



# HOW TO CREATE A SPECIAL

1

After logging into your account that manages your venue, click on "Manager Tools" in the upper right.

2

Click the "Start a Campaign at this Venue" button and then "Add a Special" button.

3

Foursquare will now walk you through four questions to setup your special. Click the "Create Special" button to move to the final step.

1. What type of special do you want to run?
2. When does the special get unlocked?
3. What is the offer?
4. Advanced features and descriptions (optional)

4

You'll now see a preview of your special. Before starting your campaign, you'll want to use the "Advanced Options" to schedule it for April 16. When you're ready click the "Start Campaign Now" button.

## Advanced Options

Campaign start date (optional):

Campaign end date (optional):