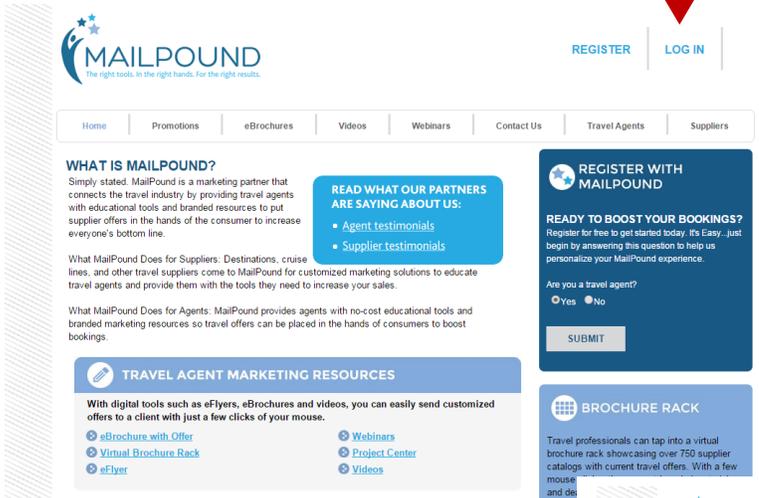




Supplier Instructions for Adding, Updating or Removing eBrochures from MailPound.com

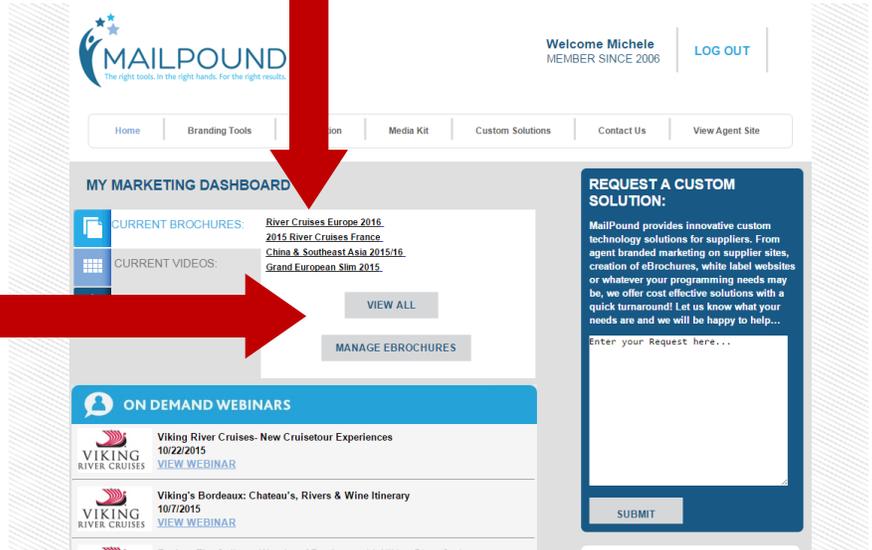
Log In to MailPound.com



Once logged in, you will see your Marketing Dashboard. The first Tab will show your Latest Current eBrochures.

Click the VIEW ALL Button to see all of your eBrochures currently on MailPound.

To make changes, such as add new eBrochures or edit the existing brochures on MailPound, click MANAGE EBROCHURES.



By clicking the VIEW ALL button you will be brought to this screen which shows all of your current eBrochures available to agents on MailPound.

The MANAGE EBROCHURES button will bring you into the **Brochure Editor**.

If you do not have access to the Brochure Editor, you will receive a message to contact Mailpoundsales@mailpound.com.

BROCHURE RACK - VIKING RIVER CRUISES

Viking River Cruises

Add eBrochure

eBrochure Name	View eBrochure	Effective Date	Expiration Date	Edit	Expire eBrochure	Undo Changes	Status
River Cruises Europe 2016	View eBrochure	Active	12/31/2016	✗	✗		Live
2015 River Cruises France	View eBrochure	Active	12/31/2015	✗	✗		Live
China & Southeast Asia 2015/16	View eBrochure	Active	12/31/2015				Live
Grand European Slim 2015	View eBrochure	Active	12/31/2015				Live
New Viking Longships	View eBrochure	Active	12/31/2011				Live
Ocean Atlas 2015/16	View eBrochure	Active	12/31/2015				Live
Ocean Cruising 2015/16	View eBrochure	Active	12/31/2015	✗	✗		Live
Ocean Cruising Slim 2015/17	View eBrochure	Active	12/31/2015	✗	✗		Live
River Cruise Atlas 2015	View eBrochure	Active	12/31/2015	✗	✗		Live

To add a new eBrochure, click Add eBrochure button.

To view, edit or expire current eBrochures, click icon or link in the table.

Adding an eBrochure

The name you would like the eBrochure to appear as in the table above.

Is your eBrochure mobile enabled? If it can be viewed on mobile devices, check this box.

Is the eBrochure for Canadian Agents only?

What types of travel are included in the eBrochure. Highlight and click Add or select several by holding the Ctrl key while making selections, then click Add. To remove a selection, highlight it then click Remove.

When finished click Insert eBrochure.

BROCHURE RACK - VIKING RIVER CRUISES

Viking River Cruises

Add eBrochure

eBrochure Name:

eBrochure Link:

Mobile Enabled?

Date to be Active:

Expiration Date:

Canadian Brochure Only:

Available Options:

- Abu Dhabi
- Adriatic
- Africa
- Amazon
- Amsterdam
- Antarctica

Destinations Selected Options:

Available Options:

- All-Inclusive
- Cruise/Tour
- Hotel
- Ocean Cruises
- River Cruise
- Sailing Cruises
- Small Ship
- Specialty Cruises

Types Selected Options:

Insert eBrochure **Cancel**

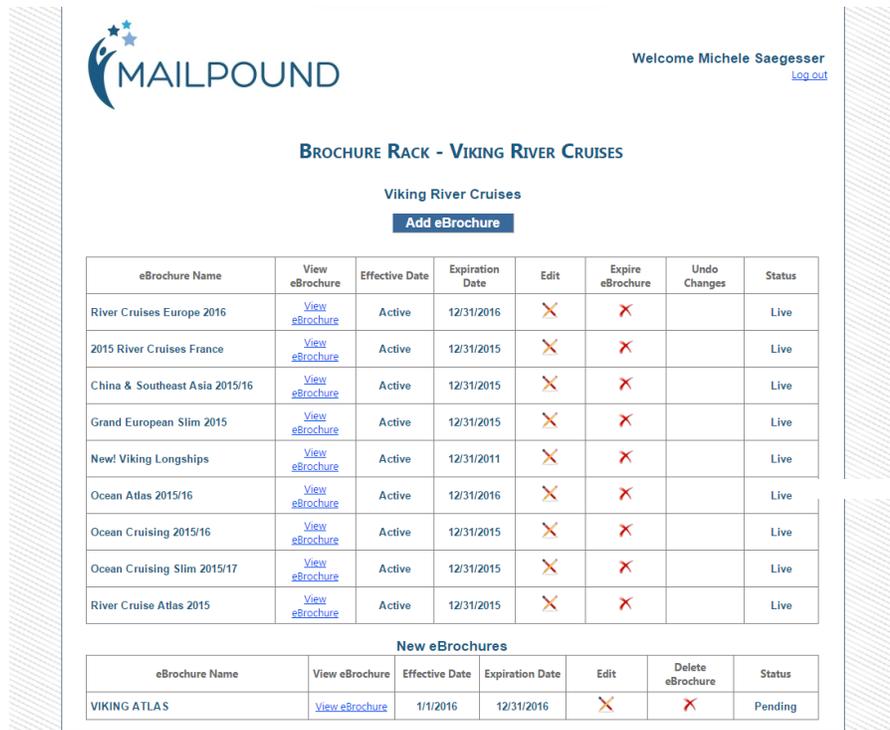
The url address to your eBrochure.

What date would you like the eBrochure to become available on MailPound.com and when should it expire?

What destinations are included in the eBrochure? Highlight and click Add or select several by holding the Ctrl key while making selections then click Add. To remove a destination you selected, highlight it then click Remove.

Once your eBrochure has been added, it will be listed at the bottom of the page, under New eBrochures. The status will read Pending until final approval from our staff.

When the eBrochure has been approved, it will be made live on MailPound.com and the status will change from Pending to Live.



MAILPOUND Welcome Michele Saegesser [Log out](#)

BROCHURE RACK - VIKING RIVER CRUISES

Viking River Cruises
[Add eBrochure](#)

eBrochure Name	View eBrochure	Effective Date	Expiration Date	Edit	Expire eBrochure	Undo Changes	Status
River Cruises Europe 2016	View eBrochure	Active	12/31/2016	✗	✗		Live
2015 River Cruises France	View eBrochure	Active	12/31/2015	✗	✗		Live
China & Southeast Asia 2015/16	View eBrochure	Active	12/31/2015	✗	✗		Live
Grand European Slim 2015	View eBrochure	Active	12/31/2015	✗	✗		Live
New! Viking Longships	View eBrochure	Active	12/31/2011	✗	✗		Live
Ocean Atlas 2015/16	View eBrochure	Active	12/31/2016	✗	✗		Live
Ocean Cruising 2015/16	View eBrochure	Active	12/31/2015	✗	✗		Live
Ocean Cruising Slim 2015/17	View eBrochure	Active	12/31/2015	✗	✗		Live
River Cruise Atlas 2015	View eBrochure	Active	12/31/2015	✗	✗		Live

New eBrochures

eBrochure Name	View eBrochure	Effective Date	Expiration Date	Edit	Delete eBrochure	Status
VIKING ATLAS	View eBrochure	1/1/2016	12/31/2016	✗	✗	Pending

If you need assistance or are interested in additional marketing opportunities, please contact our Sales Team at MailPoundSales@mailpound.com or 856-983-6100.

