

A step by step guide to Offer Management for Boost Plus, Boost Ultra and Boost Ultra+ plans. If you are currently not on one of those plans, please contact your account manager to upgrade. If you have not added yourself to Boost, please see the "How to Add Users" document first.

- 1. Login to myboost.co.nz
- 2. From the Dashboard, click through to the "Offer Management" tab

boost.myboost.co.nz/profile/dashboard			🗞 🏠 😓 Incognito
Boost Offers   Dashboard   News &	Articles   Boost App		Demo 🔗
	Dashboard		
Boost status			Options
			Dashboard
Licenses allocated	41		Organisation Info
45/1002		Reports	Customisation
	enabled	Offer Snapshot	Offer Management
Need more users? <u>Add more single-use licenses</u> Want more features? <u>Upgrade Your Plan</u>	Manage Offers	Download Report	User Management & Ordering
			Resources
Roll-out Checklist			Boost Offers
Check these items off as you complete the roll-out of Boost to your	statt. View the <b>Resources</b> section for help.		My Profile
Customise Logo	Lick box once complete Review Roll Out Pack	Lick box once complete <u>User Management</u>	Upgrad We're online! Let's chat!

3. Here you will see a table showing all the available offers to you on the day and time you log in. By default, all offers are available to your employees/team. If you want to receive an email every time a new offer is available so you can disable it, you need to click the checkbox next to "New Supplier Offer Notification."

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Во	OST Dashboard News 8	Example 🔗		
		Offer Manage	ement	
Boos	t Suppliers	er Offer Natifications In notifications about every new offers Set	arch: Type here	Options Dashboard
ENABLE	SUPPLIER NAME	CATEGORY	OFFER V	Organization Info
	Century Yuasa 🗸 🗸	Vehicle and Maintenance	All batteries are not created equal	
	Butterfly Creek, Lock N Load Adventures, Rocket Ropes	Leisure & Entertainment	At Butterfly Creek see the butterfly house, Dinosaur Kingd	Customisation
	Away To Go 🗸 🗸	Accommodation	AwaytoGo takes care of your food & accommodation wh	Offer Management
	вос 🗸	Home & Garden	BOC is New Zealand's leading gas & welding equipment s	User Management &
	Plumbing World 🗸	Home & Garden	Book a consult today! A world of experts waiting for you	Ordering
	CurtainStudio 🗸	Home & Garden	CurtainStudio are the experts in curtains and blinds. They	Resources
	EXIDE		Exide Batteries	
	Specsavers 🗸	Health & Wellbeing	Eyewear supplier with locations throughout New Zealand	Boost Offers
	Ideal Electrical 🗸	DIY	From lighting and circuit protection to electrical wiring, in	My Profile
	nib 🗸	Insurance	Get NZ health insurance cover & forget worrying about th	Billing & Delivery
	Avis - Budget 🗸 🗸	Travel	Great service & Range of Cars to Choose From. Book Your	
	Zambrero New Zealand 🗸 🗸	Food & Beverage	Healthy, delicious Mexican food freshly made in front of $\gamma_{\cdots}$	
	iFLY Queenstown	Leisure & Entertainment	IFLY is the first and only indoor skydiving experience in NZ	
	Avis - Budget 🗸 🗸	Travel	Looking for good rates and a trusted car rental company i	
	Millennium Hotels and Resorts	Accommodation	Millennium Hotels and Resorts offer luxury hotels for leisu	
	NZ Safety Blackwoods	DIY	New Zealand's leading supplier of safety equipment, engi	
	Office Furniture Warehouse 🗸 🗸	Home & Garden	NZ's Greatest Online Furniture Store	We're offline!
	OfficeMax	Home & Garden	OfficeMax is a one-stop shop offering office supplies, stat 👻	Leave a mes

4. If you click the down arrow on the supplier's name, the offers for that supplier will show. You can choose to uncheck the checkbox on a specific offer to make the offer not visible to your employees/team or uncheck the box next to the supplier to hide all offers from a supplier. If a new offer is added for a supplier, it will automatically be checked (available to your employees/team). You will need to log in and uncheck it.



You will also see a column called 'Offer Status'. There are three statuses.

- Coming Soon the offer has not reached the start date and is not visible to your team. Once the start date has passed, the status will change to 'Active'. You can disable the offer, and it will not be active to your team once the start date passes.
- 2. Active the offer is visible to your team.
- 3. Disabled the offer has been disabled and is not visible to your team.

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						"		
I	Boost	Supp	liers  New Suppli Receive ema I can disable	er Offer Notificat ill notifications about them	ions oil new offers so Search: T	ype here	2 ک	<b>Options</b> Dashboard
	ENABLE	SUPPLIEF	NAME	OFFER STATUS	CATEGORY	OFFER	~	
		1-Day Lim	ited 🔨		Retail	Offering a wide range of product at low prices		Organisation Info
			Get \$5 off at 1-day.conz	Active	Retail	Get even better deals with 1-day.co.nz		Customisation
		Apex Car	Rentals		Travel	Discover award-winning service and get 10% of		Offer Management
			Choose Apex Car Hire!	Active	Travel	Book your car rental with Apex and get 10% off t		liser Management &
		Automate	rd Technologies Ltd		Home & Garden			Ordering
			Heat pumps at cost + 10% (2)	Active	Home & Garden	Canterbury only: Mitsubishi Electric or Daikin Hea		Resources
			10% off electrical and security installations	Active	Home & Garden	Canterbury only: Get 10% off your electrical instal		
		Avis New	Zealand		Travel	Great service & Range of Cars to Choose From		Boost Offers
			Discover more with Avis (2)	Active	Travel	Enjoy this special rate on your next vehicle hire w		My Profile
		Beaurepa	ires ^		Vehicle & Maintenance			Upgrade Plan
			15% off Goodyear and Dunlop tyres at Bea	Disabled	Vehicle & Maintenance	Get 15% off non-discounted Goodyear and Dunlo		
			11% off Michelin and BFGoodrich branded t	Coming Soon	Vehicle & Maintenance	11% off non-discounted Michelin and BFGoodrich		Billing & Delivery
			15% off Shell Motor Oil at Beaurepaires 2	Active	Vehicle & Maintenance	Get 15% off non-discounted Shell Motor Oil		
		BOC	~		Home & Garden	BOC is New Zealand's leading gas & welding e		We're online!
		Bookme	~		Leisure & Entertainment	Discounted Attractions in NZ, Australia, and Fiji		Let's chat!

- 5. Your selections will automatically be saved.
- 6. If you are on the Boost Ultra or Boot Ultra+ plan, you can add your Custom Offers. Before you can add your own custom offers, we need to add a bit of information on our side. You will need to send an email to <u>marketing@myboost.co.nz</u> with the following information:
  - a. Your company name and email address
  - b. Supplier Company Name the company that the offer will be redeemed from
  - c. Supplier Trading Name if different from the company name
  - d. The offer image needs to be exactly 555 x 555px. If you cannot do this, please send the image to us, and we can arrange this



7. Scroll to the bottom of the page and click "Add Custom Offers", as well as send us some information, outlined in step 8.

	boost.	myboost.co.nz/profile/offer-mana	ageme						
		20% off at Zambrero	Foo	od & Beverage		Get 20% off Mexican at your local Zambrero	,		My Profile
	iFLY Quee	nstown /	Lein	sure & Entertainment		iFLY is the first and only indoor skydiving e	experience in NZ		
		50% off at iFLY	Leis	sure & Entertainment		Get 50% off Kickstart & Airborne Indoor Sky	diving Flight Pa		Billing & Delivery
	Avis - Bud	iget 🔨	Tra	ivel		Looking for good rates and a trusted car re	ental company i		
	Millenniun	n Hotels and Resorts	Acc	commodation		Millennium Hotels and Resorts offer luxury	hotels for leisu		
	NZ Safety	Blackwoods	DIY	r		New Zealand's leading supplier of safety e	quipment, engi		
	Office Fur	niture Warehouse	Hor	me & Garden		NZ's Greatest Online Furniture Store			
	OfficeMa	x	Hor	me & Garden		OfficeMax is a one-stop shop offering offi	ce supplies, stat		
	Pinnacle L	ife	Insi	urance		Pinnacle Life were the first to offer life insi	urance online in		
	Pit Stop Li	mited	Vel	hicle and Maintenance		Pit Stop, You've Come To The Right Place!	There's a Pit St	~	
SUPPLIER	NAME			CATEGORY	OFFER		ACTIONS	~	
SUPPLIER	NAME			CATEGORY	OFFER		ACTIONS	^	
SUPPLIER	R NAME			CATEGORY	OFFER		ACTIONS	^	
SUPPLIER	R NAME			CATEGORY No rows f	OFFER		ACTIONS	^	
SUPPLIER	NAME			CATEGORY No rows f	OFFER		ACTIONS	^	
SUPPLIER	R NAME			CATEGORY No rows f	OFFER		ACTIONS	~	
SUPPLIER	RNAME			CATEGORY No rows f	OFFER	- Add C	ACTIONS	~	
SUPPLIER	RNAME			CATEGORY No rows f	OFFER	• Add (	ACTIONS	~	
SUPPLIER	2 NAME			CATEGORY No rows f	OFFER found	• Add 0	ACTIONS	~	
SUPPLIER	RNAME			CATEGORY No rows f	OFFER found	• Add 0	ACTIONS	~	
SUPPLIER	RNAME			Ko rows f	OFFER found	• Add 0	ACTIONS		
SUPPLIER How it Wo	rks Pr	nicing News & Arricles Boost A	99	CATEGORY No rows f	OFFER found	- Add C	ACTIONS	~	

8. Click the "Add Offer" button.

		Add Custom	n Offers		
Ste	ap 1: Add		Step 2: Confirm	0	ptions
		_		Do	ıshboard
Select Add Offer to create a ne	w Custom Offer.			O	ganisation Info
+ Add Offer				Next	istomisation
				O	fer Management
					Add Custom Of
				Us Or	er Management & dering
				Re	sources
				Вс	ost Offers
				M	γ Profile
				Bi	ling & Delivery



9. From this page, you can fill out the details for your custom offer. You must upload an offer image of 555 x 555px.

C 🔒 boost.myboost.c	o.nz/profile/offer-management/add-offers	🚖 🜔 🜌   Incognit
	Add Custom Offers	
	Step 1: Add Step 2: Confirm	Options
		Dashboard
Select Add Offer to credie	a new Custom Otter.	Organisation Info
Custom offer 1	CLOSE   REMOVE	Customisation
Supplier name	To add a supplier to the list, email marketing@myboost.co.nz with the supplier's name	Offer Management Add Custom Offers
Display name		User Management &
Category	Upload Offer Image	Ordering
Offer overview		Boost Offers
Offer details		My Profile
Cashier redemption instructions	Online redemption instructions	Billing & Delivery
Terms & conditions		
Offer start date	Offer end date No end date	
+ Add Offer	Next	We're offline! Leave a mes



10. Once you have filled out the fields you want, click "Next."



11.



12. You will see a Success page if it has been added successfully.



13. You can now see the custom offer in the "Offer Management" page. Please allow a couple of minutes before your employees/team can see the offer.

Congratulations! You have completed the 'Boost Offer Management' guide!