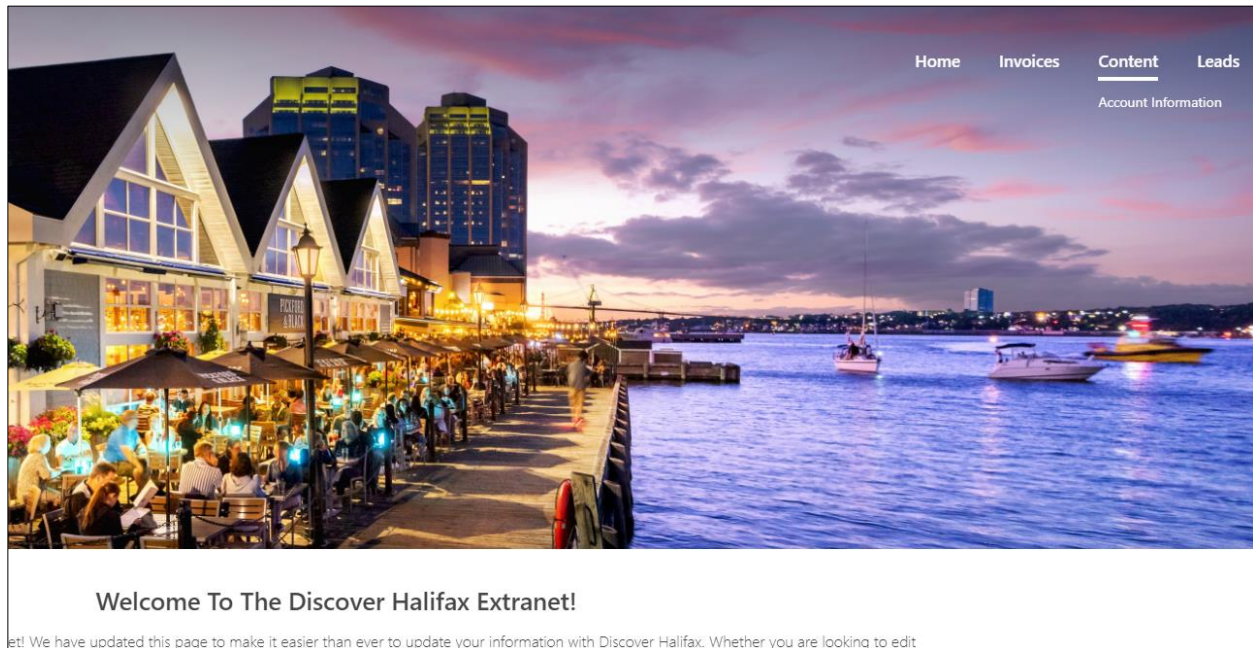
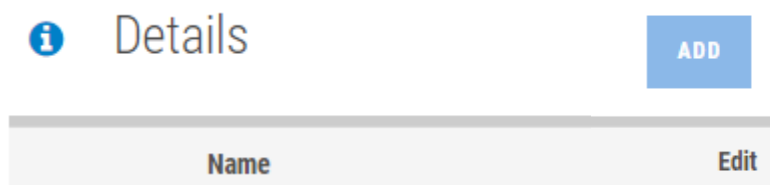


## How to Submit an offer for the Show Your Badge Program

**Step 1:** Log on to the Member Extranet at [discoverhalifax.idss.com](https://discoverhalifax.idss.com). In the top right-hand corner, under “Content” click on “Account Information”.



**Step 2:** Once you are on that page, go down to the very bottom to the “Details” section & click “Add”.



**Step 3:** Fill in the “Detail Name”, go over to “Detail Type”, click “Show Your Badge Offer” & click “Submit”.

BACK
CANCEL
SUBMIT

<b>Detail Type</b>	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="float: right;">▼</span> Unspecified </div> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 2px;"> Unspecified  Meeting Space  Restaurant  Bar, Lounge or Nightclub  Event Services  Salon or Spa  Outdoor Activity  Tour  Deals  <span style="background-color: #007bff; color: white; padding: 2px;">Show Your Badge Offer</span> </div>
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**Step 4:** Once you have submitted, you can go back down to the “Detail” section on the Account Information page, and the Show Your Badge Offer will now be there.

Type	Parent
Member	<span style="background-color: #007bff; color: white; border-radius: 50%; padding: 5px 10px;">EDIT</span>
Attraction	<span style="background-color: #007bff; color: white; border-radius: 50%; padding: 5px 10px;">EDIT</span>
Shopping	<span style="background-color: #007bff; color: white; border-radius: 50%; padding: 5px 10px;">EDIT</span>
Show Your Badge Offer	<span style="background-color: #007bff; color: white; border-radius: 50%; padding: 5px 10px;">EDIT</span>
Deals	<span style="background-color: #007bff; color: white; border-radius: 50%; padding: 5px 10px;">EDIT</span>

**Step 5:** Click on “Edit”. You can fill out any additional details about the offer. Hit “Submit” to save the changes.

Account
Show Your Badge Offer

Type in a Detail Name, select a Detail Type and click the Submit button to view the attributes. Complete the attribute fields and click Submit AGAIN to complete.

BACK
CANCEL
SUBMIT

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**Account Detail Information**

Detail Name

Detail Type

Comments

---

**Spaces**

Name	Space	Occupancy	Area	Edit

---

**Attributes**

Deal Start Date

Deal End Date

Deal Name

Show Your Badge Offer Photo (max 2MB)  No file chosen UPLOAD

Show Your Badge Offer Details

Deal Redemption Instructions

