| Dispopages Workflow  | Scribe |
|--|--------|
| 1 Navigate to <u>dispopages.com</u>                            |        |
| <b>2</b> Click "Register" in the top right corner of the page. |        |
| Login S CURRENT ISSUE POST COUPON                              |        |
| oupons   |        |
|  |        |
|  |        |

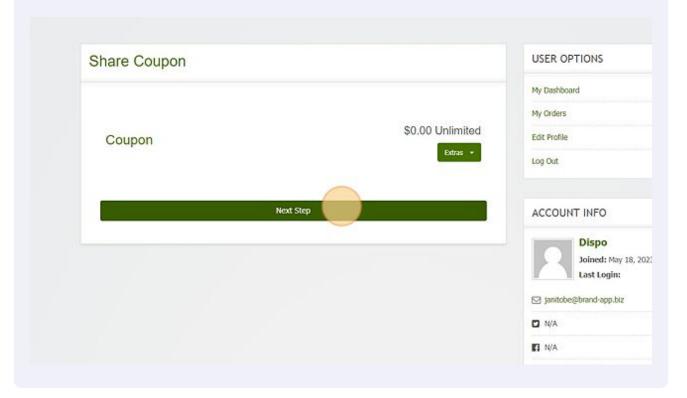
**3** Create username, password, and verify your age. Click register to create your account.

| Dispo                      |
|----------------------------|
| Email                      |
| janitobe@brand-app.biz     |
| Password                   |
| *******                    |
| 10 Hide                    |
| Strong                     |
| I am at least 21 years old |
| Register                   |
| Log in Lost your password? |

## 4 Click "POST COUPON" in the main navigation bar.

| 🌇 My Dashboard   🕞 Log out   🗹 |               |             |
|--------------------------------|---------------|-------------|
| ONTACT US                      | CURRENT ISSUE | POST COUPON |
|                                |               |             |
| Searc                          | h Coupons     | ٩           |
|                                |               |             |
|                                |               |             |
|                                |               |             |
|                                |               |             |

**5** Select "Coupon" if multiple options are available. Click "Next Step"



6 Click the "Coupon Title" field and create the name of your first coupon. This should clearly state the coupon's offer/deal.

| Share Coupon |                |  |
|--------------|----------------|--|
| Coupon Title |                |  |
| Store        | — Select One — |  |
| Category     | - Select One - |  |
|              |                |  |

Made with Scribe - https://scribehow.com

Create a new store in the "Store" dropdown menu. If you have already created a store, you can select the store under your account to post the coupon onto.

| S | hare Coupon  |                  |  |
|---|--------------|------------------|--|
|   | Coupon Title | \$10 Gram of Wax |  |
|   | Store        | - Select One -   |  |
|   | Category     | - Select One -   |  |
|   | Туре         | - Select One -   |  |
|   | Destination  | http://          |  |

| Co  | upon Title | \$10 Gram of Wax   |
|-----|------------|--|
|     | Store      | Add New Store  |
| SI  | tore Name  | New store name   |
| St  | ore Image  | No media added yet Add Med   |
|     |            | Choose custom image for the store. Leave blank if you want use image generated by store URL. |
| URL | To Link To | New store URL  |

7

9 Click the "Add Media" button to upload the store's logo image.

|           |   | My Dashboard                                |
|-----------|---|---|
|           |   | My Orders                                   |
| pon Title | \$10 Gram of Wax  | Edit Profile                                |
| Store     | Add New Store   | Log Out                                     |
| re Name   | Disto   |   |
| re Image  | No media added yet  | ACCOUNT INFO                                |
|           | Choose custom image for the store. Leave blank if you want use image generation by store LRL. | Joined: May 18, 2023 9:58 am<br>Last Login: |
| o Link Ta | New store URL   | 🖂 janitobe@brand-app.biz                    |
| scription |   | 🖸 N/A                                       |
|           |   | II N/A                                      |
| Email     |   | • N/A                                       |
| ategory   | - Select One  |   |

Click "Select Files" and select your image for your store logo. The size of the image 10

| should be 275Wx183H Pixels for optimal sizing. The image should have white background. |
|--|
|  |
|  |
| Drop files to upload   |
| or   |
| Select Files   |
| Allowed files: 1   |
| Allowed file types: Image  |
|  |
|  |
|  |
|  |
|  |
|  |

| 11 | Click "Insert into | post" to insert | your store image. |
|----|--------------------|-----------------|-------------------|
|    |                    |                 |                   |

|             | purpose of the image. Leave<br>empty if the image is purely<br>decorative. |
|-------------|--|
| Title       | DISPOAPAGES 2 book stant   |
| Caption     |  |
| Description |  |
| File URL:   | https://dispopages.com/wp  |
|             | Copy URL to clipboard  |
|             | Insert into post   |
| Live        |  |

| 12 | Click the "URL To Link To" field. Enter in your desired website URL to your store. |
|----|--|
|----|--|

|                |                                 | DISPOAPAGES 2 book standalone  |
|----------------|---------------------------------|--|
| URL To Link To | Choose custom ima<br>store URL. | Manage Media<br>ge for the store. Leave blank if you want use image generated by |
| Description    |                                 |  |
| Email          | Colort One                      |  |
| Category       | — Select One —                  |  |

**13** Click the "Description" field. Enter the description of your store. Address, contact information, and mission statement will all go here if applicable.

|                | Manage Medi   |
|----------------|---|
|                | Choose custom image for the store. Leave blank if you want use image generated by<br>store URL. |
| URL To Link To | https://dispopages.com/   |
| Description    |   |
| Email          |   |
| Category       | - Select One -  |
| Туре           | — Select One —  |
|                |   |

14 Click the "Email" field. This is the contact email for admins to reach out to you about your posting if an error occurs.

|                | Choose custom image for the store. Leave blank if you want use image generated by |
|----------------|---|
|                | store URL.  |
| URL To Link To | https://dispopages.com/   |
| Description    | This is your store description, address, contact info.                            |
| Email          |   |
| Category       | - Select One - •  |
| Туре           | - Select One -  |
| Destination    | http://   |

## **15** Click the "Category" drop down to choose your store category.

|                | store URL.   |   |
|----------------|--|---|
| URL To Link To | https://dispopages.com/                                |   |
| Description    | This is your store description, address, contact info. |   |
| Email          |  |   |
| Category       | - Select One -   | ٣ |
| Туре           | — Select One —   | ¥ |
| Destination    | http://  |   |
| Expires        |  |   |
|                | 6  |   |

**16** Click the "Type" dropdown menu to select the type of coupon. In Store, Online Only, etc.

| Description | This is your store description, address, contact info. |
|-------------|--|
| Email       |  |
| Category    | In Store   |
| Туре        | - Select One-  |
| Destination | http://  |
| Expires     |  |
| Tags        |  |
|             |  |

**17** Click the "Destination" field and enter the URL you want the coupon ad to link to.

| Email       |                           | h |
|-------------|---------------------------|---|
| Category    | In Store                  | • |
| Туре        | In Store Coupon           | × |
| Destination | http://                   |   |
| Expires     |                           |   |
| Tags        |                           |   |
|             | Separate tags with commas | A |
|             |                           |   |

**18** Click the "Expires" field and enter in when your offer expires. This does not have to be the same expiration date as your coupon expiration date.

| Linan       |                           |
|-------------|---------------------------|
| Category    | In Store                  |
| Туре        | In Store Coupon           |
| Destination | https://dispopages.com/   |
| Expires     |                           |
| Tags        |                           |
|             | Separate tags with commas |
| Description |                           |
|             |                           |

Click the "Tags" field to enter in any tags for your coupon. Examples: Flower, Concentrates, \*YOURSTORENAME\*, Edibles, etc.

| Туре           | In Store Coupon           | ¥         |
|----------------|---------------------------|-----------|
| Destination    | https://dispopages.com/   |           |
| Expires        | 2023-07-01                |           |
| Tags           | Separate tags with commas |           |
| Description    |                           |           |
| Featured Image | No media added yet        | Add Media |
|                | Select a featured image   |           |

20 Click the "Description" field to enter the details of your coupon. Add details like coupon info, customer limits, stores offer is available at, etc.

| Expires        | 2023-07-01                 |
|----------------|----------------------------|
| Tags           | Dispo, Wax,                |
|                | Separate tags with commas  |
| Description    |                            |
| Featured Image | No media added yet Add Med |
|                | Select a featured image    |
|                | Continue                   |

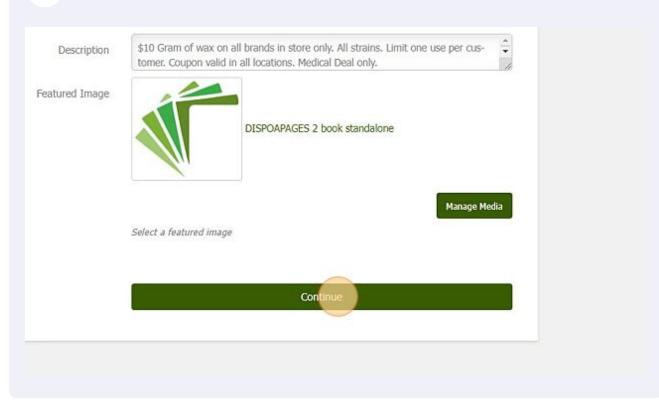
21 Click the second "Add Media" button to add the Coupon's featured image. If you leave this blank, your store's image will be used as the featured image.

|   | Expired |   |
|---|---------|---|
| https://dispopages.com/   | Draft   | 0 |
| 2023-07-01  | Total   | 0 |
| Dispo. Wax,   |         |   |
| Separate tags with commas   |         |   |
| \$10 Gram of wax on all brands in store only. All strains. Limit one use per cus-<br>tomer. Coupon valid in all locations. Medical Deal only. |         |   |
| No media added yet  |         |   |
| Select a featured image   |         |   |
|   |         |   |
| Continue  |         |   |
|   |         |   |

22 Upload another image for the coupon and "insert into post". The size of the image should be 275Wx183H Pixels for optimal sizing. The image should have white background.

|             | purpose of the image. Leave<br>empty if the image is purely<br>decorative. |
|-------------|--|
| Trtle       | DISPOAPAGES 2 book stane   |
| Caption     |  |
| Description |  |
| File URL:   | https://dispopages.com/wp  |
|             | Copy URL to clipboard  |
|             | Insert into post   |
|             |  |

## 23 Click "Continue"



You have now successfully created your account, store, and first coupon. Every store and coupon will be manually approved or rejected before it goes live on Dispopages.com. If you have any questions you can email us at dispopages@gmail.com.