



# Web Promotion Targeted URL's

## Table of Contents

<b>1. EliteLive Admin User</b> .....	<b>2</b>
<b>2. Setting User Permissions</b> .....	<b>2</b>
<b>3. Creating Targeted URL's</b> .....	<b>3</b>
<b>4. How to Copy a URL</b> .....	<b>5</b>



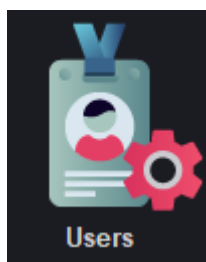
## 1. EliteLive Admin User

An EliteLive user with Admin permissions is required to be able to manage Web Promotions via your EliteLive bookings site and online web portal.

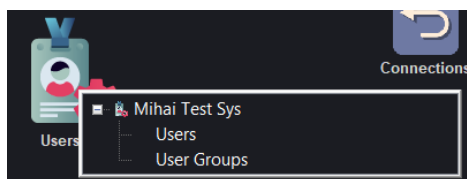
If you do not have an active Admin user for EliteLive, please refer to the User Guide “EliteLive Admin User Setup Guide”

## 2. Setting User Permissions

To give you Admin User the correct permission to access Web Promotions, you should follow these steps.



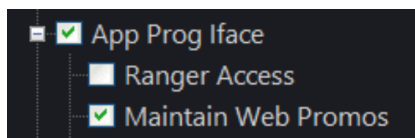
Select – Users



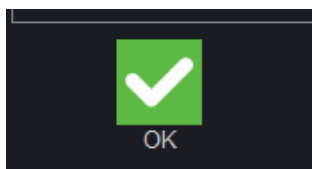
Select – User Groups



Select – The **User Group** you want to amend, this should be the group assigned to your EliteLive admin user.



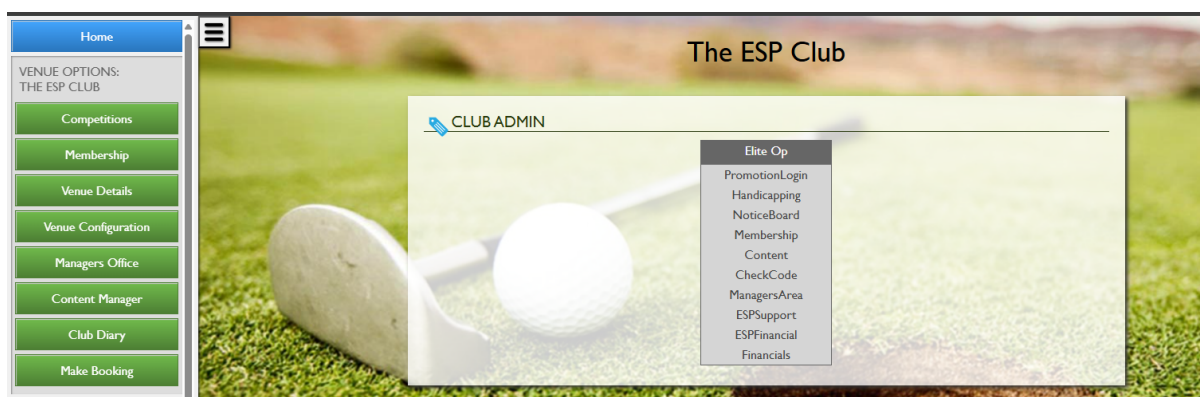
Expand – **App prog Iface** and ensure **Maintain Web Promos** is ticked.



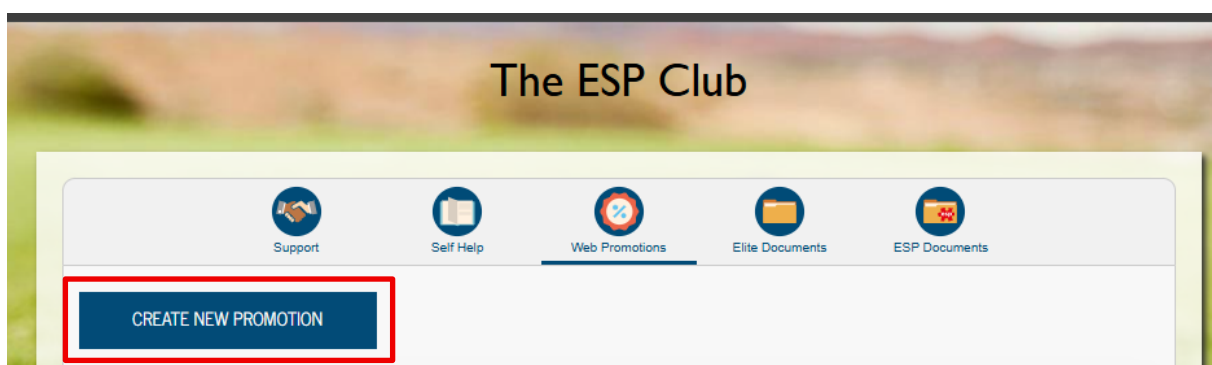
Select – **OK** and then **Cancel** on User Groups to exit.

### 3. Creating Targeted URL's

URL's are created via your EliteLive website; to access this you need to login with the EliteLive Admin User with the above permissions:



Click into the top-left corner menu, and click 'Managers Office'.



For this guide, we will be heading into the 'Web Promotions' section. We're creating a new promotion, which means you need to click 'Create New Promotion', highlighted above.



Please fill in details about the web promotion you are creating

Promo reference \*

EPTEST

Enter a reference for the Promo. This can match the corresponding Promo Code in the Elite System. (e.g. 241GOLF)

Permanent promo

Tick this to make the promotion available for an indefinite length of time, with availability restricted to the day the promotion is used

From date \*

12/05/2026

To date \*

12/06/2026

Enter the dates your promotion will be available From and To.

Title \*

10% off all Sandwiches

Description \*

Enter a Title and a Description of your Promotion.

Start time

00

hrs

00

mins

End time

23

hrs

59

mins

Enter a Start and End Time for the promotion.

Day

Any Day

Select if your promotion is to be available from a specific day, a weekend, a weekday or any day.

Membership Type

Member

Select the Membership Type which the URL applies to. This will normally be Visitor.

Category (optional)

None Specified

Group

Lunch

Activity (optional)

HONEY ROAST HAM Sw

Select the Activity the URL applies to.

Apply Elite promotional code (optional)

None Specified

You can link the URL to a promotional code within the Elite system.

Customer booking message (optional)

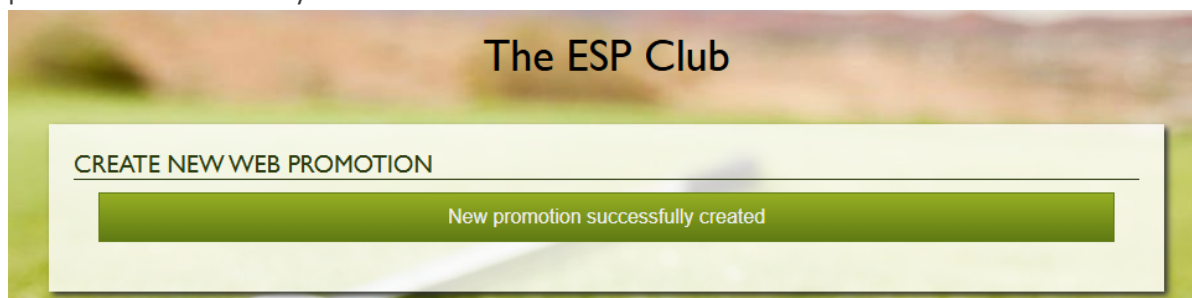
This text is displayed to the customer when using a targeted URL.

SUBMIT

Select Submit to complete the setup.

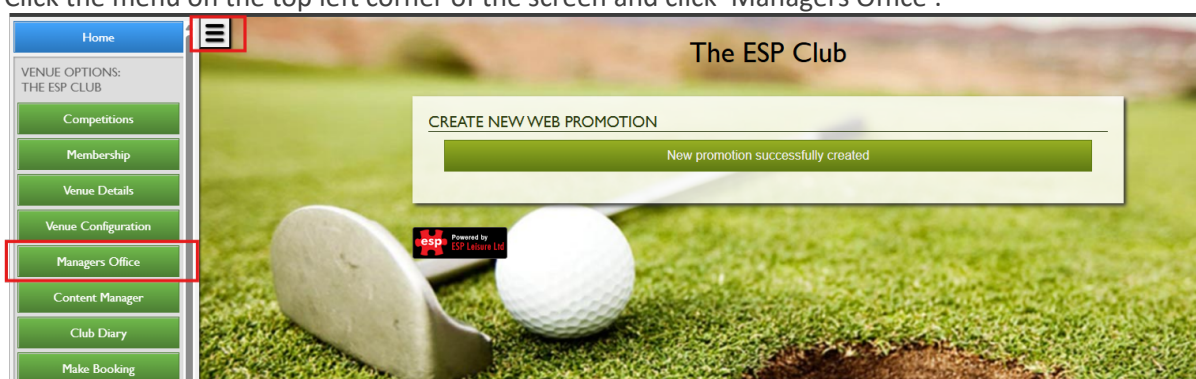


After clicking Submit, you should be met with the below screen confirming that the promotion is successfully created.

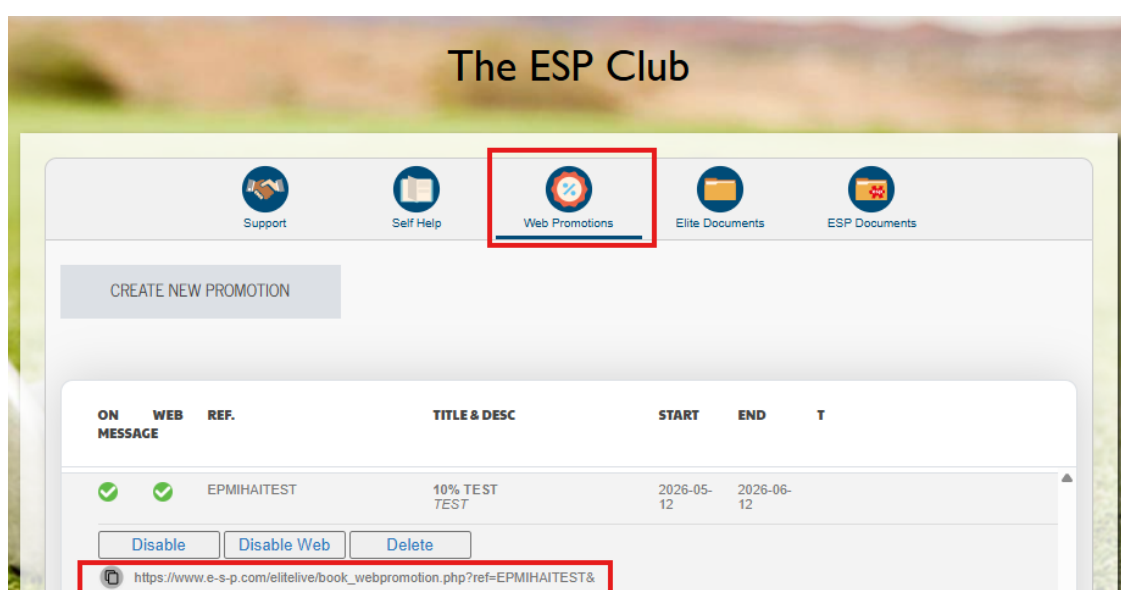


## 4. How to Copy a URL

The following steps explain how to access and copy the URL ready for promoting to customers. Click the menu on the top left corner of the screen and click 'Managers Office'.



You can now find the promotion you have created by clicking into the 'Web Promotions' section. Here you can see your URL. When clicking the Pages icon, it copies the URL into your clipboard, ready to paste into any customer-facing email.



Furthermore, in the same page, you can also disable the promotion as you please using the disable button.