

# HOW TO CREATE A ROTARY GLOBAL REWARDS OFFER



## You'll need this information to submit your offer:

- Company information
- Company logo in jpg or png format
- Description of the offer and instructions for redeeming it
- Promotion code for redeeming the offer (e.g., Rotary2015)
- Process for supporting Rotary members when they redeem offer

1

On [Rotary Global Rewards](#) click or tap **Create a new offer.**

## ROTARY GLOBAL REWARDS

Rotary Global Rewards: The good you do comes back to you. Explore the discounts and special offers available to Rotary club members through our member benefit program. We're planning exciting offers to enhance your membership so check back often to see what's new!

For the best experience, use a current browser such as Chrome, Firefox, Safari, or Internet Explorer 10 to redeem rewards.

A screenshot of the Rotary Global Rewards website interface. At the top, there is a navigation bar with a "Select Category" dropdown menu and a "Create a new offer" button. A blue arrow points to the "Create a new offer" button. To the right of the button is a search bar labeled "Search offers...". Below the navigation bar, there is a location selector showing "Chicago, Illinois, United States" and buttons for "List (44)" and "Map (6)". At the bottom, there is a featured offer from OfficeMax: "Discounts on office supplies, printing, and more from Office supplies" with a "View Offer >>" link.

2

# 3

## Vendor Details

* Name	<input type="text" value="Rotary Hotel (Create an Offer Example)"/>
Description	<input type="text" value="The Rotary Hotel is located in Evanston, IL and offers comfortable housing for when you visit the Rotary International headquarters."/>
Website URL	<input type="text" value="www.rotaryhotel.com"/>
Logo	<input type="button" value="Remove Image"/>  <b>Logo note:</b> If possible please choose a logo image that is roughly 150 x 50 pixels (W x H), or multiples of that size — any size will work, but those proportions look best.
Categories	<input type="text" value="Travel"/>
Add offer to map	<input checked="" type="checkbox"/>
Street address	<input type="text" value="12345 Main Street"/>
City	<input type="text" value="Evanston"/>
State	<input type="text" value="IL"/>
Zip code	<input type="text" value="60201"/>
Country	<input type="text" value="United States"/>

### Add vendor details.

**Name**  
Company name

**Description**  
Company description; ideally no more than 250 characters (with spaces)

**Website URL**  
Company website

**Logo**  
Company logo (jpg or png format)

**Categories**  
At least one category required

**Add offer to map**  
Recommended but not required

# 4

## Add offer details.

**Offer Details**

* Title line	Save 20% off a Two Night Stay
Description	Book a two night stay at the Rotary Hotel and save 20%. Discount is available globally to all traveling to Evanston, IL.
Contact Name	Sue Rotarian
Contact Email	sue@rotaryhotel.com
Expiration Date	2016/03/01
<b>What should happen when someone redeems this offer?</b>	
<input checked="" type="radio"/> Redirect to a secret URL.	
<input type="radio"/> Send a notification to the 'Contact Email' specified above.	
Redemption URL	www.rotaryhotel.com
Special Instructions	Visit the Rotary Hotel website and select the dates/times you wish to book a room. Upon checkout, enter code Rotary2015 to apply the discount. For questions and phone reservations call 888-123-4567.

### Title line

Clear, concise statement of offer, ideally no more than 50 characters (with spaces)

### Description

Clear, concise description of offer, ideally no more than 250 characters (with spaces)

### Contact Name & Contact Email

Automatically populates with your name and email; change if you aren't the contact

### Expiration Date

Default expiration is six months

Indicate what should happen when the offer is redeemed.

### Special Instructions

If needed

# 5

Check to agree to the Terms & Conditions, then click or tap **Save**. Offers are activated in 10-15 business days.

Send any questions or changes to [RotaryGlobalRewards@rotary.org](mailto:RotaryGlobalRewards@rotary.org).

**Terms & Conditions**

I agree to abide by the Terms & Conditions.

**Save** Cancel