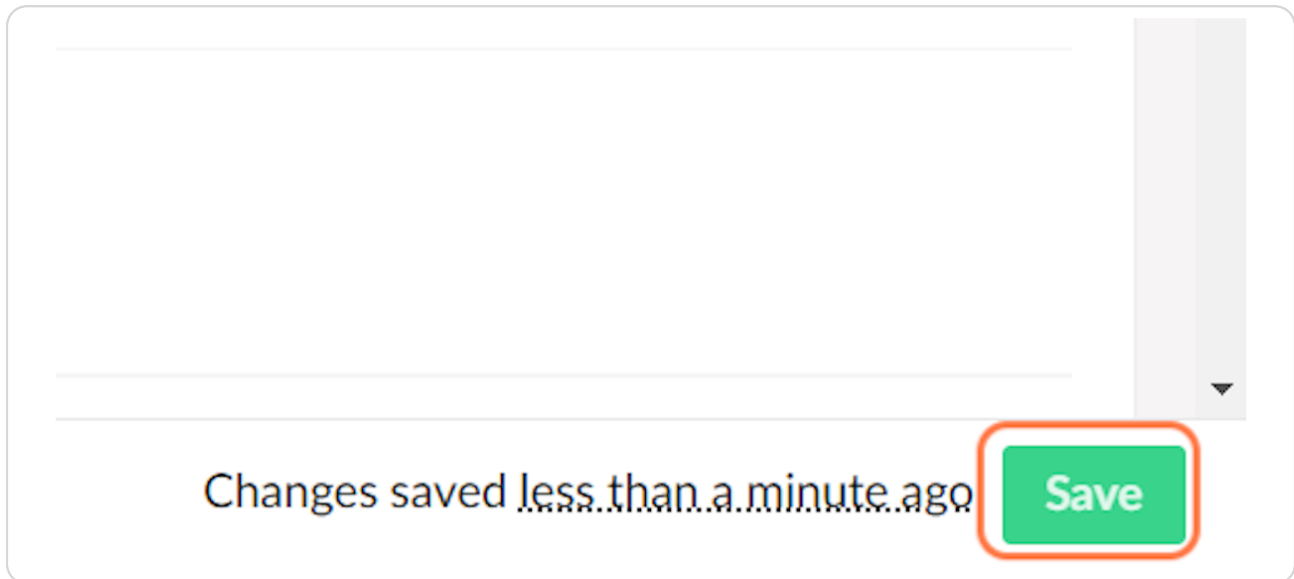
Once ready to go live, Activate your gift
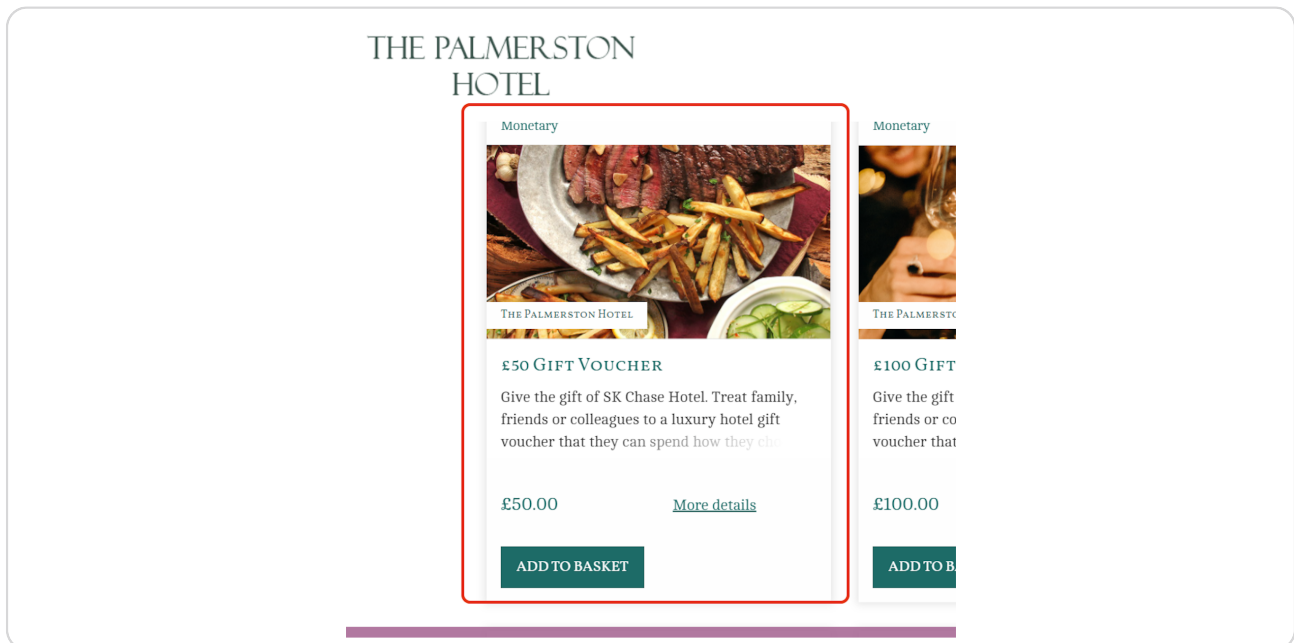
- Click the ACTIVE toggle ON

Click on SAVE

- Don't forget to save your changes!

Your gift is live!

- You can view the new gift on your voucher website

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