



# UPLOAD GUIDE

[benefits.rotary3450.org](https://benefits.rotary3450.org)

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# 1. How to Upload a New Offer

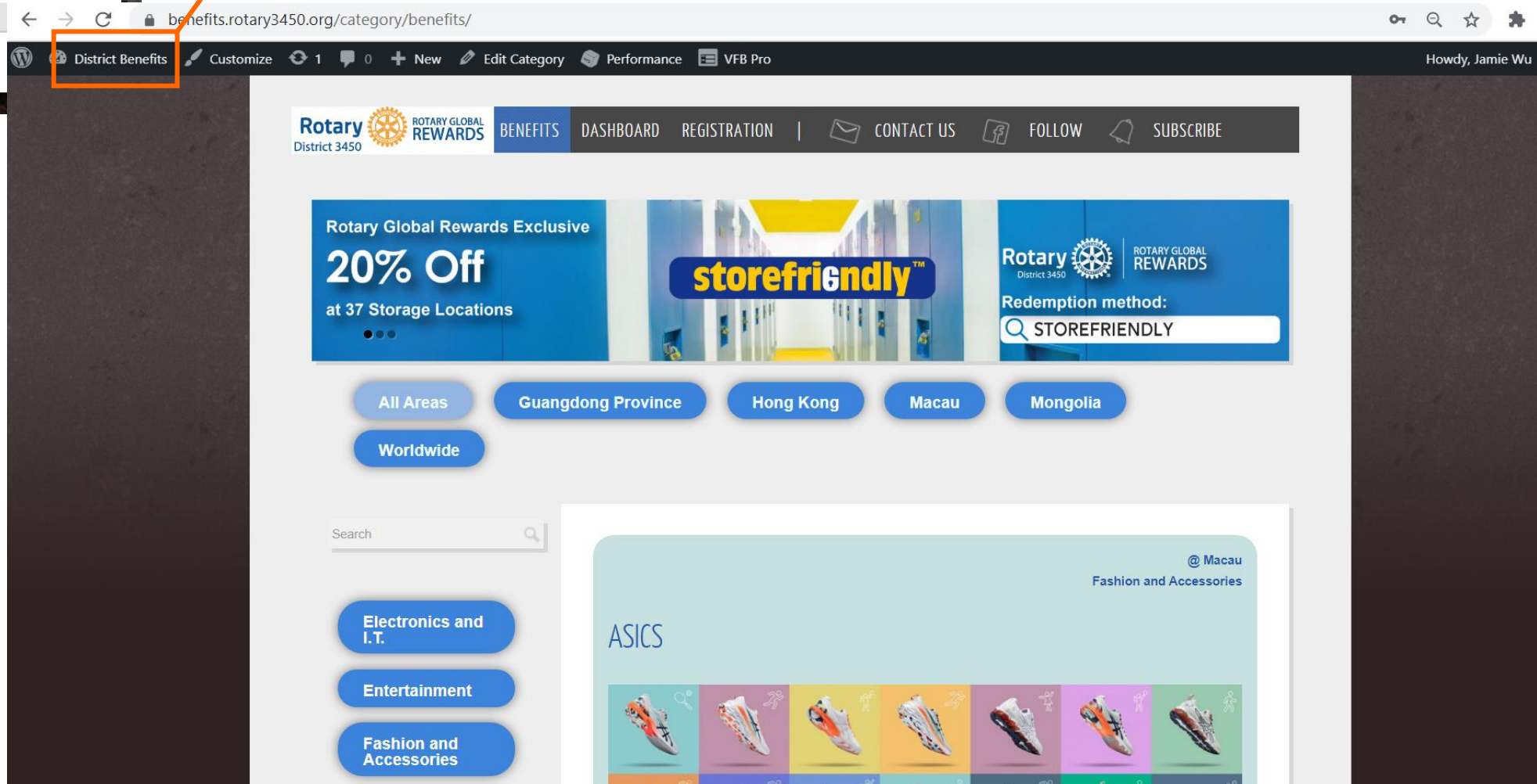
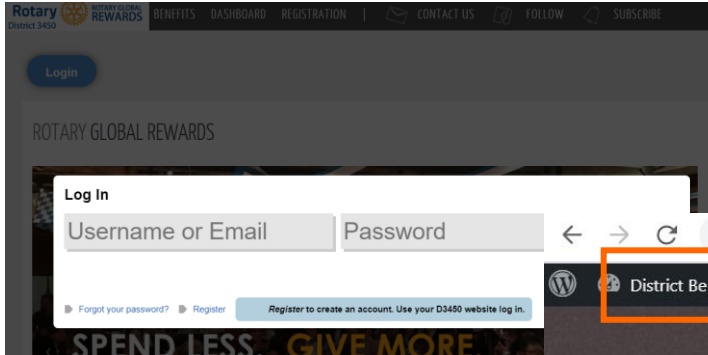
First, have all the offer details and the vendor's photo banner ready.

1	<b>Company Description</b> <i>Please provide a short description of 150 words</i> Since 1989, Elissa Cohen and her team have crafted pieces of the finest quality jewellery at her Kowloon Atelier. Her collection draws on everything from pop culture to classic art deco style. Elissa Cohen and her team also provide a bespoke service with our craftsman on hand to convert your idea into reality.
2	<b>Company Logo</b> <i>Please enclose your company logo in high-resolution JPEG or AI format (No need to enclose if already provided previously)</i> Provided previously
3	<b>Company Website</b> <a href="http://WWW.Elissacohen.com">WWW. Elissacohen.com</a>
4	<b>Contact Person</b> Name: Elissa Cohen Email: <a href="mailto:elissa@elissacohen.com">elissa@elissacohen.com</a> Tel: 852-23120811
5	<b>Store Address</b> Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong.
6	<b>Offer Details</b> <i>Please specify if it is a discount or rebate to District 3450's THE ONE project, or both. Please include terms of use, if any.</i> 20% discount and 10% rebate to rotary
7	<b>Redemption Method</b> <i>(E.g. Quote a unique discount code or instruct Rotary members to show bershhip card upon payment)</i> Rotary membership card is fine
8	<b>Validity Period</b> <i>3 years. Minimum commitment of one year is required (ending April 2022). Most of our vendors sign on for three years. You can update the details of your offer at any time. Please edit your answer as necessary.</i> Apr 2021 - Dec 2024 (Suggested)



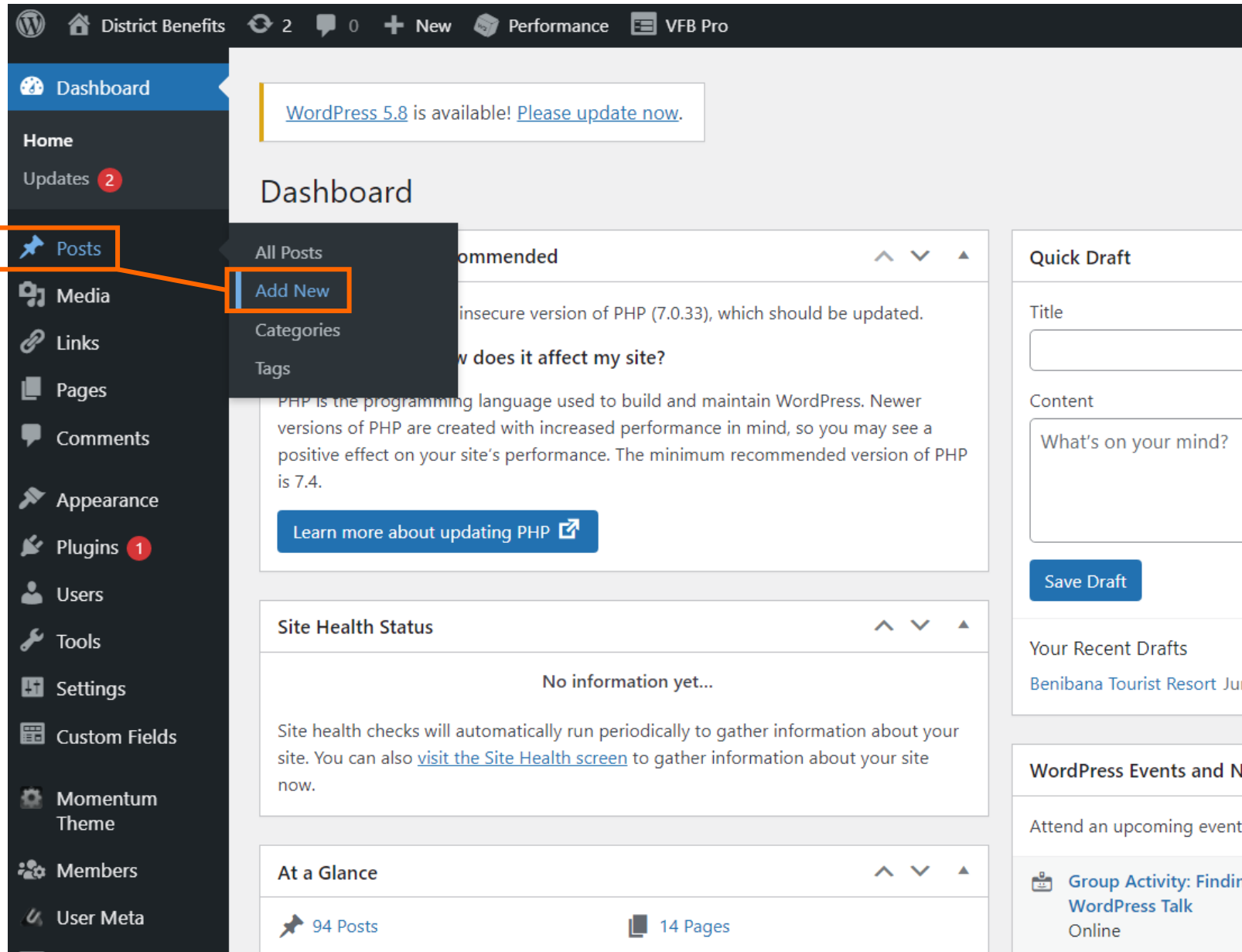
# 1. How to Upload a New Offer

After logging in, click 'District Benefits' to enter the back-end (Dashboard)



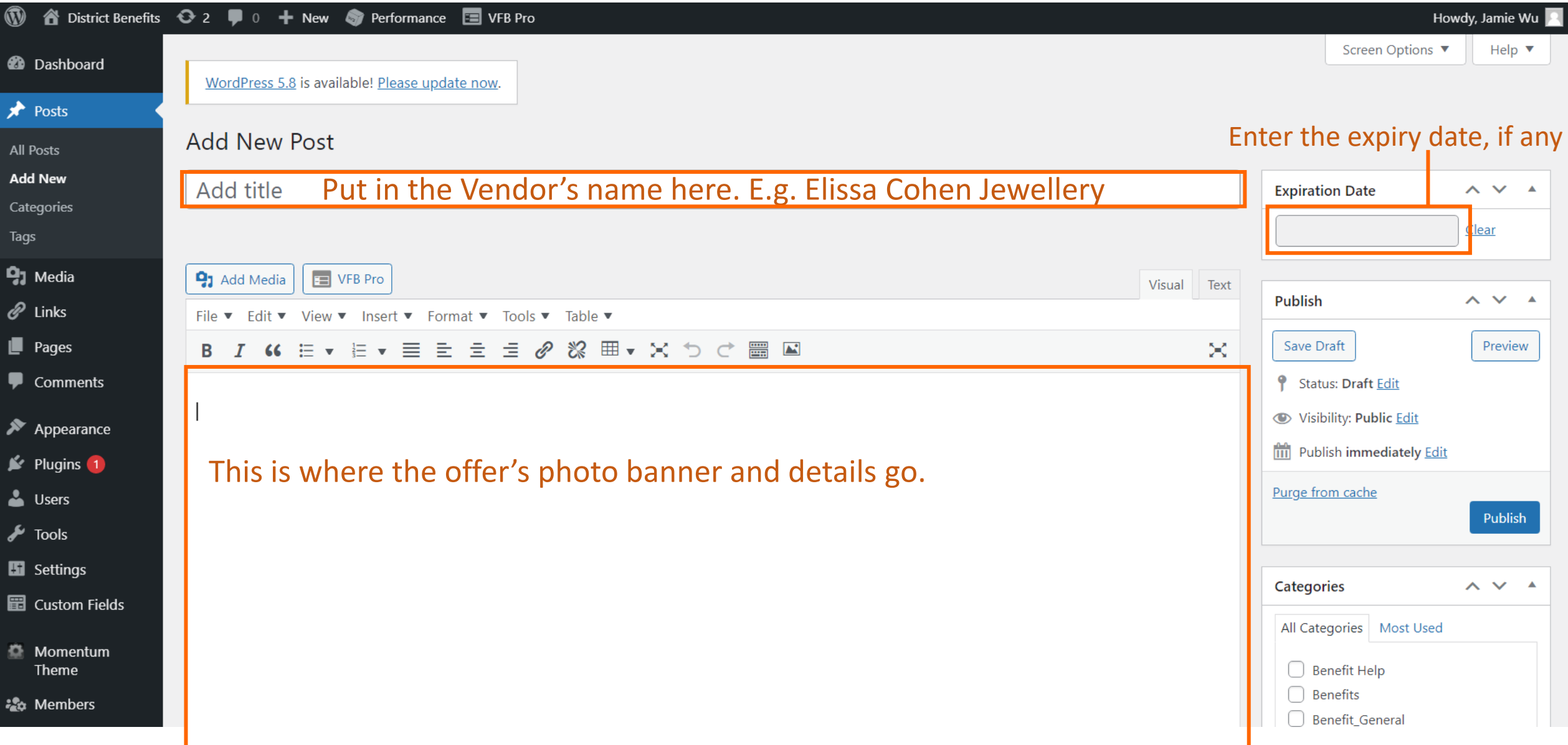
# 1. How to Upload a New Offer

Go to 'Posts' on the side menu, and click 'Add New'



The screenshot shows the WordPress dashboard interface. On the left, a dark sidebar menu contains various options: Dashboard, Home, Updates (2), Posts, Media, Links, Pages, Comments, Appearance, Plugins (1), Users, Tools, Settings, Custom Fields, Momentum Theme, Members, and User Meta. The 'Posts' option is highlighted with an orange box, and an orange arrow points from the text above to it. A sub-menu is open for 'Posts', with the 'Add New' option highlighted by another orange box. The main content area of the dashboard displays a notification for WordPress 5.8, a 'Dashboard' title, a 'Recommended' section with a PHP update notice, a 'Quick Draft' form with fields for Title and Content, and a 'Site Health Status' section. At the bottom, an 'At a Glance' summary shows 94 Posts and 14 Pages.

# 1. How to Upload a New Offer



The screenshot displays the WordPress Admin interface for creating a new post. The left sidebar shows navigation options: Dashboard, Posts (selected), All Posts, Add New, Categories, Tags, Media, Links, Pages, Comments, Appearance, Plugins (1 update), Users, Tools, Settings, Custom Fields, Momentum Theme, and Members.

At the top right, there are 'Screen Options' and 'Help' dropdowns, and a user profile for 'Howdy, Jamie Wu'.

A notification banner at the top states: "WordPress 5.8 is available! [Please update now.](#)"

The main content area is titled "Add New Post". The title field contains the text: "Add title Put in the Vendor's name here. E.g. Elissa Cohen Jewellery".

Below the title field is the "Add Media" button and the "VFB Pro" plugin icon. A rich text editor toolbar is visible with options for File, Edit, View, Insert, Format, Tools, and Table. The editor contains the text: "This is where the offer's photo banner and details go.".

On the right side, the "Publish" meta box shows:

- Expiration Date: (empty field with a "Clear" link)
- Save Draft button
- Preview button
- Status: Draft [Edit](#)
- Visibility: Public [Edit](#)
- Publish immediately [Edit](#)
- [Purge from cache](#)
- Publish button

Below the "Publish" box is the "Categories" meta box, showing "All Categories" and "Most Used" tabs. The "Most Used" tab is selected, and it lists the following categories with checkboxes:

- Benefit Help
- Benefits
- Benefit\_General

Orange annotations highlight the title field, the main content area, and the Expiration Date field.

# 1. How to Upload a New Offer

District Benefits 2 0 + New Performance VFB Pro Howdy, Jamie Wu

## Add New Post

Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery-2/> [Edit](#)

**Add Media** VFB Pro Visual Text

File Edit View Insert Format Tools Table

**B I “** [List Icons] [Image Icon]

**Click 'Add Media' to insert the photo banner first**

Word count: 0 Draft saved at 12:43:19 pm.

**Expiration Date** ^ v ▲  
Dec 31, 2024 @ 12:00 [Clear](#)

**Publish** ^ v ▲  
[Save Draft](#) [Preview](#)  
📍 Status: Draft [Edit](#)  
👁 Visibility: Public [Edit](#)  
📅 Publish immediately [Edit](#)  
[Purge from cache](#)  
[Move to Trash](#) [Publish](#)

**Categories** ^ v ▲  
All Categories Most Used  
 Benefit Help  
 Benefits  
 Benefit\_General  
 General  
[+ Add New Category](#)



# 1. How to Upload a New Offer – Inserting the Photo Banner

Click 'Select Files' to locate and upload the photo banner

Then click 'Insert into post'



# 1. How to Upload a New Offer – Inserting the Photo Banner

## Add New Post

Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery-2/> [Edit](#)

[Add Media](#)

[VFB Pro](#)

Visual

Text

File Edit View Insert Format Tools Table

**B** *I* “ ” ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♁ ♃ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓ ☰ ☷ ☹ ☺ ☻ ☼ ☽ ☾ ☿ ♁ ♃ ♅ ♆ ♇ ♈ ♉ ♊ ♋ ♌ ♍ ♎ ♏ ♐ ♑ ♒ ♓



Expiration Date

Dec 31, 2024 @ 12:00

[Clear](#)

Publish

[Save Draft](#)

[Preview](#)

Status: Draft [Edit](#)

Visibility: Public [Edit](#)

[Publish immediately](#) [Edit](#)

[Purge from cache](#)

[Move to Trash](#)

[Publish](#)

Categories

All Categories

Most Used

- Benefit Help
- Benefits
- Benefit\_General
- General

After adding your photo banner, it should look something like this.



# 1. How to Upload a New Offer – Inputting Offer Details

The screenshot shows a content management system interface. On the left, there is a text editor with a menu bar containing 'File', 'Edit', and 'View'. Below the menu bar are formatting options: bold (B), italic (I), quote (”), and list (☰). A large, semi-transparent modal window is centered over the editor, containing the following text:

Start the offer details with the opener “Rotarians and Rotaractors can enjoy”

If the offer is a discount OR a rebate, finish the sentence. For example,

**Rotarians and Rotaractors can enjoy 20% off at Elissa Cohen Jewellery.**

OR

**Rotarians and Rotaractors can enjoy a rebate of 10% of their purchase issued to Rotary District 3450.**

Below the modal window, the text editor shows the beginning of the text: **Rotarians and Rotaractors can enjoy**. At the bottom left of the editor, it says 'Word count: 5'. On the right side of the interface, there is a 'Publish' button and a 'Visibility: Public Edit' dropdown menu. Below the modal window, there are sections for 'Categories' and 'Tags', each with an 'Add' button and a 'Choose from the most used tags' link.

# 1. How to Upload a New Offer – Inputting Offer Details

Visibility: Public Edit

Add Media

File Edit View

**B** *I* “ ☰

Rotarians and Rotaractors can enjoy

- **20% off at Elissa Cohen Jewellery**
- **A rebate of 10% of their purchase issued to Rotary District 3450.**

Then include the vendor's store address below.

*Note: Offer details should be in **bold** and 'Address:' underlined. For example,*

**Address:**  
**Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong**

Word count: 5

Benefit Fields

Categories

Tags

Publish

Add

Choose from the most used tags







# 1. How to Upload a New Offer – Entering the Vendor’s Details

Next, you will enter the vendor’s details which will appear in a collapsible box.

@ Hong Kong  
Fashion and Accessories

## ELISSA COHEN JEWELLERY






20% Off &  
Rebate 10% on Purchases to D3450

Rotarians and Rotaractors can enjoy

- 20% off at Elissa Cohen Jewellery
- A rebate of 10% of their purchase issued to Rotary District 3450

Address:  
Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong

▶ About Elissa Cohen Jewellery

 REDEEM NOW  Share 

- 20% off at Elissa Cohen Jewellery
- A rebate of 10% of their purchase issued to Rotary District 3450

Address:  
Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong




▼ About Elissa Cohen Jewellery

Elissa Cohen's hands-on leadership involves every piece of work.

Since 1989, she has crafted pieces of the finest quality from her Kowloon atelier. The inspiration stems from her natural love and affinity for jewellery.

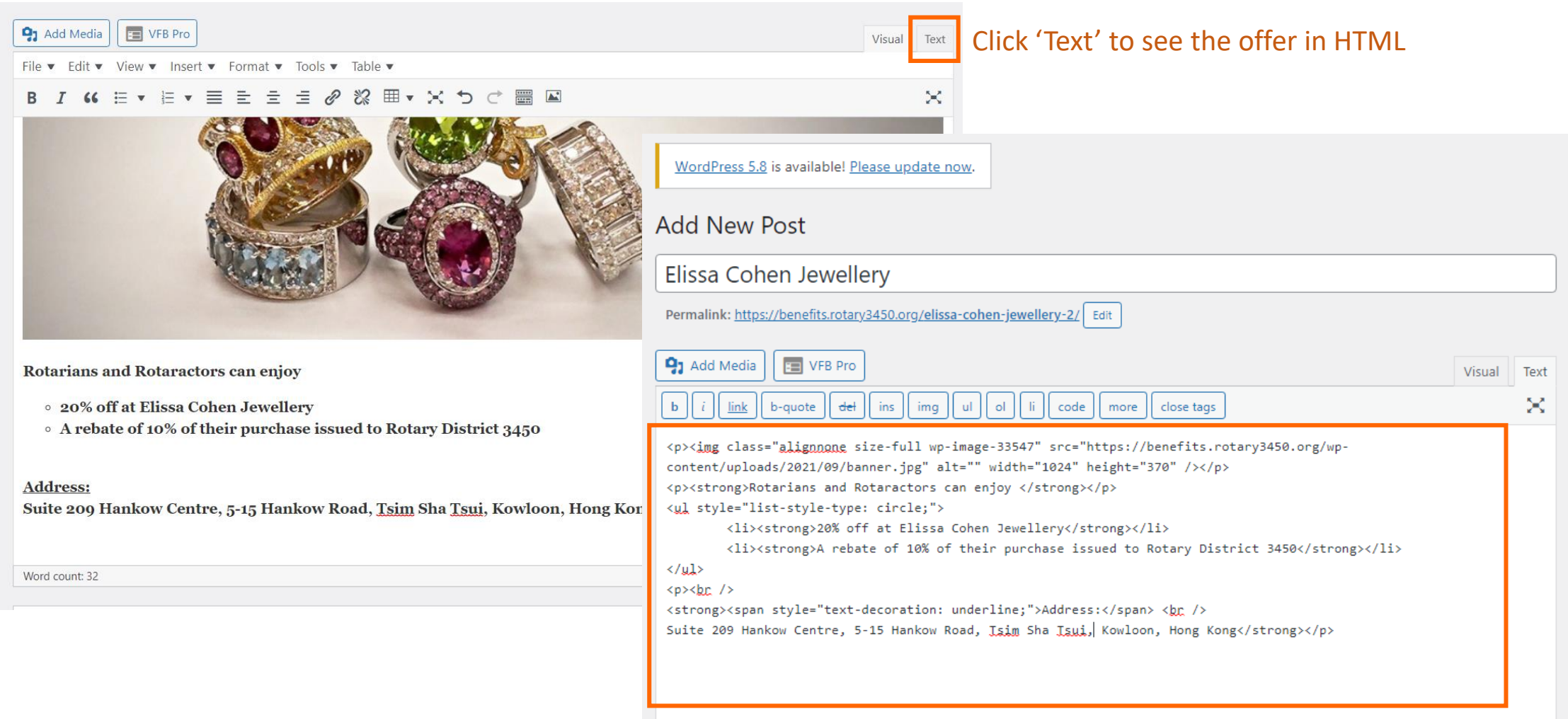
Informed by pop culture and heirloom elegance alike, Elissa brings a modern twist to an age-old craft. Her four decades in the trade have made her one of Hong Kong's most trusted names in the industry.

[www.elissacohen.com](http://www.elissacohen.com)

 REDEEM NOW  Share 

You will learn how to create this collapsible box for the vendor’s details in the next slides.

# 1. How to Upload a New Offer – Entering the Vendor’s Details



WordPress 5.8 is available! [Please update now.](#)

## Add New Post

Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery-2/> [Edit](#)

**Rotarians and Rotaractors can enjoy**

- 20% off at Elissa Cohen Jewellery
- A rebate of 10% of their purchase issued to Rotary District 3450

**Address:**  
Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong

```
<p></p>
<p><strong>Rotarians and Rotaractors can enjoy </strong></p>
<ul style="list-style-type: circle;">
  <li><strong>20% off at Elissa Cohen Jewellery</strong></li>
  <li><strong>A rebate of 10% of their purchase issued to Rotary District 3450</strong></li>
</ul>
<p><b></b> />
<strong><span style="text-decoration: underline;">Address:</span> <br />
Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong</strong></p>
```

Click 'Text' to see the offer in HTML

'Text' mode shows what you have input so far as HTML. You can always switch back and forth by clicking 'Visual' or 'Text'.  
To set up the vendor's details in the collapsible box, we will be working in HTML.



# 1. How to Upload a New Offer – Entering the Vendor’s Details

Edit Post [Add New](#)

There is an autosave of this post that is more recent than the version below. [View the autosave](#)

Restore Hydration

Permalink: <https://benefits.rotary3450.org/restore-hydration/> [Edit](#)

[Add Media](#) [VFB Pro](#)

Visual **Text**

[b](#) [i](#) [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [close tags](#)

```
<p></p>
<p>&nbsp;</p>
<p><strong>Rotarians & Rotaractors can enjoy </strong></p>
<ul style="list-style-type: circle;">
  <li><strong>10% off their purchase online using the special Rotary discount code<br />
</strong></li>
  <li><strong>A rebate of 10% of their order issued to Rotary District 3450<br />
<br />
</strong>
<details>
<summary>About Restore Hydration</summary>
<p>Restore is a company that was created to help people rehydrate fully in a world where 90% of the population suffers from chronic dehydration and most of them do not know about it.<br />
By adding Restore to the water you drink throughout the day, you allow your body to be fully hydrated and you benefit from all the positive outcomes of a fully hydrated body. In just a week, Restore will give you more energy, a better quality of sleep, clearer skin, revitalised hair, an improved digestive system and a more focused mind. All these benefits come from your muscles being cellularly hydrated.<br />
<br />
<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

Word count: 130

Last edited by Jamie Wu on August 20, 2021 at 2:26 pm

Easiest way: Open the post of another offer to use as reference.

Here we are using the offer from **Restore Hydration** as reference.

Go to 'Text' to view its offer details in HTML.

Now we are going to copy and paste the vendor's details into our offer for Elissa Cohen Jewellery.

# 1. How to Upload a New Offer – Entering the Vendor’s Details

## Restore Hydration

Permalink: <https://benefits.rotary3450.org/restore-hydration/>

Visual Text

```
<p></p>
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By adding Restore to the water you drink throughout the day, you allow your body to be fully hydrated and you benefit from all the positive outcomes of a fully hydrated body. In just a week, Restore will give you more energy, a better quality of sleep, clearer skin, revitalised hair, an improved digestive system and a more focused mind. All these benefits come from your muscles being cellularly hydrated.<br />
<br />
<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

Word count: 130

Last edited by Jamie Wu on August 20, 2021 at 2:26 pm

Copy the HTML starting from the end of the last word of the offer details - here it is after '3450'.

This means you are copying from `<br />` onwards until the end.

# 1. How to Upload a New Offer – Entering the Vendor’s Details

Restore Hydration

Permalink: <https://benefits.rotary3450.org/restore-hydration/> Edit

Add Media VFB Pro Visual Text

b i link b-quote del ins img ul ol li code more close tags ✕

```
<p></p>
<p>&nbsp;</p>
<p><strong>Rotarians & Rotaractors can enjoy </strong></p>
<ul style="list-style-type: circle;">
  <li><strong>10% off their purchase online using the special Rotary discount code<br />
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<br />
<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

This highlighted portion is what you will copy and paste into the new offer for Elissa Cohen Jewellery

# 1. How to Upload a New Offer – Entering the Vendor’s Details

Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery-2/> [Edit](#)

[Add Media](#) [VFB Pro](#) Visual Text

[b](#) [i](#) [link](#) [b-quote](#) [del](#) [ins](#) [img](#) [ul](#) [ol](#) [li](#) [code](#) [more](#) [close tags](#) [✕](#)

```
<p></p>
<p><strong>Rotarians and Rotaractors can enjoy </strong></p>
<ul style="list-style-type: circle;">
  <li><strong>20% off at Elissa Cohen Jewellery</strong></li>
  <li><strong>A rebate of 10% of their purchase issued to Rotary District 3450</strong></li>
</ul>
<p><br />
<strong><span style="text-decoration: underline;">Address:</span> <br />
Suite 209 Hankow Centre, 5-15 Hankow Road, Isim Sha Tsui, Kowloon, Hong Kong</strong></p>
```

Now go back to the new offer for Elissa Cohen Jewellery and paste the HTML at the end of the last word of the offer details.

This means you are pasting after the word 'Hong Kong' (which will get rid of '</strong></p>').

# 1. How to Upload a New Offer – Entering the Vendor’s Details

Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery-2/>

Visual Text

**b i link b-quote del ins img ul ol li code more close tags**

```
<p></p>
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<p>Restore is a company that was created to help people rehydrate fully in a world where 90% of the population suffers from chronic dehydration and most of them do not know about it.<br />
By adding Restore to the water you drink throughout the day, you allow your body to be fully hydrated and you benefit from all the positive outcomes of a fully hydrated body. In just a week, Restore will give you more energy, a better quality of sleep, clearer skin, revitalised hair, an improved digestive system and a more focused mind. All these benefits come from your muscles being cellularly hydrated.<br />
<br />
<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

Word count: 138

Draft saved at 3:04:05 pm.

After pasting the copied text, it will look like this.

# 1. How to Upload a New Offer – Entering the Vendor’s Details

Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery-2/>

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<a href="https://www.restorehydration.com" target="_blank" rel="noopener">www.restorehydration.com</a></p>
</details>
</li>
</ul>
```

Word count: 138 Draft saved at 3:04:05 pm.

Replace all the details of Restore Hydration with the details of Elissa Cohen Jewellery.

Just type in the new details in the sections highlighted.

Make sure you **DO NOT** change any of the HTML coding and do not remove any "" or <>.



# 1. How to Upload a New Offer – Entering the Vendor’s Details

Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery-2/>

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</details>
</li>
</ul>
```

Word count: 138 Draft saved at 3:04:05 pm.

*Note:*

**<br />** is the HTML instruction for a line break. This means whatever follows after it will appear in the next paragraph.



# 1. How to Upload a New Offer – Entering the Vendor’s Details

Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery-2/>

Visual Text

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</details>
</li>
</ul>
```

Word count: 138

Draft saved at 3:04:05 pm.

If you only have a short description (one paragraph only) then include it all here, highlighted in orange.

Since there is no need for a second paragraph, you can delete the remaining text (highlighted in grey).

# 1. How to Upload a New Offer – Entering the Vendor’s Details

Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery/>

Visual

Text

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<p>Elissa Cohen's hands-on leadership involves every piece of work.
Since 1989, she has crafted pieces of the finest quality from her Kowloon atelier. The inspiration stems from her natural love and affinity for jewellery.
Informed by pop culture and heirloom elegance alike, Elissa brings a modern twist to an age-old craft. Her four decades in the trade have made her one of Hong Kong's most trusted names in the industry.
<br />
<a href="http://www.elissacohen.com" target="_blank" rel="noopener">www.elissacohen.com</a></p>
</details>
```

After entering all the vendor’s details, it will look like this.

# 1. How to Upload a New Offer – Entering the Vendor’s Website

Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery/> Edit

Add Media

VFB Pro

Visual

Text

**b** *i* link **b-quote** ~~del~~ **ins** **img** **ul** **ol** **li** **code** **more** **close tags**

```
<p><br />
<br />
<strong>Rotarians and Rotaractors can enjoy </strong></p>
<ul style="list-style-type: circle;">
  <li><strong>20% off at Elissa Cohen Jewellery</strong></li>
  <li><strong>A rebate of 10% of their purchase issued to Rotary District 3450</strong></li>
</ul>
<p><br />
<strong><span style="text-decoration: underline;">Address:</span> <br />
Suite 209 Hankow Centre, 5-15 Hankow Road, Isim Sha Isui, Kowloon, Hong Kong<br />
</strong></p>
<details>
<summary>About Elissa Cohen Jewellery</summary>
<p>Elissa Cohen's hands-on leadership involves every piece of work.<br />
Since 1989, she has crafted pieces of the finest quality from her Kowloon atelier. The inspiration stems from her natural love and affinity for jewellery.<br />
Informed by pop culture and heirloom elegance alike, Elissa brings a modern twist to an age-old craft. Her four decades in the trade have made her one of Hong Kong's most trusted names in the industry.<br />
<br />
<a href="http://www.elissacohen.com" target="_blank" rel="noopener">www.elissacohen.com</a></p>
</details>
```

A

B

*Note:*

URL A: This is the actual URL link

URL B: This is what it will appear as in the vendor's details.

▼ About Elissa Cohen Jewellery

Elissa Cohen's hands-on leadership involves every piece of work.

Since 1989, she has crafted pieces of the finest quality from her Kowloon atelier. The inspiration stems from her natural love and affinity for jewellery.

Informed by pop culture and heirloom elegance alike, Elissa brings a modern twist to an age-old craft. Her four decades in the trade have made her one of Hong Kong's most trusted names in the industry.

[www.elissacohen.com](http://www.elissacohen.com)

URL B

# 1. How to Upload a New Offer – Entering the Vendor’s Website

The screenshot shows a rich text editor with the following content:

- Buttons: Add Media, VFB Pro
- Mode tabs: Visual (highlighted), Text
- Menu: File, Edit, View, Insert, Format, Tools, Table
- Rich text toolbar: Bold (B), Italic (I), Quote, Bulleted list, Numbered list, Indent, Outdent, Link, Unlink, Table, Merge cells, Undo, Redo, Image, Full screen
- Text content:
  - **20% off at Elissa Cohen Jewellery**
  - **A rebate of 10% of their purchase issued to Rotary District 3450**
  - Address:**  
**Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong**
  - ▼ About Elissa Cohen Jewellery
  - Elissa Cohen's hands-on leadership involves every piece of work. Since 1989, she has crafted pieces of the finest quality from her Kowloon atelier. The inspiration stems from her natural love and affinity for jewellery. Informed by pop culture and heirloom elegance alike, Elissa brings a modern twist to an age-old craft. Her four decades in the trade have made her one of Hong Kong's most trusted names in
- Link: [elissacohen.com](http://elissacohen.com) (highlighted with an orange box and tooltip)
- Footer: Word count: 106, Last edited by Jamie Wu on September 8, 2021 at 5:08 pm

You will need to set the vendor's URL to open in an external window when clicked on.

To do this, go to **Visual** mode and hover your mouse over the URL until you see the edit pencil icon.

# 1. How to Upload a New Offer – Entering the Vendor’s Website

Add Media

File Edit View

**B I “**

- 20% off at
- A rebate of

**Address:**  
**Suite 209 Hank**  
**Kong**

▼ About Elissa Co

Elissa Cohen’s har  
Since 1989, she ha  
stems from her na  
Informed by pop c  
craft. Her four dec

[elissacohen.com](#)

[www.elissacoh](#)

Word count: 106

<http://www.elissacohen.com>

[www.elissacohen.com](#)

Link options

Then click on the wheel for ‘Link options’.

You will need to set the URL to open in an external window when clicked on.

To do this, hover your mouse over the URL until you see the edit pencil icon.

Insert/edit link

Enter the destination URL

URL

Link Text

Open link in a new tab

Or link to existing content

Search

No search term specified. Showing recent items.

FLO JEWELLERY	2021/09/07
Cheery Star	2021/09/02
Golfzon Admiralty Hong Thai Golf Centre	2021/09/01
Fair Taste 細味公平	2021/08/31
Eatwell 食得好	2021/08/19
Chao Chao Gyoza 餃餃餃子	2021/08/19

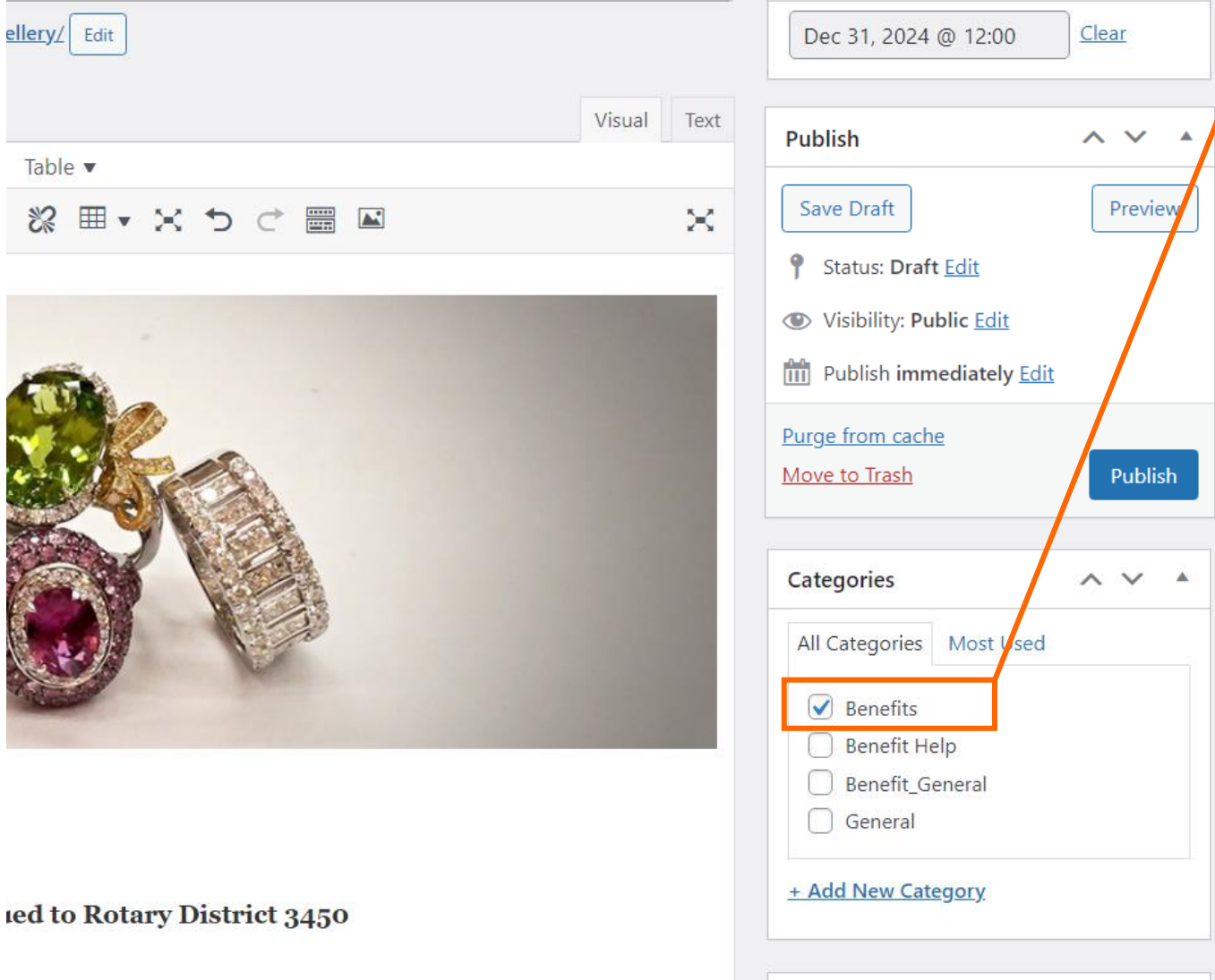
Cancel

In the pop-up window, check the box ‘Open link in a new tab’, then click ‘Update’.





# 1. How to Upload a New Offer – Select ‘Benefits’ Category



ellery/ Edit

Visual Text

Table ▾

✂ 📄 ↶ ↷ 📅 🖼️

Expiration Date  
Dec 31, 2024 @ 12:00 Clear

Publish

Save Draft Preview

Status: Draft Edit

Visibility: Public Edit

Publish immediately Edit

Purge from cache

Move to Trash Publish

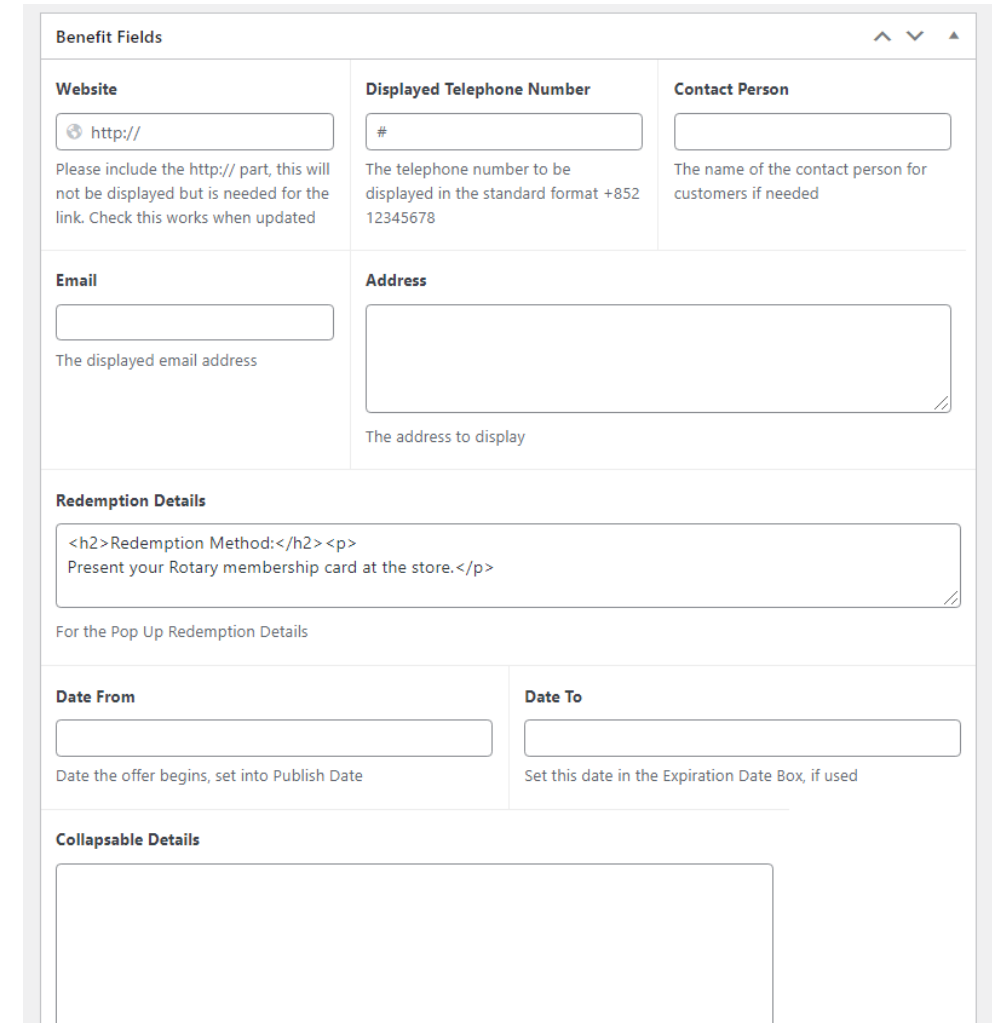
Categories

All Categories Most Used

- Benefits
- Benefit Help
- Benefit\_General
- General

+ Add New Category

Next, select the ‘Benefits’ Category.  
If you do not select this, the rest of the **Benefit Fields** will not appear under it.



Benefit Fields

Website  
http://  
Please include the http:// part, this will not be displayed but is needed for the link. Check this works when updated

Displayed Telephone Number  
#  
The telephone number to be displayed in the standard format +852 12345678

Contact Person  
The name of the contact person for customers if needed

Email  
The displayed email address

Address  
The address to display

Redemption Details  
<h2>Redemption Method:</h2><p>Present your Rotary membership card at the store.</p>

For the Pop Up Redemption Details

Date From  
Date the offer begins, set into Publish Date

Date To  
Set this date in the Expiration Date Box, if used

Collapsable Details

ed to Rotary District 3450

(You won't see these fields unless you check ‘Benefits’.)



# 1. How to Upload a New Offer – Redemption Details

**Benefit Fields**

<b>Website</b> <input type="text" value="http://"/> Please include the http:// part, this will not be displayed but is needed for the link. Check this works when updated	<b>Displayed Telephone Number</b> <input type="text" value="#"/> The telephone number to be displayed in the standard format +852 12345678	<b>Contact Person</b> <input type="text"/> The name of the contact person for customers if needed
<b>Email</b> <input type="text"/> The displayed email address	<b>Address</b> <input type="text"/> The address to display	

**Redemption Details**

For the Pop Up Redemption Details

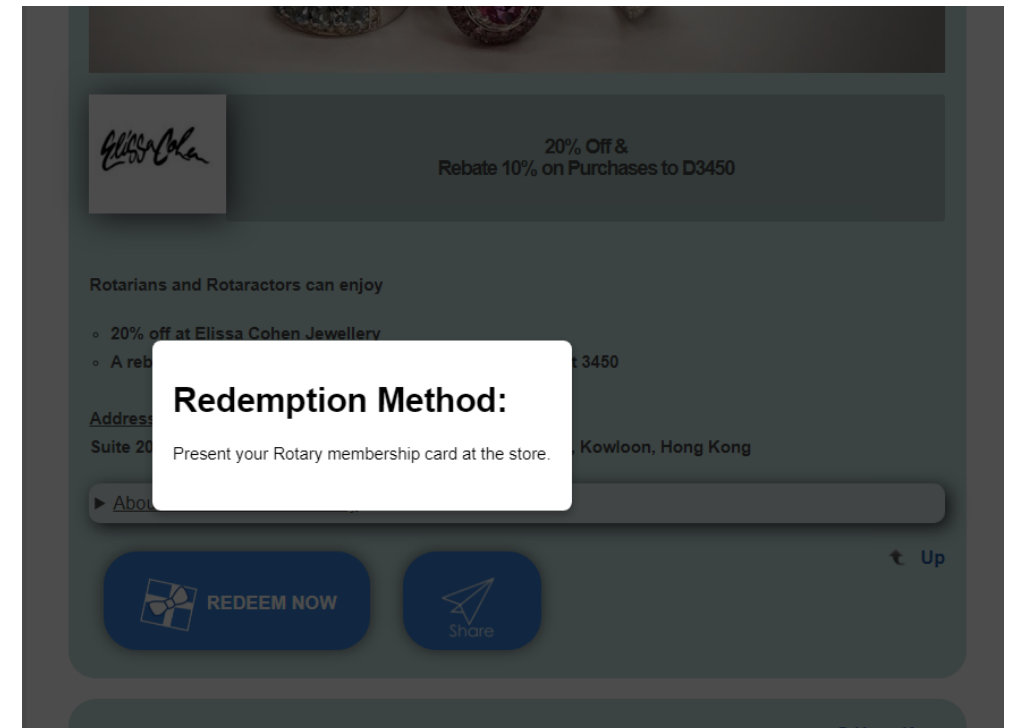
<b>Date From</b> <input type="text"/> Date the offer begins, set into Publish Date	<b>Date To</b> <input type="text"/> Set this date in the Expiration Date Box, if used
--	---

**Collapsible Details**

Under Benefit Fields, enter the redemption method under 'Redemption Details'.

For example,  
Present your Rotary membership card at the store.

This instruction will appear in the pop-up box when members click 'Redeem' (reference photo below).



# 1. How to Upload a New Offer – Excerpt (Offer Title)

## Collapsible Details

Enter the text for the Details of the collapsing box here. Leave blank if not required.

## Excerpt

20% Off &<br />  
Rebate 10% on Purchases to D3450

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

Under 'Excerpt', enter the offer title. This tells members what benefit the vendor is offering.

Titles should be **short** and **simple**.

### Examples

Vendors offering a discount only: 20% Off

Vendors offering a rebate only: Rebate 10% on Orders to D3450

Vendors offering both a discount AND rebate: 20% Off & Rebate 10% on Purchases to D3450

## Content Permissions

### Roles

### Paid Memberships

### Error Message

Limit access to the content to users of the selected roles.

- Administrator
- Author
- Club President or Secretary
- ...

# 1. How to Upload a New Offer – Excerpt (Offer Title)

## Collapsible Details

Enter the text for the Details of the collapsing box here. Leave blank if not required.

## Excerpt

20% Off & `<br />`  
Rebate 10% on Purchases to D3450

Excerpts are optional hand-crafted summaries of your content that can be used in your theme. [Learn more about manual excerpts.](#)

## Content Permissions

### Roles

Paid Memberships

Error Message

### Limit access to the content to users of the selected roles.

- Administrator
- Author
- Club President or Secretary
- ...

### Note:

Again, `<br />` is used to create the next line. Without it, your title will appear in one line.

So it will look like this, below, when published.

## ELISSA COHEN JEWELLERY



20% Off &  
Rebate 10% on Purchases to D3450

# 1. How to Upload a New Offer – Tags

The screenshot shows the offer upload interface. The 'Excerpt' section contains the text '20% Off & <br /> Rebate 10% on Purchases to D3450'. The 'Content Permissions' section shows a list of roles with checkboxes, including Administrator, Author, Club President or Secretary, Contributor, District Secretary, Editor, Subscriber, and ric\_admin. The 'Categories' section has a 'Most Used' tab selected, showing a list of categories: Benefit Help, Benefits (checked), Benefit\_General, and General. The 'Tags' section is highlighted with an orange box and contains a text input field, an 'Add' button, and a link 'Choose from the most used tags'. Below the tags section is a 'Featured image' section with a 'Set featured image' link.

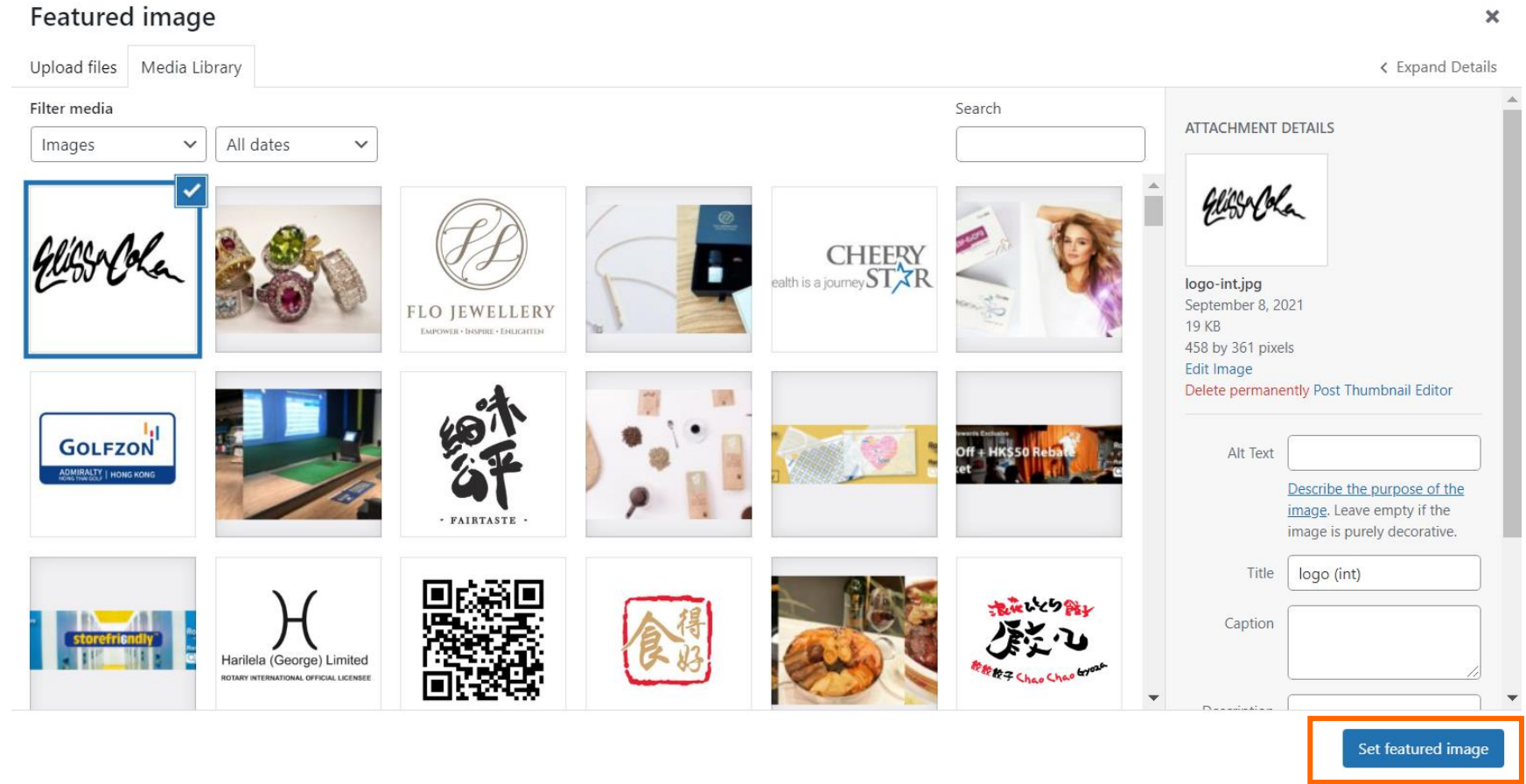
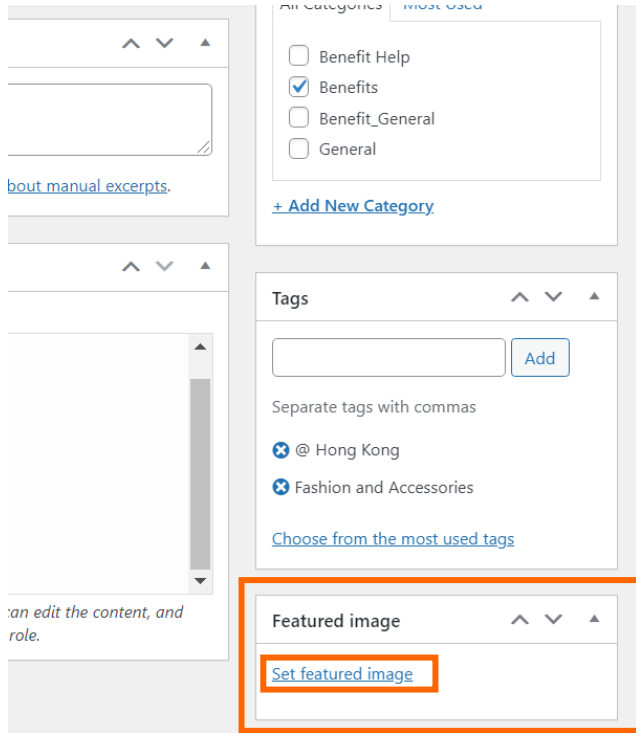
Next, give the offer the appropriate tags. Click 'Choose from the most used tags' and select from the list.

The dropdown menu shows a list of tags: @ Guangdong Province, @ Hong Kong, @ Macau, @ Mongolia, @ Worldwide, Electronics and I.T., Entertainment, Fashion and Accessories, Food and Beverage, Health and Beauty, Home and Lifestyle, Services, Travel and Hotel Accommodations.

Make sure you include a **location** tag (Hong Kong, Macau, Mongolia, Guangdong Province, or Worldwide) and at least one **category** tag.

You may select multiple categories that apply to the offer.

# 1. How to Upload a New Offer – Set Featured Image (Logo)



Finally, under 'Featured image', click 'Set featured image' to locate and upload the vendor's logo.

Then click 'Set featured image'.

# 1. How to Upload a New Offer – Publish

Add New Post


Elissa Cohen Jewellery

Permalink: <https://benefits.rotary3450.org/elissa-cohen-jewellery-2/> [Edit](#)

[Add Media](#) [VFB Pro](#) Visual Text

File Edit View Insert Format Tools Table

**B** *I* “ ” [List Icons] [Link Icon] [Table Icon] [Undo] [Redo] [Image Icon]



**Rotarians and Rotaractors can enjoy**

- **20% off at Elissa Cohen Jewellery**
- **A rebate of 10% of their purchase issued to Rotary District 3450**

Expiration Date: Dec 31, 2024 @ 12:00 [Clear](#)

**Publish**

[Save Draft](#) [Preview](#)

Status: **Draft** [Edit](#)

Visibility: **Public** [Edit](#)

[Publish immediately](#) [Edit](#)

[Purge from cache](#)

[Move to Trash](#) [Publish](#)

**Categories**

All Categories **Most Used**

- Benefit Help
- Benefits
- Benefit\_General
- General

[+ Add New Category](#)

Now click 'Publish'!




# 1. How to Upload a New Offer

Your published offer will look something like this.

@ Hong Kong  
Fashion and Accessories

## ELISSA COHEN JEWELLERY






20% Off &  
Rebate 10% on Purchases to D3450

Rotarians and Rotaractors can enjoy

- 20% off at Elissa Cohen Jewellery
- A rebate of 10% of their purchase issued to Rotary District 3450

Address:  
Suite 209 Hankow Centre, 5-15 Hankow Road, Tsim Sha Tsui, Kowloon, Hong Kong

▶ [About Elissa Cohen Jewellery](#)

 REDEEM NOW  Share  Up




## 2. How to Change the Landing Page

Rotary District 3450 ROTARY GLOBAL REWARDS

BENEFITS DASHBOARD REGISTRATION | CONTACT US FOLLOW SUBSCRIBE

Logout Jamie Wu

### ROTARY GLOBAL REWARDS




**Rotary** District 3450 ROTARY GLOBAL REWARDS  
**SPEND LESS. GIVE MORE.**  
<https://benefits.rotary3450.org/>

#### Why join?

[Log In](#)

Rotary Global Rewards (RGR) aims to give back to Rotary members in District 3450 for volunteering their time and energy to better the world.

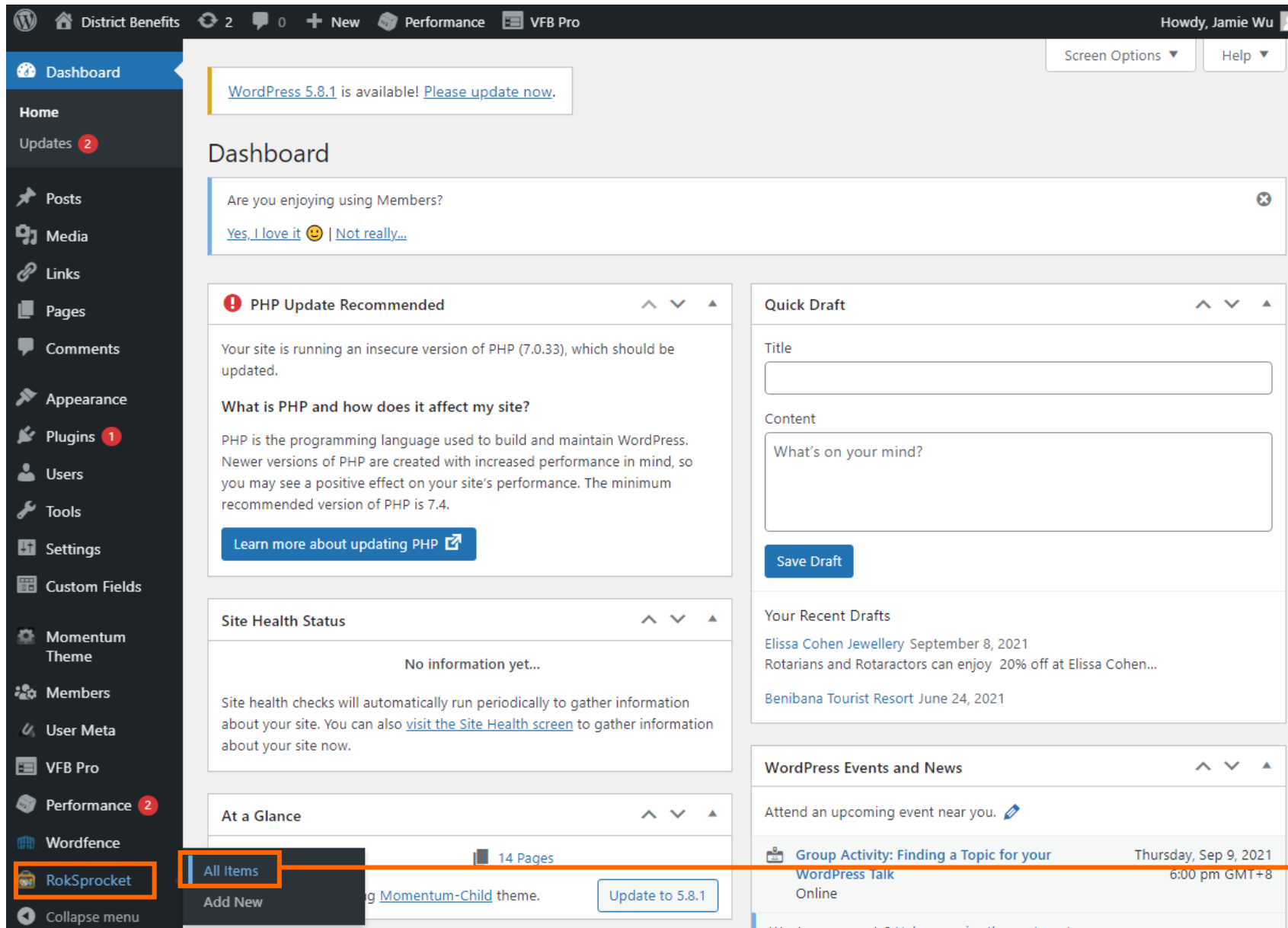
Register to browse and enjoy an array of exclusive discounts offered by our vendors in District 3450, or join us a vendor for the opportunity to share your products/services with Rotary professionals from or visiting District 3450. May the good you do, come back to you!



Rotating banners can be changed

The info here can be changed

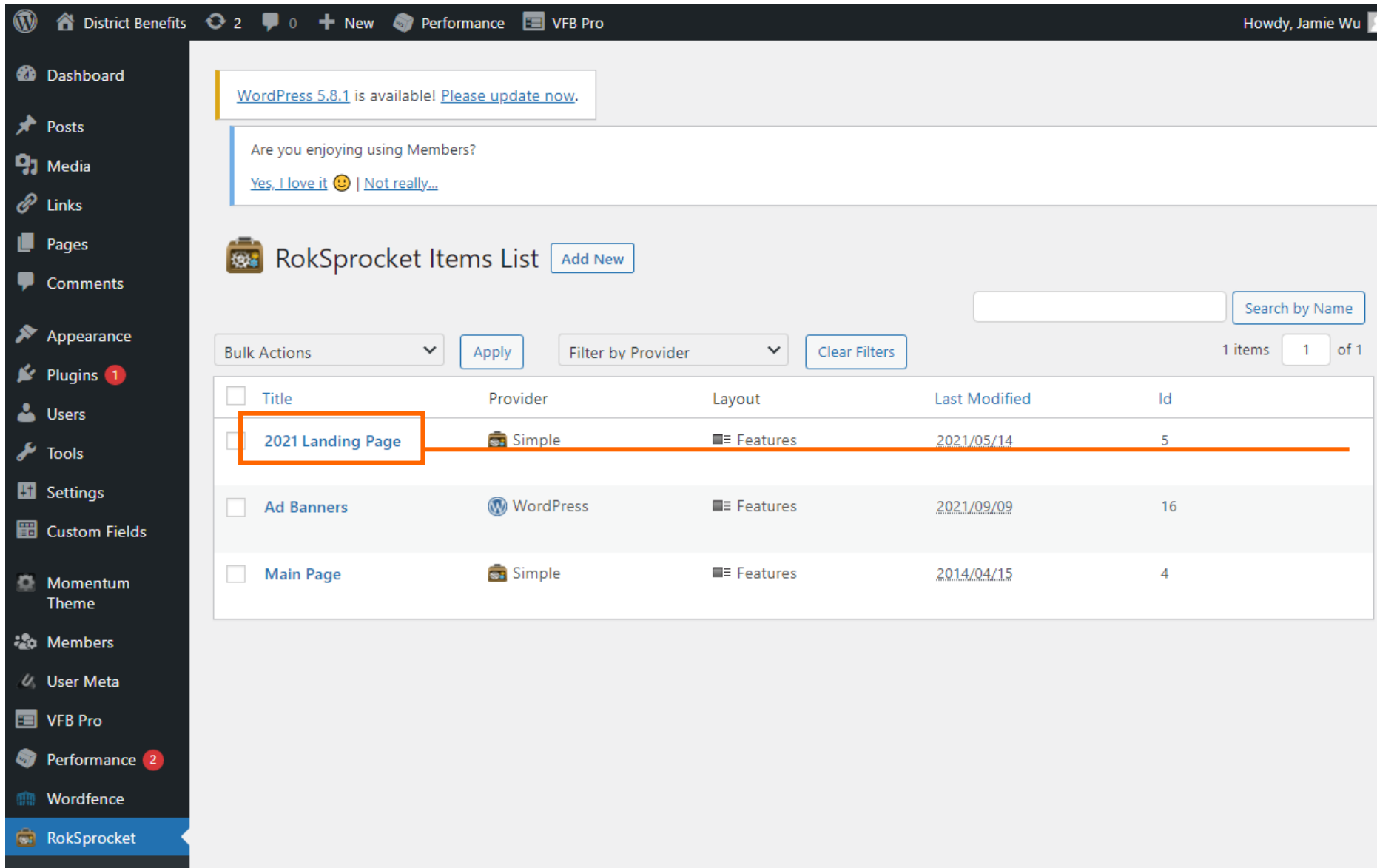
## 2. How to Change the Landing Page – Rotating Banners



The screenshot shows the WordPress dashboard interface. On the left is a dark sidebar menu with various options. The 'RokSprocket' option is highlighted with an orange box, and its sub-menu is open, also with an orange box around the 'All Items' option. A red line points from the 'All Items' option to the text on the right. The main dashboard area contains several widgets: a notification for WordPress 5.8.1, a 'PHP Update Recommended' warning, a 'Quick Draft' form, 'Your Recent Drafts' list, and 'WordPress Events and News'.

To change the landing page banners, go to 'RokSprocket' in the side menu of the dashboard and click 'All items'.

## 2. How to Change the Landing Page – Rotating Banners



WordPress 5.8.1 is available! [Please update now.](#)

Are you enjoying using Members?  
[Yes, I love it 😊](#) | [Not really...](#)

### RokSprocket Items List [Add New](#)

Search by Name

Bulk Actions  Filter by Provider  1 items 1 of 1

<input type="checkbox"/>	Title	Provider	Layout	Last Modified	Id
<input type="checkbox"/>	<b>2021 Landing Page</b>	Simple	Features	2021/05/14	5
<input type="checkbox"/>	Ad Banners	WordPress	Features	2021/09/09	16
<input type="checkbox"/>	Main Page	Simple	Features	2014/04/15	4

Click '2021 Landing Page'

## 2. How to Change the Landing Page – Rotating Banners

**RokSprocket Widget Settings** [Save] [Save & Close] [Save & New] [Save As Copy] [Close]

Title \* 2021 Landing Page Shortcode [roksprocket id="5"] RokSprocket v2.1.28

Simple Provider Features Layout

**Filtered Article List**

<b>Cheers to You</b>	Title: None
	Description: None
	Image: <a href="https://live.staticflickr.com/">https://live.staticflickr.com/</a>
	Link: <a href="https://benefits.rotary3450.org/">https://benefits.rotary3450.org/</a>
<b>Spend Less Give More</b>	Title: Article Title
	Description: None
	Image: <a href="https://live.staticflickr.com/">https://live.staticflickr.com/</a>
	Link: <a href="https://benefits.rotary3450.org/">https://benefits.rotary3450.org/</a>

**Simple Content** [Add New Item] [Manual sort]

**Features Layout Options**

Display Limit: 5 articles  
Theme: Slideshow  
Article Titles: Show  
Article Text: Show  
Preview Length: ∞ words  
Strip HTML Tags: No  
Arrow Navigation: Show

Under 'Featured Article List' are the two banners that are currently displayed.

ROTARY GLOBAL REWARDS



'Cheers to You' Landing page banner

ROTARY GLOBAL REWARDS



'Spend Less Give More' Landing page banner

## 2. How to Change the Landing Page – Rotating Banners – Replace with New Banner

**RokSprocket Widget Settings** Save Save & Close Save & New Save As Copy Close

Title \*  Shortcode **[roksprocket id="5"]** RokSprocket v2.1.28

Simple Provider Simple Provider Features Layout

**Filtered Article List**

<input type="text" value="Cheers to You"/>	Title <input type="text" value="None"/>
<input type="text" value=""/>	Description <input type="text" value="None"/>
<input type="text" value="https://live.staticflickr.com/"/>	Image <input type="text" value="https://benefits.rotary3450.org/"/>
<input type="text" value="https://benefits.rotary3450.org/"/>	Link <input type="text" value="https://benefits.rotary3450.org/"/>

**Simple Content**

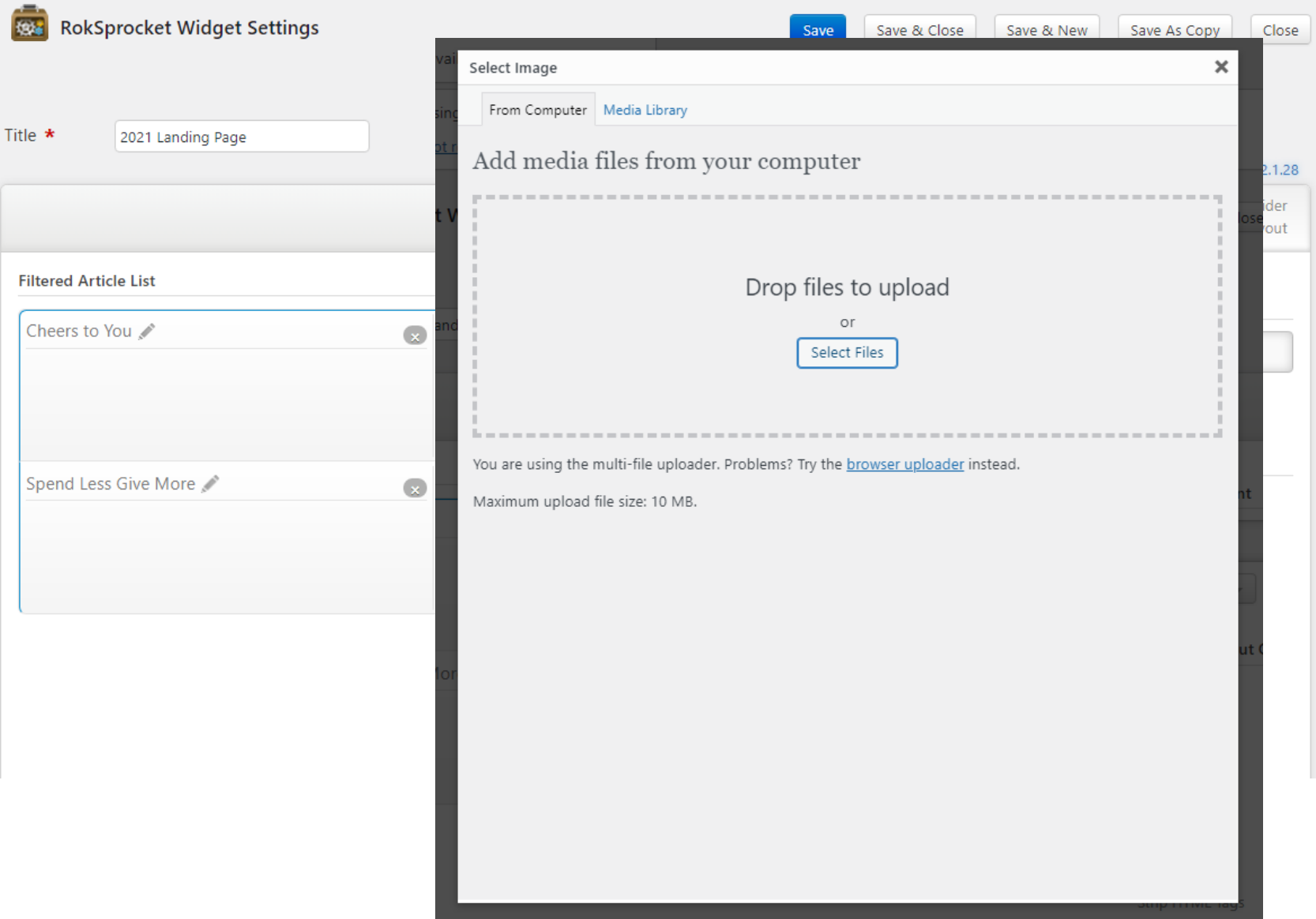
Add New Item

**Features Layout Options**

Display Limit	<input type="text" value="5"/> articles
Theme	<input type="text" value="Slideshow"/>
Article Titles	<input type="text" value="Show"/>
Article Text	<input type="text" value="Show"/>
Preview Length	<input type="text" value="∞"/> words
Strip HTML Tags	<input type="text" value="No"/>
Arrow Navigation	<input type="text" value="Show"/>

To replace an old banner with a new one, simply replace the old image here by clicking on the edit icon next to 'Image'.

## 2. How to Change the Landing Page – Rotating Banners – Replace with New Banner

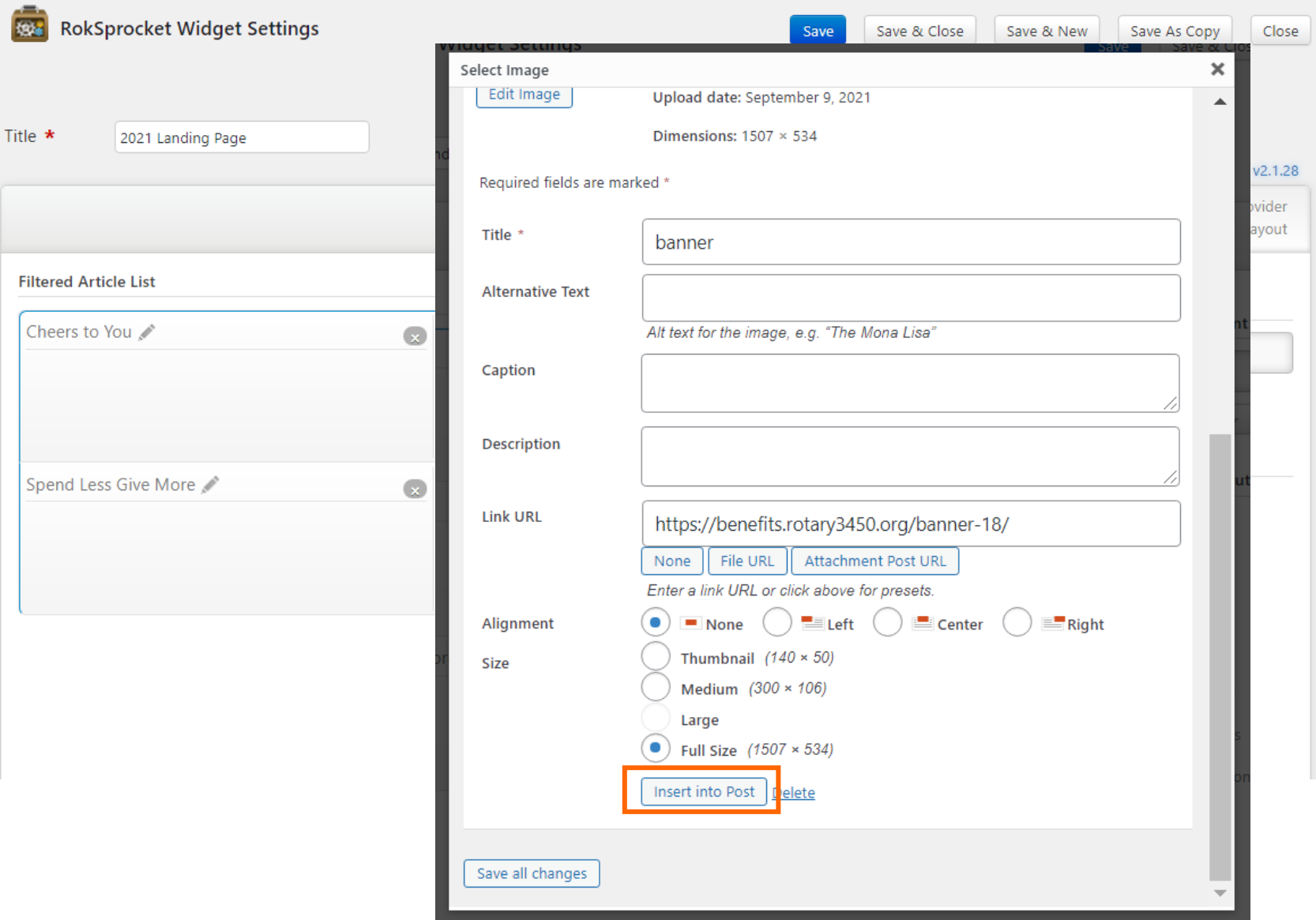


The screenshot shows the 'RokSprocket Widget Settings' interface. The 'Title' field is set to '2021 Landing Page'. Below the title is a 'Filtered Article List' containing two items: 'Cheers to You' and 'Spend Less Give More'. A 'Select Image' dialog box is open in the foreground, allowing the user to choose an image from their computer or media library. The dialog box has a 'From Computer' tab selected and a 'Media Library' tab. The main area of the dialog box is a dashed box with the text 'Drop files to upload' and 'or' above a 'Select Files' button. Below the dashed box, there is a note: 'You are using the multi-file uploader. Problems? Try the [browser uploader](#) instead.' and 'Maximum upload file size: 10 MB.' The dialog box has a 'Save' button and 'Save & Close', 'Save & New', 'Save As Copy', and 'Close' buttons at the top.

Then locate and upload  
the image that you want.



## 2. How to Change the Landing Page – Rotating Banners – Replace with New Banner



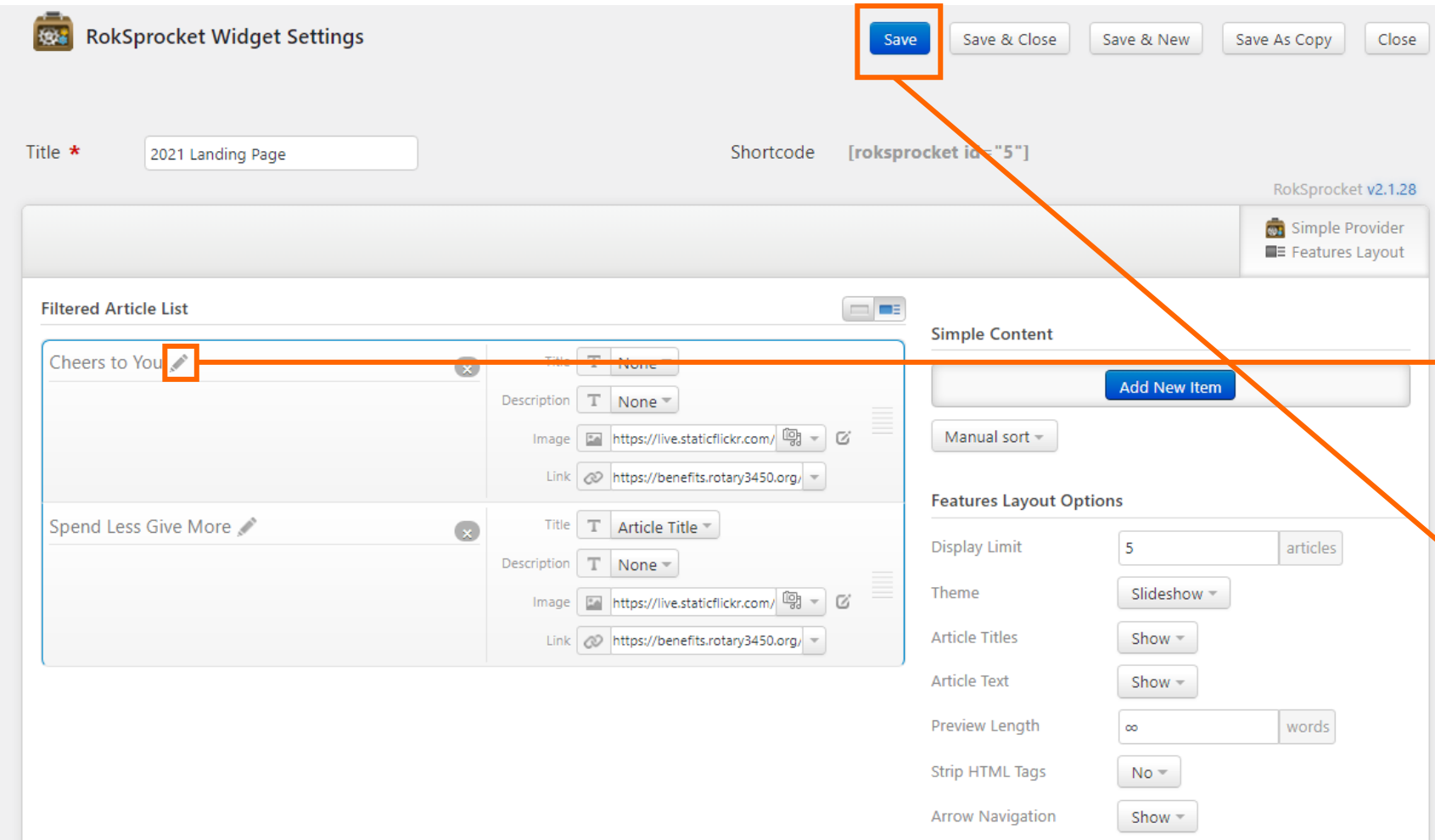
The screenshot shows the 'RokSprocket Widget Settings' interface. The main window has a title '2021 Landing Page' and a 'Filtered Article List' containing 'Cheers to You' and 'Spend Less Give More'. A 'Select Image' dialog box is open, displaying the following fields and options:

- Title \***: banner
- Alternative Text**: (empty)
- Caption**: (empty)
- Description**: (empty)
- Link URL**: <https://benefits.rotary3450.org/banner-18/>
- Alignment**:  None,  Left,  Center,  Right
- Size**:  Thumbnail (140 × 50),  Medium (300 × 106),  Large,  Full Size (1507 × 534)

The 'Insert into Post' button is highlighted with an orange box. Other buttons visible include 'Save', 'Save & Close', 'Save & New', 'Save As Copy', 'Close', and 'Save all changes'.

After selecting the new image, click 'Insert into Post'.

## 2. How to Change the Landing Page – Rotating Banners – Replace with New Banner









**RokSprocket Widget Settings**

Save Save & Close Save & New Save As Copy Close

Title \* 2021 Landing Page Shortcode [roksprocket id="5"] RokSprocket v2.1.28

Simple Provider Features Layout

**Filtered Article List**

Title	Description	Image	Link
Cheers to You 	None	 <a href="https://live.staticflickr.com/">https://live.staticflickr.com/</a>	 <a href="https://benefits.rotary3450.org/">https://benefits.rotary3450.org/</a>
Spend Less Give More 	Article Title	 <a href="https://live.staticflickr.com/">https://live.staticflickr.com/</a>	 <a href="https://benefits.rotary3450.org/">https://benefits.rotary3450.org/</a>

**Simple Content**

Add New Item

Manual sort

**Features Layout Options**

Display Limit: 5 articles

Theme: Slideshow

Article Titles: Show

Article Text: Show

Preview Length: ∞ words

Strip HTML Tags: No

Arrow Navigation: Show

Once you've uploaded the new image, remember to change the title name for this banner by clicking on the edit icon here.

Then click 'Save' and you're done!

## 2. How to Change the Landing Page – Rotating Banners – Add a New Banner

**RokSprocket Widget Settings** [Save] [Save & Close] [Save & New] [Save As Copy] [Close]

Title \* 2021 Landing Page Shortcode [roksprocket id="5"] RokSprocket v2.1.28

Simple Provider Features Layout

**Filtered Article List**

Cheers to You ✎	Title T None ▾
	Description T None ▾
	Image https://live.staticflickr.com/ [img] ✎
	Link https://benefits.rotary3450.org/ ▾

Spend Less Give More ✎	Title T Article Title ▾
	Description T None ▾
	Image https://live.staticflickr.com/ [img] ✎
	Link https://benefits.rotary3450.org/ ▾

**Simple Content**

[Add New Item] [Manual sort ▾]

**Features Layout Options**

Display Limit	5	articles
Theme	Slideshow ▾	
Article Titles	Show ▾	
Article Text	Show ▾	
Preview Length	∞	words
Strip HTML Tags	No ▾	
Arrow Navigation	Show ▾	

If you want to add a third or fourth banner, simply click 'Add New Item' here.

The current setting allows you to display up to five banners. To add more, just toggle the number here (don't forget to save).

## 2. How to Change the Landing Page – Rotating Banners – Add a New Banner

The screenshot shows the 'RokSprocket Widget Settings' interface. At the top, there are buttons for 'Save', 'Save & Close', 'Save & New', 'Save As Copy', and 'Close'. The 'Save' button is highlighted with an orange box. Below the buttons, the 'Title' is set to '2021 Landing Page' and the 'Shortcode' is '[roksprocket id="5"]'. The 'RokSprocket v2.1.28' version is displayed in the top right. The main content area is divided into two sections: 'Filtered Article List' and 'Simple Content'. The 'Filtered Article List' contains three items: 'Simple Item 8', 'Cheers to You', and 'Spend Less Give More'. The 'Simple Item 8' row is highlighted with an orange box, and its 'Image' field is also highlighted with an orange box. The 'Simple Content' section has an 'Add New Item' button highlighted with an orange box. Below the 'Simple Content' section, there are 'Features Layout Options' including 'Display Limit' (5 articles), 'Theme' (Slideshow), 'Article Titles' (Show), 'Article Text' (Show), 'Preview Length' (∞ words), 'Strip HTML Tags' (No), 'Arrow Navigation' (Show), 'Pagination' (Show), and 'Animation' (Crossfade).

The new banner will appear on the top.

Upload the image and give your new banner a title.

Then save your changes.

## 2. How to Change the Landing Page – Rotating Banners – Add a New Banner

RokSprocket Widget Settings

Save Save & Close Save & New Save As Copy Close

Title \* 2021 Landing Page Shortcode [roksprocket id="5"] RokSprocket v2.1.28

Simple Provider Features Layout

Filtered Article List

Item	Title	Description	Image	Link	Sort Icon
New Banner (3)	Article Title	None	https://benefits.rotary3450	None	☰
Cheers to You	None	None	https://live.staticflickr.com/	https://benefits.rotary3450.org/	☰
Spend Less Give More	Article Title	None	https://live.staticflickr.com/	https://benefits.rotary3450.org/	☰

Simple Content

Add New Item

Manual sort

Features Layout Options

Display Limit 5 articles

Theme Slideshow

Article Titles Show

Article Text Show

Preview Length ∞ words

Strip HTML Tags No

Arrow Navigation Show

Pagination Show

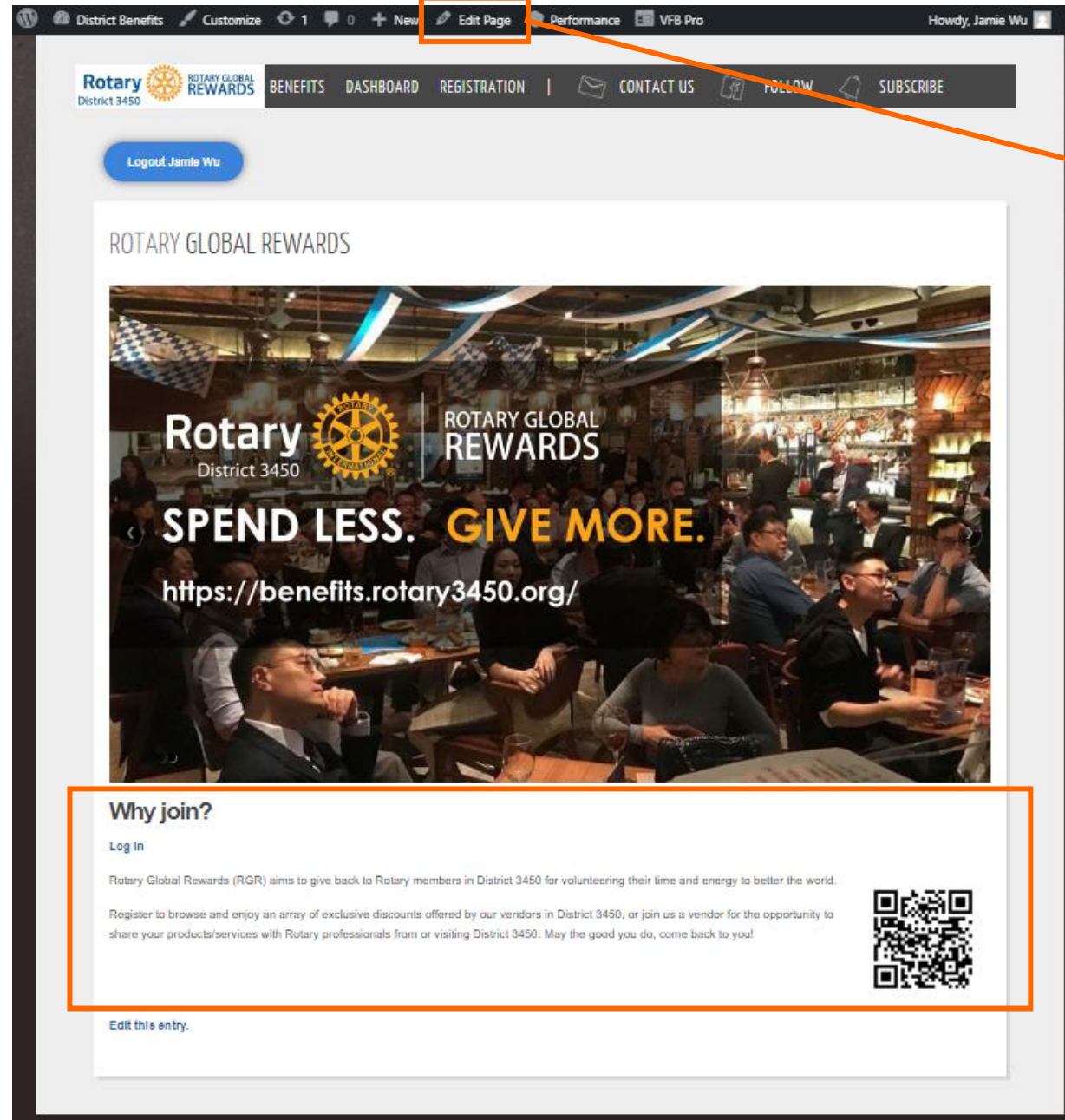
Animation Crossfade

Autoplay Enable

Autoplay Delay 7 s

To change the order that the banners are displayed, mouse over this icon and drag the item to your preferred placement (The banner on top will be the first one to appear).

## 2. How to Change the Landing Page – Text Information



District Benefits Customize 1 New Edit Page Performance VFB Pro Howdy, Jamie Wu

Rotary District 3450 ROTARY GLOBAL REWARDS BENEFITS DASHBOARD REGISTRATION CONTACT US FOLLOW SUBSCRIBE

Logout Jamie Wu

ROTARY GLOBAL REWARDS

Rotary District 3450 ROTARY GLOBAL REWARDS

**SPEND LESS. GIVE MORE.**


<https://benefits.rotary3450.org/>

**Why join?**

[Log in](#)

Rotary Global Rewards (RGR) aims to give back to Rotary members in District 3450 for volunteering their time and energy to better the world.

Register to browse and enjoy an array of exclusive discounts offered by our vendors in District 3450, or join us a vendor for the opportunity to share your products/services with Rotary professionals from or visiting District 3450. May the good you do, come back to you!



[Edit this entry.](#)

To change the body of text on the landing page, click 'Edit Page' (This will only show after you're logged in).



## 2. How to Change the Landing Page – Text Information

The screenshot shows the WordPress editor interface for a page titled "Rotary Global Rewards". The page content includes a heading "Why join?", a "Log In" link, a paragraph about Rotary Global Rewards (RGR), and a QR code. The "Update" button in the right-hand sidebar is highlighted with an orange box and an arrow pointing to it.

Are you enjoying using Members?  
[Yes, I love it 😊](#) | [Not really...](#)

Rotary Global Rewards  
Permalink: <https://benefits.rotary3450.org/>

Expiration Date  
Clear

Publish  
Preview Changes

Status: Published [Edit](#)

Visibility: Public [Edit](#)

Published on: Apr 2, 2021 at 17:54 [Edit](#)

[Purge from cache](#)

[Move to Trash](#)

[Update](#)

Page Attributes  
Parent: (no parent) [v](#)

Template: Default template [v](#)

Order

Word count: 71  
Last edited by Montserrat on August 24, 2021 at 2:34 pm

Make your changes in the editor, then click 'Update'.

## 2. How to Change the Landing Page – Text Information

Howdy, Jamie Wu

Edit Page [Add New](#)

Are you enjoying using Members?  
[Yes, I love it 😊](#) | [Not really...](#)

# Rotary Global Rewards

Permalink: <https://benefits.rotary3450.org/>

[Add Media](#) [VFB Pro](#) Visual Text

File Edit View Insert Format Tools Table

**B** *I* “”


[roksprocket id="5"]

## Why join?

[Log In](#)

Rotary Global Rewards (RGR) aims to give back to Rotary members in District 3450 for volunteering their time and energy to better the world.

Register to browse and enjoy an array of exclusive discounts offered by our vendors in District 3450, or join us a vendor for the opportunity to share your products/services with Rotary professionals from or visiting District 3450. May the good you do, come back to you!



Word count: 71 Last edited by Montserrat on August 24, 2021 at 2:34 pm

Expiration Date  [Clear](#)

**Publish** [Preview Changes](#)

Status: **Published** [Edit](#)  
Visibility: **Public** [Edit](#)  
Published on: Apr 2, 2021 at 17:54 [Edit](#)

[Purge from cache](#)  
[Move to Trash](#) [Update](#)

**Page Attributes**

Parent: (no parent)   
Template: Default template   
Order:

**Note:** Leave [**roksprocket id="5"**] here, **DO NOT** remove it. This is the instruction for the rotating banners placement.

### 3. How to Upload/Remove an Ad Banner

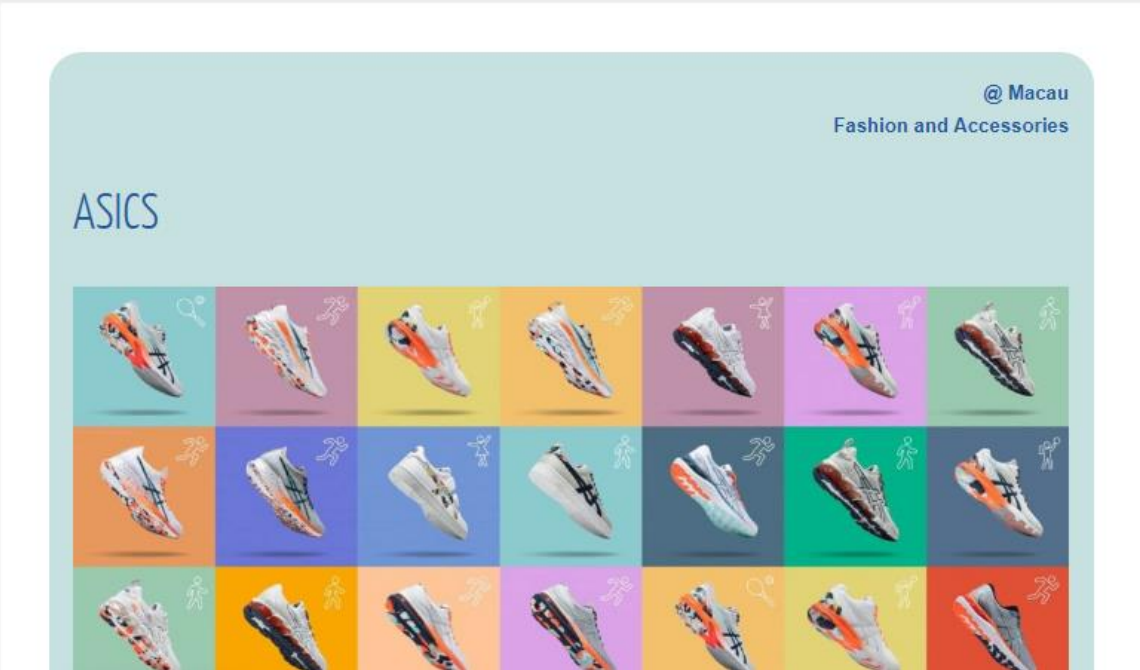


Rotating ad banners can be changed according to your promotion strategy.

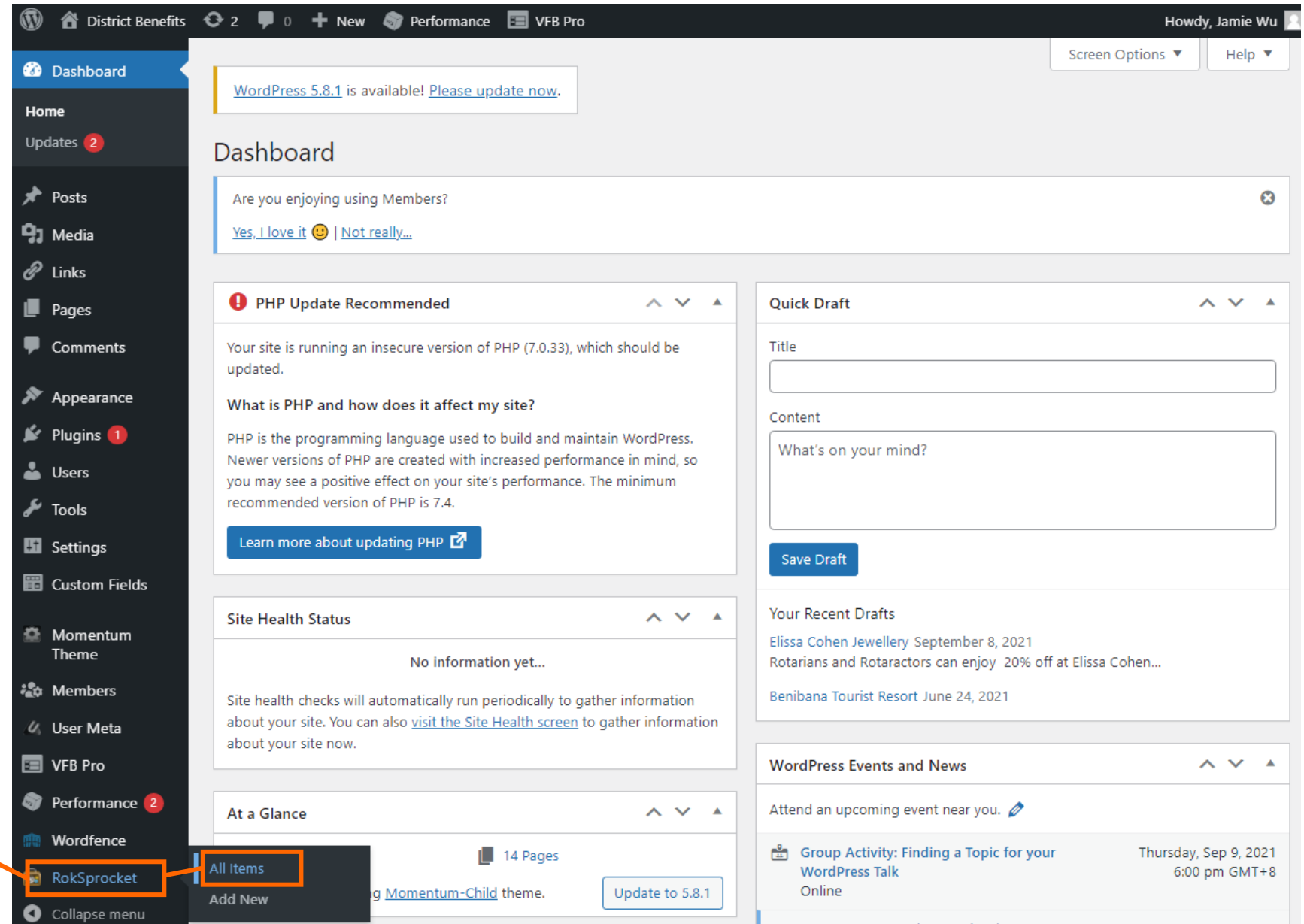
- All Areas
- Guangdong Province
- Hong Kong
- Macau
- Mongolia
- Worldwide

Search

- Electronics and I.T.
- Entertainment
- Fashion and Accessories
- Food and Beverage
- Health and Beauty



### 3. How to Upload/Remove an Ad Banner



The screenshot shows the WordPress dashboard for 'District Benefits'. The left sidebar contains a menu with items like Dashboard, Home, Updates (2), Posts, Media, Links, Pages, Comments, Appearance, Plugins (1), Users, Tools, Settings, Custom Fields, Momentum Theme, Members, User Meta, VFB Pro, Performance (2), Wordfence, RokSprocket, and Collapse menu. The 'RokSprocket' item is highlighted with an orange box, and its sub-menu 'All Items' is also highlighted with an orange box. An orange arrow points from the text on the left to the 'All Items' sub-menu. The main dashboard area shows a notification for 'WordPress 5.8.1 is available!', a 'PHP Update Recommended' warning, and a 'Quick Draft' form.

To make changes to the ad banners, go to 'RokSprocket' - 'All items'.

### 3. How to Upload/Remove an Ad Banner

WordPress 5.8.1 is available! [Please update now.](#)

Are you enjoying using Members?  
[Yes, I love it 😊](#) | [Not really...](#)

#### RokSprocket Items List [Add New](#)

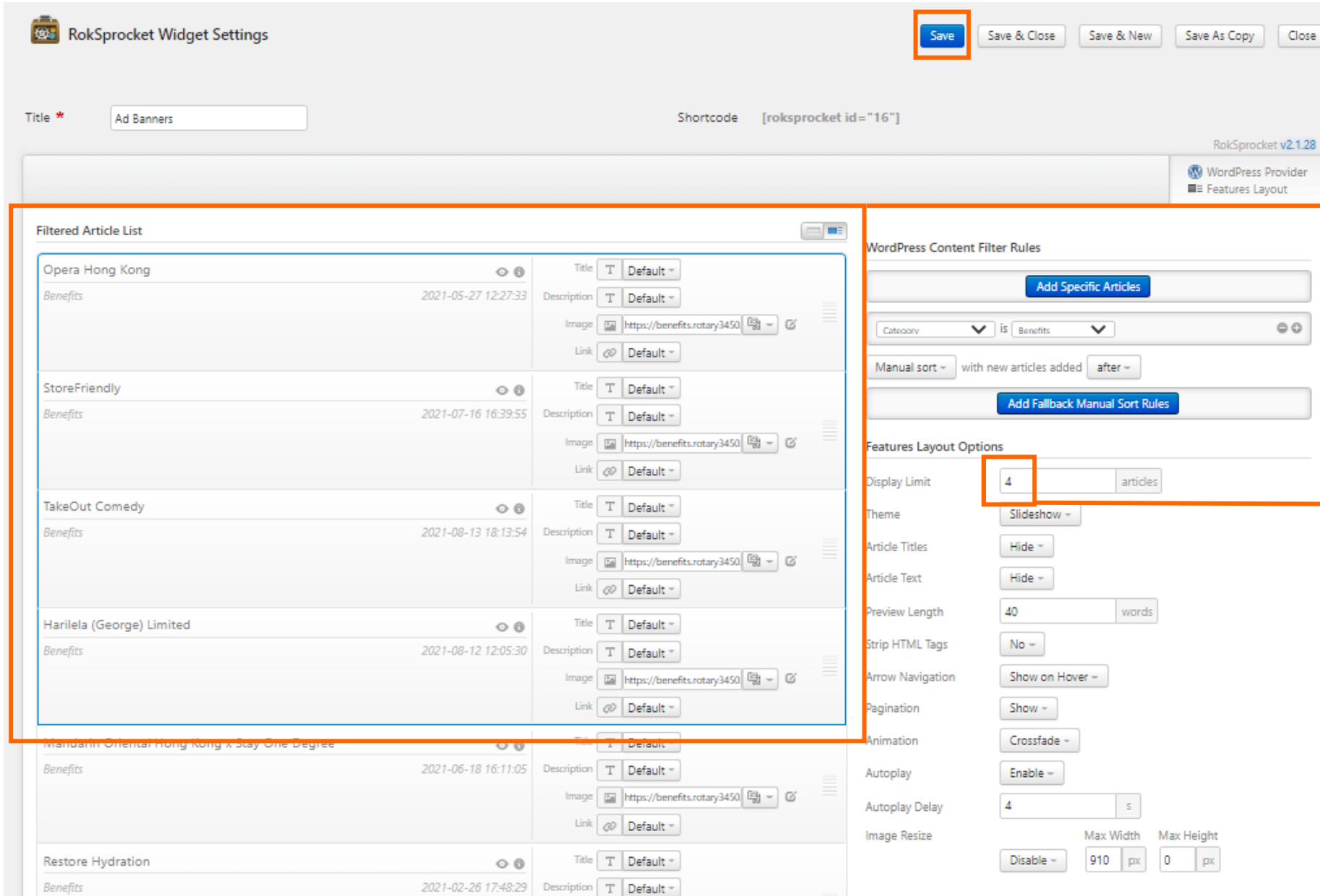
[Search by Name](#)

Bulk Actions [Apply](#) Filter by Provider [Clear Filters](#) 1 items 1 of 1

<input type="checkbox"/>	Title	Provider	Layout	Last Modified	Id
<input type="checkbox"/>	<a href="#">2021 Landing Page</a>	Simple	Features	<a href="#">2021/05/14</a>	5
<input type="checkbox"/>	<a href="#">Ad Banners</a>	WordPress	Features	<a href="#">2021/09/09</a>	16
<input type="checkbox"/>	<a href="#">Main Page</a>	Simple	Features	<a href="#">2014/04/15</a>	4

Click on 'Ad Banners'

### 3. How to Upload/Remove an Ad Banner



**RokSprocket Widget Settings**

Title \*  Shortcode [roksprocket id="16"]

RokSprocket v2.1.28 WordPress Provider Features Layout

Filtered Article List	
<b>Opera Hong Kong</b> <i>Benefits</i> 2021-05-27 12:27:33	Title T Default - Description T Default - Image  - Link  Default -
<b>StoreFriendly</b> <i>Benefits</i> 2021-07-16 16:39:55	Title T Default - Description T Default - Image  - Link  Default -
<b>TakeOut Comedy</b> <i>Benefits</i> 2021-08-13 18:13:54	Title T Default - Description T Default - Image  - Link  Default -
<b>Harilela (George) Limited</b> <i>Benefits</i> 2021-08-12 12:05:30	Title T Default - Description T Default - Image  - Link  Default -
<b>Mandarin Oriental Hong Kong x Stay One Degree</b> <i>Benefits</i> 2021-06-18 16:11:05	Title T Default - Description T Default - Image  - Link  Default -
<b>Restore Hydration</b> <i>Benefits</i> 2021-02-26 17:48:29	Title T Default - Description T Default -

**WordPress Content Filter Rules**

Category  is

Manual sort - with new articles added after -

**Features Layout Options**

Display Limit  articles

Theme

Article Titles

Article Text

Preview Length  words

Strip HTML Tags

Arrow Navigation

Pagination

Animation

Autoplay

Autoplay Delay  s

Image Resize  Max Width  px Max Height  px

Under 'Featured Article List', you will find the ad banners currently displayed contained in the blue border.

The current setting allows you to display up to four ad banners. To add or reduce, just toggle the number here (don't forget to save).



### 3. How to Upload/Remove an Ad Banner – New Ad Banner

**RokSprocket Widget Settings** **Save** Save & Close Save & New Save As Copy Close

Title \*  Shortcode [roksprocket id="16"] RokSprocket v2.1.28

WordPress Provider Features Layout

#### Filtered Article List

<b>Opera Hong Kong</b> <i>Benefits</i> 2021-05-27 12:27:33	Title <input type="text" value="Default"/> Description <input type="text" value="Default"/> Image <input type="text" value="https://benefits.rotary3450"/> Link <input type="text" value="Default"/>
<b>StoreFriendly</b> <i>Benefits</i> 2021-07-16 16:39:55	Title <input type="text" value="Default"/> Description <input type="text" value="Default"/> Image <input type="text" value="https://benefits.rotary3450"/> Link <input type="text" value="Default"/>
<b>TakeOut Comedy</b> <i>Benefits</i> 2021-08-13 18:13:54	Title <input type="text" value="Default"/> Description <input type="text" value="Default"/> Image <input type="text" value="https://benefits.rotary3450"/> Link <input type="text" value="Default"/>
<b>Harilela (George) Limited</b> <i>Benefits</i> 2021-08-12 12:05:30	Title <input type="text" value="Default"/> Description <input type="text" value="Default"/> Image <input type="text" value="https://benefits.rotary3450"/> Link <input type="text" value="Default"/>
<b>Mandarin Oriental Hong Kong x Stay One Degree</b> <i>Benefits</i> 2021-06-18 16:11:05	Title <input type="text" value="Default"/> Description <input type="text" value="Default"/> Image <input type="text" value="https://benefits.rotary3450"/> Link <input type="text" value="Default"/>
<b>Restore Hydration</b> <i>Benefits</i> 2021-02-26 17:48:29	Title <input type="text" value="Default"/> Description <input type="text" value="Default"/>

#### WordPress Content Filter Rules

Category  is

Manual sort  after

#### Features Layout Options

Display Limit  articles

Theme

Article Titles

Article Text

Preview Length  words

Strip HTML Tags

Arrow Navigation

Pagination

Animation

Autoplay

Autoplay Delay  s

Image Resize  Max Width  px Max Height  px

To add a new banner (five total), change this number to five first and save.

### 3. How to Upload/Remove an Ad Banner – New Ad Banner

Title \* Ad Banners Shortcode [roksprocket id="16"]

WordPress Features Layout

Filtered Article List

Opera Hong Kong <i>Benefits</i> 2021-05-27 12:27:33	Title Default Description Default Image <a href="https://benefits.rotary3450">https://benefits.rotary3450</a> Link Default
StoreFriendly <i>Benefits</i> 2021-07-16 16:39:55	Title Default Description Default Image <a href="https://benefits.rotary3450">https://benefits.rotary3450</a> Link Default
TakeOut Comedy <i>Benefits</i> 2021-08-13 18:13:54	Title Default Description Default Image <a href="https://benefits.rotary3450">https://benefits.rotary3450</a> Link Default
Harilela (George) Limited <i>Benefits</i> 2021-08-12 12:05:30	Title Default Description Default Image <a href="https://benefits.rotary3450">https://benefits.rotary3450</a> Link Default
Mandarin Oriental Hong Kong x Stay One Degree <i>Benefits</i> 2021-06-18 16:11:05	Title Default Description Default Image <a href="https://benefits.rotary3450">https://benefits.rotary3450</a> Link Default

WordPress Content Filter Rules

Add Specific Articles

Catanny is Benefits

Manual sort with new articles added after

Add Fallback Manual Sort Rules

Features Layout Options

Display Limit 5 articles

Theme Slideshow

Article Titles Hide

Article Text Hide

Preview Length 40 words

Strip HTML Tags No

Arrow Navigation Show on Hover

Pagination Show

Animation Crossfade

Autoplay Enable





























Autoplay Delay 4 s

Image Resize Max Width 910 px Max Height 0 px

The selection has widened to include five offers now.

It has automatically included the fifth offer listed. If this is not the offer of the new ad banner, you will need to replace it with the right one.

### 3. How to Upload/Remove an Ad Banner – New Ad Banner

Harilela (George) Limited <i>Benefits</i> 2021-08-12 12:05:30	Title T Default - Description T Default - Image  <a href="https://benefits.rotary3450">https://benefits.rotary3450</a>   Link  Default -
Mandarin Oriental Hong Kong x Stay One Degree <i>Benefits</i> 2021-06-18 16:11:05	Title T Default - Description T Default - Image  <a href="https://benefits.rotary3450">https://benefits.rotary3450</a>   Link  Default -
Restore Hydration <i>Benefits</i> 2021-02-26 17:48:29	Title T Default - Description T Default - Image  <a href="https://live.staticflickr.com/">https://live.staticflickr.com/</a>   Link  Default -
Zyphr <i>Benefits</i> 2021-08-03 14:55:54	Title T Default - Description T Default - Image  <a href="https://benefits.rotary3450">https://benefits.rotary3450</a>   Link  Default -
THE HARI Hong Kong <i>Benefits</i> 2021-02-12 18:06:54	Title T Default - Description T Default - Image  <a href="https://live.staticflickr.com/">https://live.staticflickr.com/</a>   Link  Default -
Langham Hospitality Group <i>Benefits</i> 2021-02-23 16:52:26	Title T Default - Description T Default - Image  <a href="https://benefits.rotary3450">https://benefits.rotary3450</a>   Link  Default -
Cordis Hotels <i>Benefits</i> 2021-02-23 17:47:32	Title T Default - Description T Default - Image  <a href="https://via.placeholder.com/">https://via.placeholder.com/</a>   Link  Default -

LOAD MORE  
HOLD SHIFT KEY TO LOAD ALL

To locate the offer of your ad banner, scroll down and click 'LOAD MORE'.

### 3. How to Upload/Remove an Ad Banner – New Ad Banner

Zoom Benefits 2021-06-11 18:24:14	Title: T Default - Description: T Default - Image: [img] Default - Link: [link] Default -
Azureliving Benefits 2021-06-15 18:05:07	Title: T Default - Description: T Default - Image: [img] Default - Link: [link] Default -
Design Gallery Benefits 2021-06-15 18:24:30	Title: T Default - Description: T Default - Image: [img] Default - Link: [link] Default -
Elissa Cohen Jewellery Benefits 2021-06-16 13:00:25	Title: T Default - Description: T Default - Image: [img] Default - Link: [link] Default -
Handsome Beauty Club Benefits 2021-06-16 14:32:50	Title: T Default - Description: T Default - Image: [img] Default - Link: [link] Default -
Eoniq Benefits 2021-06-16 14:52:23	Title: T Default - Description: T Default - Image: [img] Default - Link: [link] Default -
Italtop Benefits 2021-06-16 15:43:13	Title: T Default - Description: T Default - Image: [img] Default - Link: [link] Default -

LOAD MORE  
HOLD SHIFT KEY TO LOAD ALL

Once you've found your offer, click here to drag the offer up into the blue bordered selection.

### 3. How to Upload/Remove an Ad Banner – New Ad Banner

Title \* Ad Banners Shortcode [roksprocket id]

Filtered Article List

Opera Hong Kong Benefits 2021-05-27 12:27:33	Title T Default - Description T Default - Image https://benefits.rotary3450 Link Default -
StoreFriendly Benefits 2021-07-16 16:39:55	Title T Default - Description T Default - Image https://benefits.rotary3450 Link Default -
TakeOut Comedy Benefits 2021-08-13 18:13:54	Title T Default - Description T Default - Image https://benefits.rotary3450 Link Default -
Harilela (George) Limited Benefits 2021-08-12 12:05:30	Title T Default - Description T Default - Image https://benefits.rotary3450 Link Default -
Elissa Cohen Jewellery Benefits 2021-06-16 13:00:25	Title T Default - Description T Default - Image Default - Link Default -
Mandarin Oriental Hong Kong x Stay One Degree Benefits 2021-06-18 16:11:05	Title T Default - Description T Default -

Once you've added the related offer to the selection, you can upload its ad banner.

Elissa Cohen Jewellery  
Benefits  
2021-06-16 13:00:25

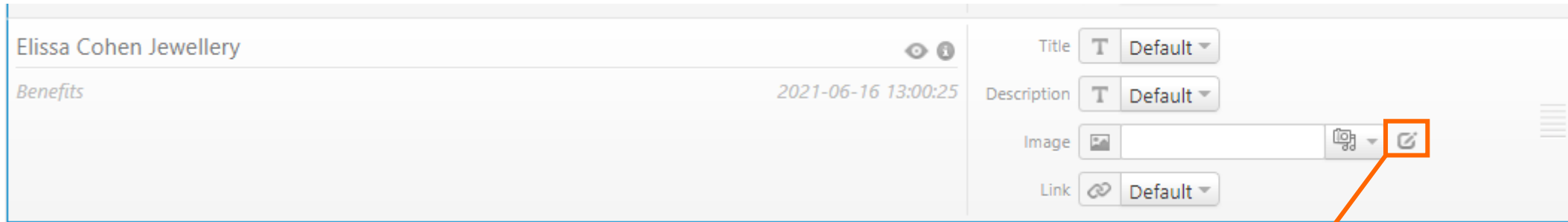
Title T Default -  
Description T Default -  
Image Default -  
Link None

Mandarin Oriental Hong Kong x Stay One Degree  
Benefits  
2021-06-18 16:11:05

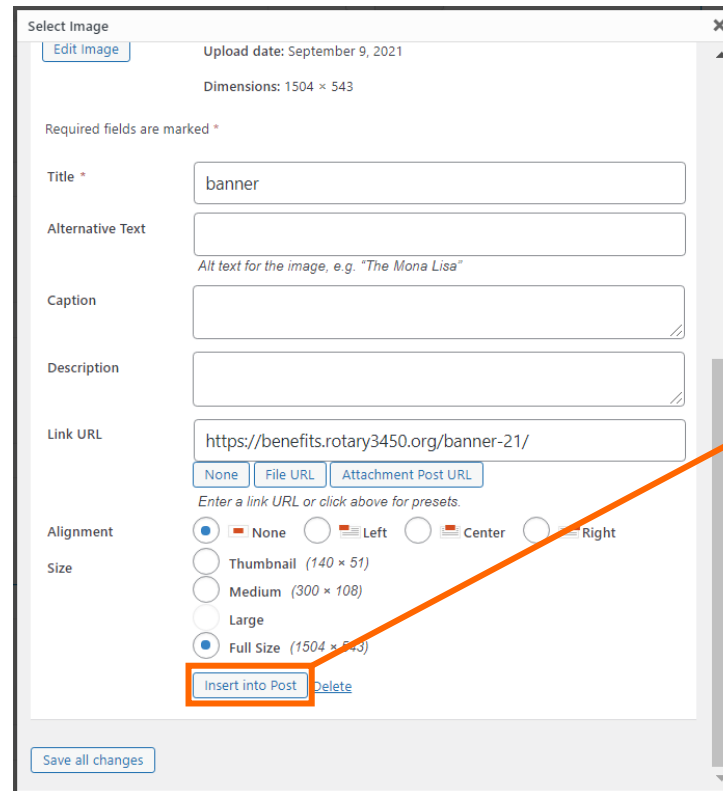
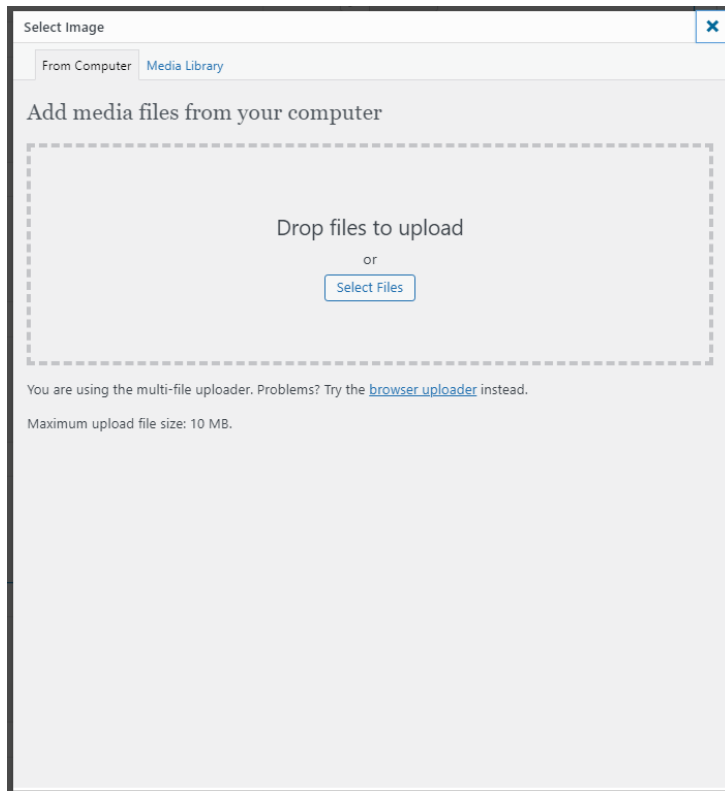
Title T Default -  
Description T Default -  
Image Article Image  
Link MediaManager  
Link Default -

Click on 'Image' and 'Media Manager'.

### 3. How to Upload/Remove an Ad Banner – New Ad Banner



Then click on the edit icon to locate your ad banner image for uploading.



Once you have selected your image, click 'Insert into Post'.



### 3. How to Upload/Remove an Ad Banner – New Ad Banner

RokSprocket Widget Settings

All changes have been successfully saved.

Title \*  Shortcode [roksprocket id="16"]

RokSprocket v2.1.28

WordPress Provider  
Features Layout

Filtered Article List

<p>Opera Hong Kong</p> <p><i>Benefits</i></p> <p>2021-05-27 12:27:33</p>	<p>Title <input type="text" value="Default"/></p> <p>Description <input type="text" value="Default"/></p> <p>Image <input type="text" value="https://benefits.rotary3450"/></p> <p>Link <input type="text" value="Default"/></p>
<p>StoreFriendly</p> <p><i>Benefits</i></p> <p>2021-07-16 16:39:55</p>	<p>Title <input type="text" value="Default"/></p> <p>Description <input type="text" value="Default"/></p> <p>Image <input type="text" value="https://benefits.rotary3450"/></p> <p>Link <input type="text" value="Default"/></p>
<p>TakeOut Comedy</p> <p><i>Benefits</i></p> <p>2021-08-13 18:13:54</p>	<p>Title <input type="text" value="Default"/></p> <p>Description <input type="text" value="Default"/></p> <p>Image <input type="text" value="https://benefits.rotary3450"/></p> <p>Link <input type="text" value="Default"/></p>
<p>Harilela (George) Limited</p> <p><i>Benefits</i></p> <p>2021-08-12 12:05:30</p>	<p>Title <input type="text" value="Default"/></p> <p>Description <input type="text" value="Default"/></p> <p>Image <input type="text" value="https://benefits.rotary3450"/></p> <p>Link <input type="text" value="Default"/></p>
<p>Elissa Cohen Jewellery</p> <p><i>Benefits</i></p> <p>2021-06-16 13:00:25</p>	<p>Title <input type="text" value="Default"/></p> <p>Description <input type="text" value="Default"/></p> <p>Image <input type="text" value="https://benefits.rotary3450"/></p> <p>Link <input type="text" value="Default"/></p>

WordPress Content Filter Rules

is

Manual sort with new articles added after

Features Layout Options

Display Limit  articles

Theme

Article Titles

Article Text

Preview Length  words

Strip HTML Tags

Arrow Navigation

Pagination

Animation

Autoplay

Autoplay Delay  s

Image Resize  Max Width  Max Height

Now click 'Save' and you're done!

### 3. How to Upload/Remove an Ad Banner – Removing an Ad Banner

RokSprocket Widget Settings

All changes have been successfully saved.

Title \* Ad Banners Shortcode [roksprocket id="16"]

WordPress Content Filter Rules

Features Layout Options

Filtered Article List	WordPress Content Filter Rules	Features Layout Options															
<table border="1"><tr><td>Opera Hong Kong <i>Benefits</i> 2021-05-27 12:27:33</td><td>Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default</td><td>Display Limit: 5 articles</td></tr><tr><td>StoreFriendly <i>Benefits</i> 2021-07-16 16:39:55</td><td>Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default</td><td>Theme: Slideshow</td></tr><tr><td>TakeOut Comedy <i>Benefits</i> 2021-08-13 18:13:54</td><td>Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default</td><td>Article Titles: Hide</td></tr><tr><td>Harilela (George) Limited <i>Benefits</i> 2021-08-12 12:05:30</td><td>Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default</td><td>Article Text: Hide</td></tr><tr><td>Elissa Cohen Jewellery <i>Benefits</i> 2021-06-16 13:00:25</td><td>Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default</td><td>Preview Length: 40 words</td></tr></table>	Opera Hong Kong <i>Benefits</i> 2021-05-27 12:27:33	Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default	Display Limit: 5 articles	StoreFriendly <i>Benefits</i> 2021-07-16 16:39:55	Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default	Theme: Slideshow	TakeOut Comedy <i>Benefits</i> 2021-08-13 18:13:54	Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default	Article Titles: Hide	Harilela (George) Limited <i>Benefits</i> 2021-08-12 12:05:30	Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default	Article Text: Hide	Elissa Cohen Jewellery <i>Benefits</i> 2021-06-16 13:00:25	Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default	Preview Length: 40 words	<p>Add Specific Articles</p> <p>Category: is: Benefits</p> <p>Manual sort: with new articles added after</p> <p>Add Fallback Manual Sort Rules</p>	<p>Strip HTML Tags: No</p> <p>Arrow Navigation: Show on Hover</p> <p>Pagination: Show</p> <p>Animation: Crossfade</p> <p>Autoplay: Enable</p> <p>Autoplay Delay: 4 s</p> <p>Image Resize: Max Width Max Height</p>
Opera Hong Kong <i>Benefits</i> 2021-05-27 12:27:33	Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default	Display Limit: 5 articles															
StoreFriendly <i>Benefits</i> 2021-07-16 16:39:55	Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default	Theme: Slideshow															
TakeOut Comedy <i>Benefits</i> 2021-08-13 18:13:54	Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default	Article Titles: Hide															
Harilela (George) Limited <i>Benefits</i> 2021-08-12 12:05:30	Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default	Article Text: Hide															
Elissa Cohen Jewellery <i>Benefits</i> 2021-06-16 13:00:25	Title: T Default Description: T Default Image: https://benefits.rotary3450 Link: Default	Preview Length: 40 words															

To remove an ad banner, just reduce the display to four and drag the ad banner you want to remove out of the selection and save.

### 3. How to Upload/Remove an Ad Banner – Replace an Ad Banner

Harilela (George) Limited Benefits 2021-08-12 12:05:30	Title: Default Description: Default Image: https://benefits.rotary3450 Link: Default
Mandarin Oriental Hong Kong x Stay One Degree Benefits 2021-06-18 16:11:05	Title: Default Description: Default Image: https://benefits.rotary3450 Link: Default
Restore Hydration Benefits 2021-02-26 17:48:29	Title: Default Description: Default Image: https://live.staticflickr.com/ Link: Default
Zyphr Benefits 2021-08-03 14:55:54	Title: Default Description: Default Image: https://benefits.rotary3450 Link: Default
THE HARI Hong Kong Benefits 2021-02-12 18:06:54	Title: Default Description: Default Image: https://live.staticflickr.com/ Link: Default
Langham Hospitality Group Benefits 2021-02-23 16:52:26	Title: Default Description: Default Image: https://benefits.rotary3450 Link: Default
Cordis Hotels Benefits 2021-02-23 17:47:32	Title: Default Description: Default Image: https://via.placeholder.com/ Link: Default

LOAD MORE  
HOLD SHIFT KEY TO LOAD ALL

Zoom Benefits 2021-06-11 18:24:14	Title: Default Description: Default Image: Default Link: Default
Azureliving Benefits 2021-06-15 18:05:07	Title: Default Description: Default Image: Default Link: Default
Design Gallery Benefits 2021-06-15 18:24:30	Title: Default Description: Default Image: Default Link: Default
Elissa Cohen Jewellery Benefits 2021-06-16 13:00:25	Title: Default Description: Default Image: Default Link: Default
Handsome Beauty Club Benefits 2021-06-16 14:32:50	Title: Default Description: Default Image: Default Link: Default
Eoniq Benefits 2021-06-16 14:52:23	Title: Default Description: Default Image: Default Link: Default
Italtop Benefits 2021-06-16 15:43:13	Title: Default Description: Default Image: Default Link: Default

LOAD MORE  
HOLD SHIFT KEY TO LOAD ALL

To replace an ad banner, locate your offer from the article list and drag it up into the blue bordered selection. Then upload the ad banner image accordingly and save.

## 4. How to Revise Submission Forms

Services

Travel and Hotel Accommodations

Show all Benefits

Show Latest Offers

CREATE AN OFFER

- Submit a New Offer
- Refer a Vendor

HELP FOR EDITORS

Benefit Post ~ Creation

Benefits Entry in Detail

Benefits Entry Screen

Form Links & Renaming ...

LHS Sidebar & Widgets

Benefit Help Video - ...


Rotarian Benefits Screen

Sidebar Setup

Submitted Forms - Ema...

Typography

ZOOM



20% Off

Rotarians and Rotaractors can enjoy 20% on their monthly or annual video confere

Special Terms:  
Discount can only be applied to new accounts

About Zoom

REDEEM NOW

Share

All Rotary members can submit a new offer to RGR or refer a vendor through the website.

This is done through two forms: **Submit a New Offer** and **Refer a Vendor**.

# 4. How to Revise Submission Forms – Submit a New Offer Form

SUBMIT A NEW OFFER

### New Offer Form

Our team will contact you for your logo and marketing collateral.

**Name of Vendor \***

The name of your company/business that will provide the offer.

**Company Description \***

Please provide a short description of 50-100 words.

**Offer Details \***

Please specify if you are offering a direct discount, a rebate to D3450, or both. Please include the Terms & Conditions if any apply.

**Redemption Instructions \***

How should Rotary members redeem your offer? (E.g. By a unique discount code, through a unique URL, by member ID# or presentation of the member's Rotary membership card)

**Address \***

Company or store address (Online website or street address)

**Date from**  **Date to**

When the offer starts When the offer ends

---

**VENDOR'S CONTACT DETAILS**

**Name \***  **Email Address \***

The person we should contact for this offer Of the contact person

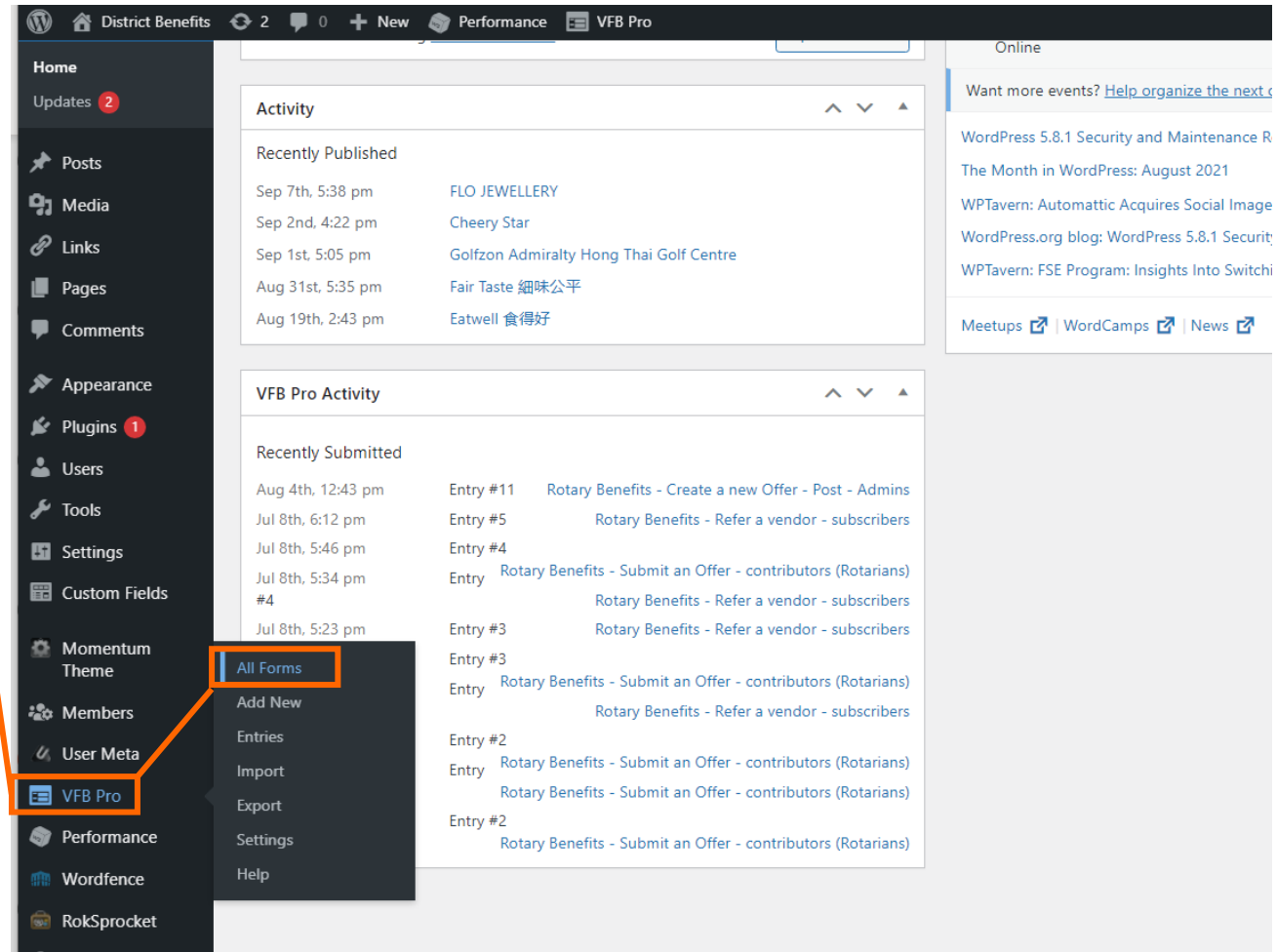
**Phone Number**  **Your Email \***

Of the contact person For the acknowledgement receipt of your offer

[Edit this entry.](#)

— This is the current form for submitting an offer.

To make changes to the entry fields, go to 'VFB Pro' – 'All forms' in the side menu of the dashboard.



The screenshot shows the WordPress dashboard for 'District Benefits'. The left sidebar menu is expanded to show 'VFB Pro', which is highlighted with an orange box. A sub-menu is open for 'VFB Pro', and 'All Forms' is highlighted with an orange box. The main content area shows 'Activity' and 'VFB Pro Activity' sections. The 'VFB Pro Activity' section lists recently submitted entries with details like date, entry number, and title.

Date	Entry #	Title
Aug 4th, 12:43 pm	Entry #11	Rotary Benefits - Create a new Offer - Post - Admins
Jul 8th, 6:12 pm	Entry #5	Rotary Benefits - Refer a vendor - subscribers
Jul 8th, 5:46 pm	Entry #4	Rotary Benefits - Submit an Offer - contributors (Rotarians)
Jul 8th, 5:34 pm	Entry #4	Rotary Benefits - Refer a vendor - subscribers
Jul 8th, 5:23 pm	Entry #3	Rotary Benefits - Refer a vendor - subscribers
	Entry #3	Rotary Benefits - Submit an Offer - contributors (Rotarians)
	Entry #3	Rotary Benefits - Refer a vendor - subscribers
	Entry #2	Rotary Benefits - Submit an Offer - contributors (Rotarians)
	Entry #2	Rotary Benefits - Submit an Offer - contributors (Rotarians)
	Entry #2	Rotary Benefits - Submit an Offer - contributors (Rotarians)

## 4. How to Revise Submission Forms – Submit a New Offer Form

VFB Pro [Add New](#)

Are you enjoying using Members?  
[Yes, I love it 😊](#) | [Not really...](#)

All (3) | Drafts (0) | Trash (4)  [search](#) 3 forms

Bulk Actions [Apply](#)

<input type="checkbox"/> Form	Form ID		Date
<input type="checkbox"/> <a href="#">Rotary Benefits - Create a new Offer - Post - Admins</a>	3	<b>1</b> Total <b>0</b> Today	2021/08/04 12:43:16 PM
<input type="checkbox"/> <a href="#">Rotary Benefits - Submit an Offer - contributors (Rotarians)</a> <a href="#">Edit</a>   <a href="#">Duplicate</a>   <a href="#">Trash</a>   <a href="#">Preview</a>	2	<b>6</b> Total <b>0</b> Today	2021/07/08 5:46:51 PM
<input type="checkbox"/> <a href="#">Rotary Benefits - Refer a vendor - subscribers</a>	1	<b>4</b> Total <b>0</b> Today	2021/07/08 6:12:33 PM
<input type="checkbox"/> Form	Form ID		Date

Bulk Actions [Apply](#) 3 forms

Click on the form 'Rotary Benefits – Submit an Offer – contributors (Rotarians)' to access the editor.



## 4. How to Revise Submission Forms – Submit a New Offer Form

Fields

Click or Drag to add fields

- Heading
- Submit
- Text
- Textarea
- Checkbox
- Radio
- Select
- Address
- Date
- Email
- URL
- Currency
- Number
- Time
- Phone
- HTML
- File Upload
- Instructions
- Name
- Captcha
- Hidden
- Color Picker
- Autocomplete
- Range Slider
- Min
- Max
- Range
- Page Break
- Likert
- Rating
- Knob
- Signature

Create Post fields

- Post Title
- Post Content
- Post Excerpt
- Post Category
- Post Tag
- Custom Field

Shortcode

Other Forms

Trash Duplicate Preview Save Changes

New Offer Form HEADING

Name of Vendor \* TEXT

Company Description \* TEXTAREA

Offer Details \* TEXTAREA

Redemption Instructions \* TEXT

Address \* TEXT

Date from DATE

Date to DATE

Vendor's Contact Details HEADING

Name \* TEXT

Email Address \* EMAIL

Phone Number PHONE

Your Email \* EMAIL

Submit SUBMIT

Form # HIDDEN

Trash Duplicate Preview Save Changes

Now you can edit any field you want.

Click on the triangle to expand the field components for editing.

Name of Vendor \* TEXT

Name

Name of Vendor

Description

The name of your company/business that will provide the offer.

CSS Classes Description Position Required

After Input Yes

Default Value Placeholder

Input mask Layout Columns

12 (largest)

Validation Settings

Delete Duplicate

## 4. How to Revise Submission Forms – Submit a New Offer Form

Fields

Click or Drag to add fields

- Heading
- Submit
- Text
- Textarea
- Checkbox
- Radio
- Select
- Address
- Date
- Email
- URL
- Currency
- Number
- Time
- Phone
- HTML
- File Upload
- Instruction
- Name
- Captcha
- Hidden
- Color Pick
- Autocomplete
- Range Slider
- Min
- Max
- Range
- Page Break
- Likert
- Rating
- Knob
- Signature

Create Post fields

- Post Title
- Post Content
- Post Excerpt
- Post Category
- Post Tag
- Custom Field

Shortcode

Other Forms

Trash Duplicate Preview Save Changes

**Editor:**

**Name of Vendor \*** TEXT ▲

Name

Name of Vendor

Description

The name of your company/business that will provide the offer.

**Note:**  
Name = Field name  
Description = Additional text to guide the member on what to fill in.

How it appears on the form once published:

**Name of Vendor \***

The name of your company/business that will provide the offer.

Form # [ ] HIDDEN ▼

Delete Duplicate

Trash Duplicate Preview **Save Changes**

And don't forget to save your changes!

## 4. How to Revise Submission Forms – Refer a Vendor Form

REFER A VENDOR

### Referral Form

Name of Vendor  
(The company or individual who will be offering a benefit) \*

Describe the Offer

Please specify if it is a direct discount, a rebate to D3450, or both. Please include Terms & Conditions if any apply.

Vendor's Contact Name \*

Vendor's Email Address \*

Vendor's Phone Number

### My Contact Details

My Name \*

My Email \*

Your email for confirmation of entry

[Edit this entry.](#)

— This is the current form for Refer a Vendor.

Follow the same steps for editing. You can find the vendor referral form under 'VFB Pro' – 'All forms' – '**Rotary Benefits – Refer a vendor – subscribers**'.

VFB Pro

Are you enjoying using Members?  
[Yes, I love it 😊](#) | [Not really...](#)

All (3) | Drafts (0) | Trash (4)

Bulk Actions

- Form
- Rotary Benefits - Create a new Offer - Post - Admins
- Rotary Benefits - Submit an Offer - contributors (Rotarians)  
[Edit](#) | [Duplicate](#) | [Trash](#) | [Preview](#)
- Rotary Benefits - Refer a vendor - subscribers**
- Form

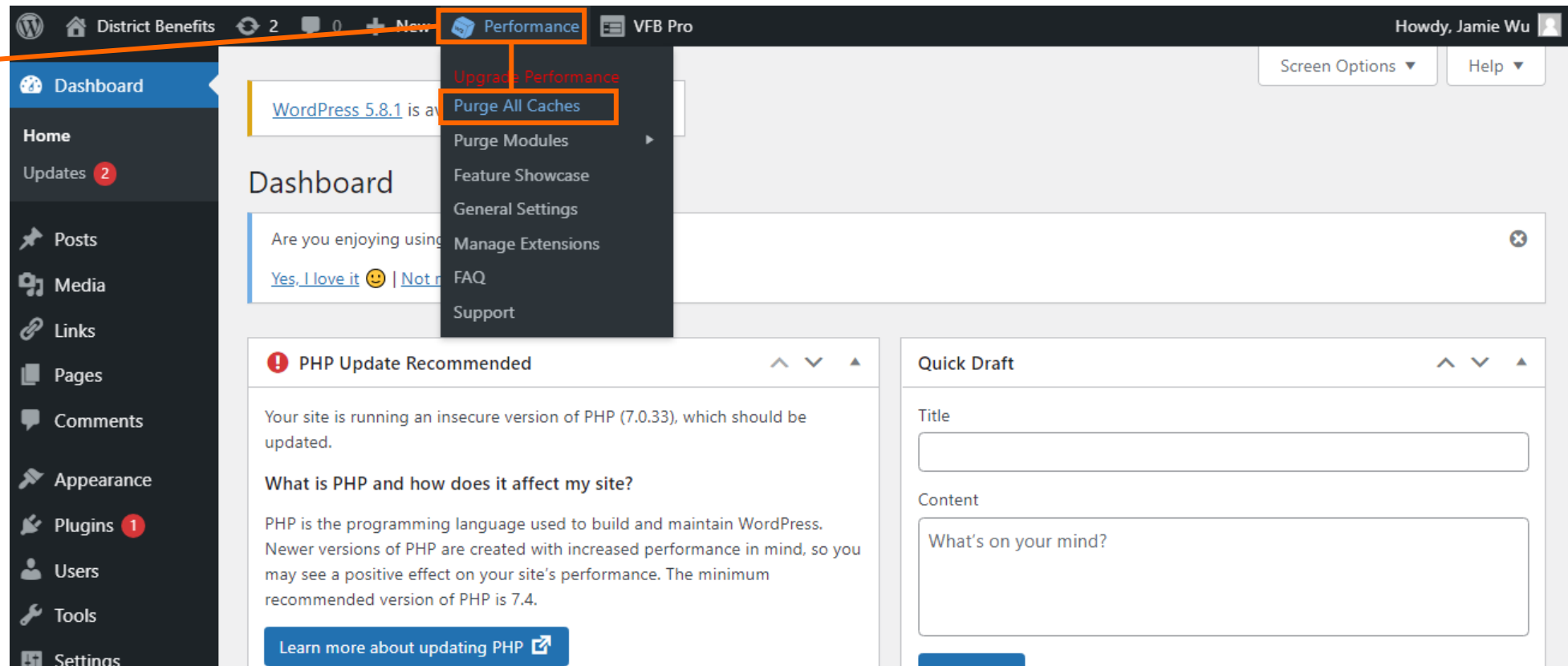
Bulk Actions

## 5. Other Tips – Clearing Cache

The website is supposed to automatically clear caches every time changes are made to the site.

However, there may be times when you will need to clear cache manually if you notice that your edits to the site are not being applied or the website is running too slow.

To clear cache, go to 'Performance' and click 'Purge All Caches'.



The screenshot shows the WordPress dashboard with the Performance plugin interface. The 'Performance' tab is selected, and the 'Purge All Caches' option is highlighted with an orange box. The dashboard also displays a 'PHP Update Recommended' notification and a 'Quick Draft' form.

Dashboard Performance VFB Pro Howdy, Jamie Wu

Dashboard

Home

Updates 2

Posts

Media

Links

Pages

Comments

Appearance

Plugins 1

Users

Tools

Settings

WordPress 5.8.1 is available

Upgrade Performance

Purge All Caches

Purge Modules

Feature Showcase

General Settings

Manage Extensions

FAQ

Support

PHP Update Recommended

Your site is running an insecure version of PHP (7.0.33), which should be updated.

What is PHP and how does it affect my site?

PHP is the programming language used to build and maintain WordPress. Newer versions of PHP are created with increased performance in mind, so you may see a positive effect on your site's performance. The minimum recommended version of PHP is 7.4.

Learn more about updating PHP

Quick Draft

Title

Content

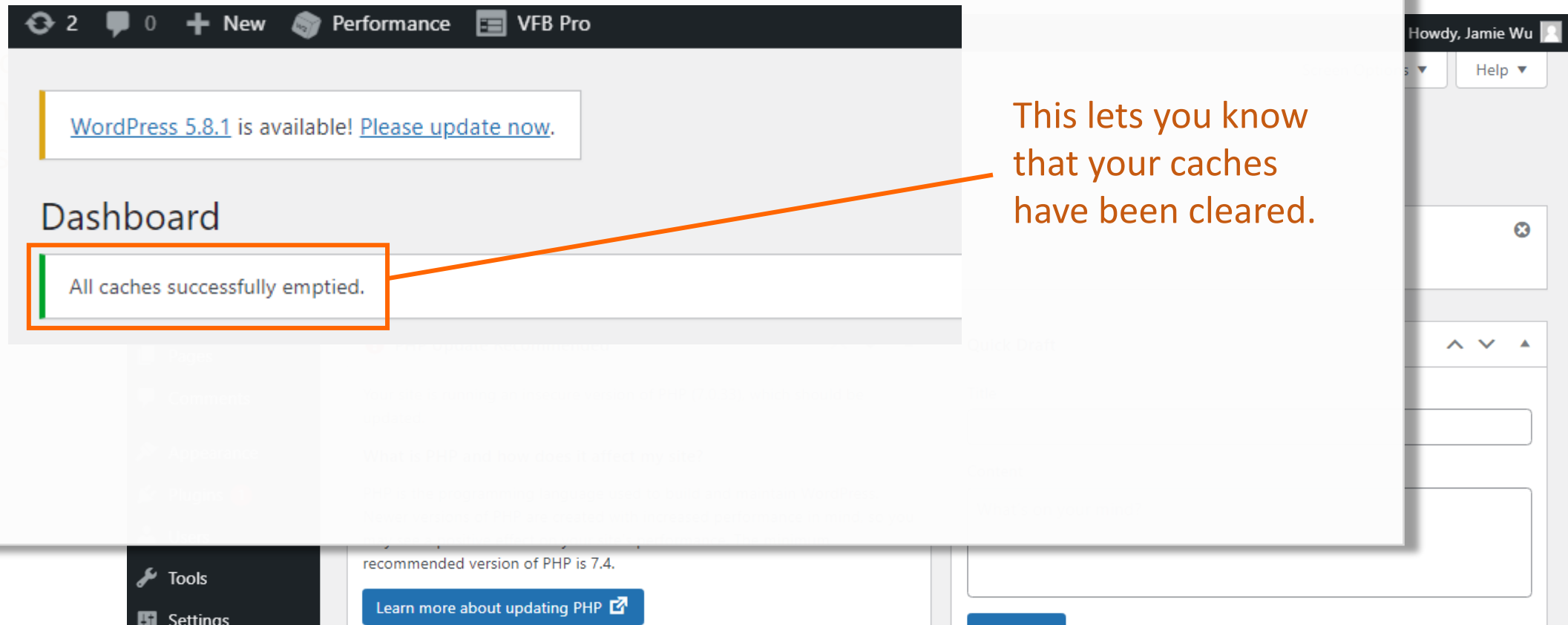
What's on your mind?

## 5. Other Tips – Clearing Cache

The website is supposed to automatically clear caches every time changes are made to the site.

However, there may be times when you will need to clear cache manually if you notice that your edits to the site are not being applied or the website is running too slow.

To clear cache, 'Performance' 'Purge All Cache'



The screenshot shows the WordPress Performance dashboard. At the top, there's a navigation bar with 'New', 'Performance', and 'VFB Pro' tabs. Below that, a notification box says 'WordPress 5.8.1 is available! Please update now.' The main heading is 'Dashboard'. A green-bordered box highlights the message 'All caches successfully emptied.' An orange arrow points from this message to a text box on the right. The bottom of the dashboard shows 'Tools' and 'Settings' buttons, and a notification about PHP version 7.4.

This lets you know that your caches have been cleared.

## 5. Other Tips – Screen Elements

When uploading a new offer, if the fields are not appearing (e.g. Can't see the benefit fields) make sure that your screen elements are all checked.

To check your screen elements, go to the editor, and click 'Screen Options'.

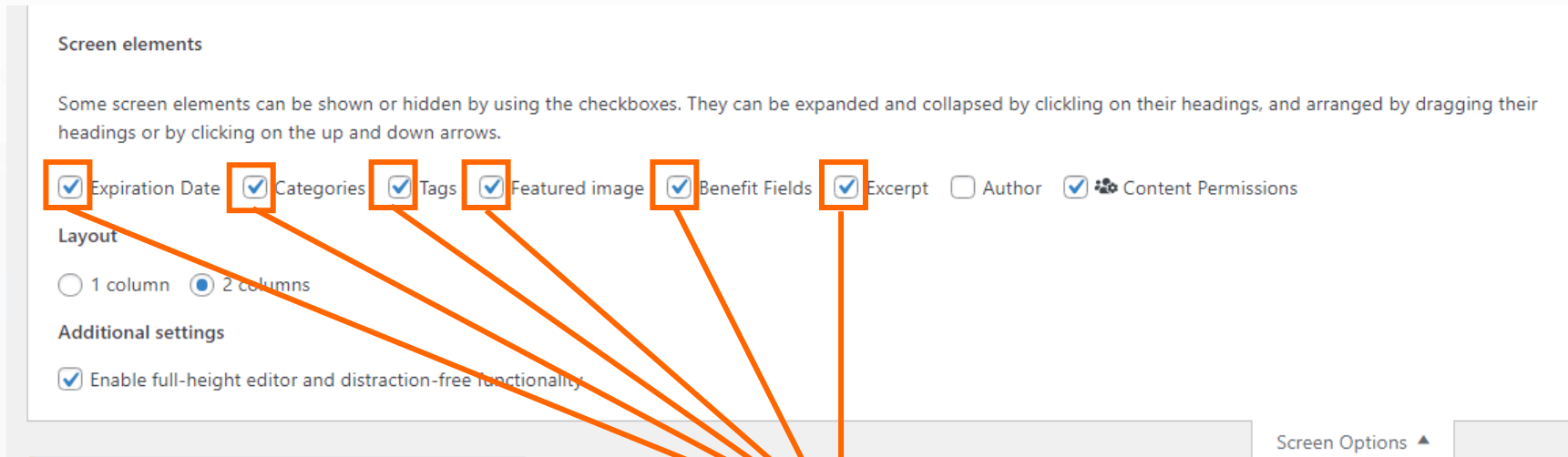
The screenshot shows the WordPress editor interface for a post titled "Elissa Cohen Jewellery". The "Screen Options" menu is highlighted with an orange box and an arrow pointing to it from the text above. The interface includes a top navigation bar with "District Benefits", "New", "View Post", "Performance", and "VFB Pro". The left sidebar contains navigation links for "Dashboard", "Posts", "All Posts", "Add New", "Categories", "Tags", "Media", "Links", "Pages", "Comments", "Appearance", "Plugins", "Users", "Tools", "Settings", and "Custom Fields". The main content area shows the post title "Elissa Cohen Jewellery" and a featured image of several pieces of jewelry. The right sidebar contains settings for "Expiration Date" (Dec 31, 2024 @ 12:00), "Publish" status (Published), visibility (Public), and published date (Jun 16, 2021 at 13:00). The "Screen Options" menu is located in the top right corner of the editor area.



## 5. Other Tips – Screen Elements

When uploading a new offer, if the fields are not appearing (e.g. Can't see the benefit fields) make sure that your screen elements are all checked.

To check your screen



Screen elements

Some screen elements can be shown or hidden by using the checkboxes. They can be expanded and collapsed by clicking on their headings, and arranged by dragging their headings or by clicking on the up and down arrows.

Expiration Date  Categories  Tags  Featured image  Benefit Fields  Excerpt  Author  Content Permissions

Layout

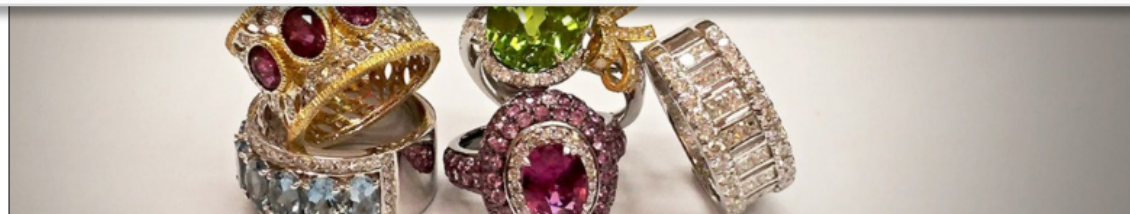
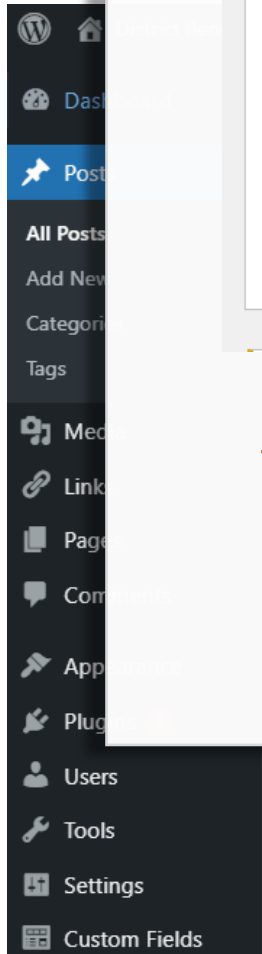
1 column  2 columns

Additional settings

Enable full-height editor and distraction-free functionality

Screen Options ▲

Then put a check mark in any of the elements that are missing.



[Purge from cache](#)

[Move to Trash](#)

Categories ▲ ▼ ▲

## 5. Other Tips



If you need extra help, you can always contact **PP David Shelton Smith!**



**[david.sheltonsmith@gmail.com](mailto:david.sheltonsmith@gmail.com)**

## 5. Sending Confirmation Emails

Once an offer has been uploaded to the RGR website, you will need to notify the vendor that their offer has been uploaded and is now active.

The confirmation should be sent officially from RGR's Gmail account **RotaryGlobalRewardsHK@gmail.com**.

For your convenience, two templates have been provided for your use.

The only difference between them is the reporting instructions provided.

### REDEMPTION REPORT

#### Report Procedure

By joining this program you are required to send us a brief year-end report (by December 31st) on the total redemptions recorded for the period.

Your report should be sent once annually to **RotaryGlobalRewardsHK@gmail.com**.

Template A

### REBATE INFORMATION

#### Report Procedure

By joining this program you are required to provide a brief year-end report (by December 31st) on the total rebate amount for the year. Please include any redemption-related data, i.e., number of offer redemptions by Rotary members for the period.

Rebates should be sent once annually at year-end to our bank account below. **Please ensure you notify us (RotaryGlobalRewardsHK@gmail.com) before or immediately after your remittance.**

#### Account Details

Bank Name: The Hongkong & Shanghai Banking Corporation Ltd.

Swift Code: HSBCHKHCHKH

Account Name: Rotary District 3450 Charitable Fund Ltd.

Account No.: 652 – 238858 – 838

Template B

## 5. Sending Confirmation Emails – Template A with Reporting Procedures

### Offer Confirmation with Redemption Report Instructions

Dear [Vendor's Name]

Thank you so much for your offer from [Vendor's Company]. Your offer has been uploaded to our site and is now active.



Please find the details of your offer below, and kindly note the instructions for the year-end report.

If you have any questions on the program or would like to amend the details of your offer, please let us know.

We are so grateful for your wonderful support and look forward to serving you and your business through Rotary Global Rewards!

Thanking you,

[Your name]

 
<b>COMPANY DESCRIPTION</b>
<b>COMPANY WEBSITE</b>
<b>CONTACT PERSON</b>
Name:
Email:
Tel:
<b>STORE ADDRESS</b>
<b>OFFER DETAILS</b>
<b>REDEMPTION METHOD</b>
<b>VALIDITY PERIOD</b>

### REDEMPTION REPORT

#### Report Procedure

By joining this program you are required to send us a brief year-end report (by December 31st) on the total redemptions recorded for the period.

Your report should be sent once annually to [RotaryGlobalRewardsHK@gmail.com](mailto:RotaryGlobalRewardsHK@gmail.com).

Use this template for vendors that are offering a discount only.

Copy and paste the content into a new email and fill in the vendor's details and your name accordingly.

Remember to **copy the referral contact** when you send off this confirmation to the vendor.

# 5. Sending Confirmation Emails – Template B with Rebate Procedures

## Offer Confirmation with Rebate Instructions

Dear **[Vendor Name]**

Thank you so much for your offer from **[Vendor's Company]**. Your offer has been uploaded to our platform and is now active.


Please find the details of your offer below and kindly note the instructions for rebates enclosed.

If you have any questions on the program or would like to amend the details of your offer, please let us know.

We are so grateful for your wonderful support and look forward to serving you and your business through Rotary Global Rewards!

Thanking you,

**[Name]**


<b>COMPANY DESCRIPTION</b>
<b>COMPANY WEBSITE</b>
<b>CONTACT PERSON</b>
Name:
Email:
Tel:
<b>STORE ADDRESS</b>
<b>OFFER DETAILS</b>
<b>REDEMPTION METHOD</b>
<b>VALIDITY PERIOD</b>

Use this template for vendors that are offering a rebate only OR both a discount and a rebate.

Fill in the offer details accordingly and don't forget to **copy the referral contact** when sending.

### REBATE INFORMATION

#### Report Procedure

By joining this program you are required to provide a brief year-end report (by December 31st) on the total rebate amount for the year. Please include any redemption-related data, i.e., number of offer redemptions by Rotary members for the period.

Rebates should be sent once annually at year-end to our bank account below.

**Please ensure you notify us (RotaryGlobalRewardsHK@gmail.com) before or immediately after your remittance.**

#### Account Details

Bank Name: The Hongkong & Shanghai Banking Corporation Ltd.  
Swift Code: HSBCHKHKKH  
Account Name: Rotary District 3450 Charitable Fund Ltd.  
Account No.: 652 – 238858 – 83B

## 5. Sending Confirmation Emails – Finished Examples

Rotary Global Rewards: Offer Processed! Inbox x



Rotary Global Rewards <rotaryglobalrewardshk@gmail.com>

to cheerystar1, Vicky, bcc: catherine

Dear Ms. Carman Fan,



Thank you so much for your offer from Cheery Star Int Ltd! Your offer has been uploaded to our platform and is now active.

Please find the details of your offer below and kindly note the instructions for the year-end report.

If you have any questions on the program or would like to amend the details of your offer, please let us know.

We are so grateful for your wonderful support and look forward to serving you and your business through Rotary Global Rewards!

Thanking you,  
Jamie Wu

 
<b>COMPANY DESCRIPTION</b>
Cheery Star Int Ltd is the marketing agent in Hong Kong for Plantbio Research, a company based in Malaysia since 1992. We specialize in Nutraceutical, Human Nutrition and Herbal research & formulations. We produce a full range of high quality premier products for both adults and children functional food care.
<b>COMPANY WEBSITE</b>
<a href="https://www.luqua_global/">https://www.luqua_global/</a>
<b>CONTACT PERSON</b>
Name: Carman Fan
Email: <a href="mailto:cheerystar1@gmail.com">cheerystar1@gmail.com</a>
Tel: (852) 9887 8388
<b>STORE ADDRESS</b>
1402, Keen Hung Commercial Building, 80 Queen's Road East, Wan Chai, Hong Kong
<b>OFFER DETAILS</b>
Rotaractors and Rotarians can enjoy 10% off their purchase online using the special Rotary discount code at <a href="http://www.luqua_global/">www.luqua_global</a> .
<b>REDEMPTION METHOD</b>
Members to use the discount code 'RGRD3450' when checking out online.
<b>VALIDITY PERIOD</b>
Now - July 31 2024

<b>REDEMPTION REPORT</b>
<u>Report Procedure</u>
By joining this program you are required to send us a brief year-end report (by December 31st) on the total redemptions recorded for the period. Your report should be sent once annually to <a href="mailto:RotaryGlobalRewardsHK@gmail.com">RotaryGlobalRewardsHK@gmail.com</a> .

Rotary Global Rewards District 3450



Rotary Global Rewards, Rotary International District 3450  
c/o Harata (George) Limited  
T: 2376 2011 F: 2714 8322 E: [RotaryGlobalRewardsHK@gmail.com](mailto:RotaryGlobalRewardsHK@gmail.com)

Rotary Global Rewards: Offer Active! Inbox x



Rotary Global Rewards <rotaryglobalrewardshk@gmail.com>

to salonclassifive, Vicky, bcc: jamie

Dear Wayne,

Thank you so much for your offer from Classic Five hair salon! Your offer has been uploaded to our platform and is now active.



We are pleased to confirm the details of your offer below. Please kindly note the instructions for rebates enclosed.

If you have any questions on the program or would like to amend the details of your offer, please let us know.

We are so grateful for your wonderful support and look forward to serving you and your business through Rotary Global Rewards!

Thanking you and warmest regards,

Jamie Wu  
Rotary Global Rewards

 
<b>COMPANY DESCRIPTION</b>
Classic Five is an establishment that offers professional hair styling services for men and women. We offer hair services including professional hair styling and hair texturing. We also offer hair coloring, highlights, head and scalp treatments and formal styling.
<b>COMPANY WEBSITE</b>
N/A
<b>CONTACT PERSON</b>
Name: Wayne Yu
Email: <a href="mailto:salonclassifive@gmail.com">salonclassifive@gmail.com</a>
Tel: (852) 8344 2010
<b>STORE ADDRESS</b>
G/F of 99F, Wellington Street, Central, Hong Kong
<b>OFFER DETAILS</b>
Members can rebate 15% of their bill to Rotary District 3450.
<b>REDEMPTION METHOD</b>
Members to present their Rotary membership card upon payment.
<b>VALIDITY PERIOD</b>
July 2021 - July 2023

<b>REBATE INFORMATION</b>
<u>Report Procedure</u>
By joining this program you are required to provide a brief year-end report (by December 31st) on the total rebate amount for the year. Please include any redemption-related data, i.e., number of offer redemptions by Rotary members for the period.
Rebates should be sent once annually at year-end to our bank account below. Please ensure you notify us ( <a href="mailto:RotaryGlobalRewardsHK@gmail.com">RotaryGlobalRewardsHK@gmail.com</a> ) before or immediately after your remittance.
<u>Account Details</u>
Bank Name: The Hongkong & Shanghai Banking Corporation Ltd.
Swift Code: HSBCHKHHHKH
Account Name: Rotary District 3450 Charitable Fund Ltd.
Account No.: 652 - 238858 - 838

Rotary  
District 3450



ROTARY GLOBAL  
REWARDS





**THANK YOU!**

**[benefits.rotary3450.org](https://benefits.rotary3450.org)**