Merchant Portal User Guide

We're thrilled you've decided to join in on the action and access the Destiny USA Merchant Portal!

If you follow these instructions, you'll be adding your own deals, events and job postings to the website in no time!
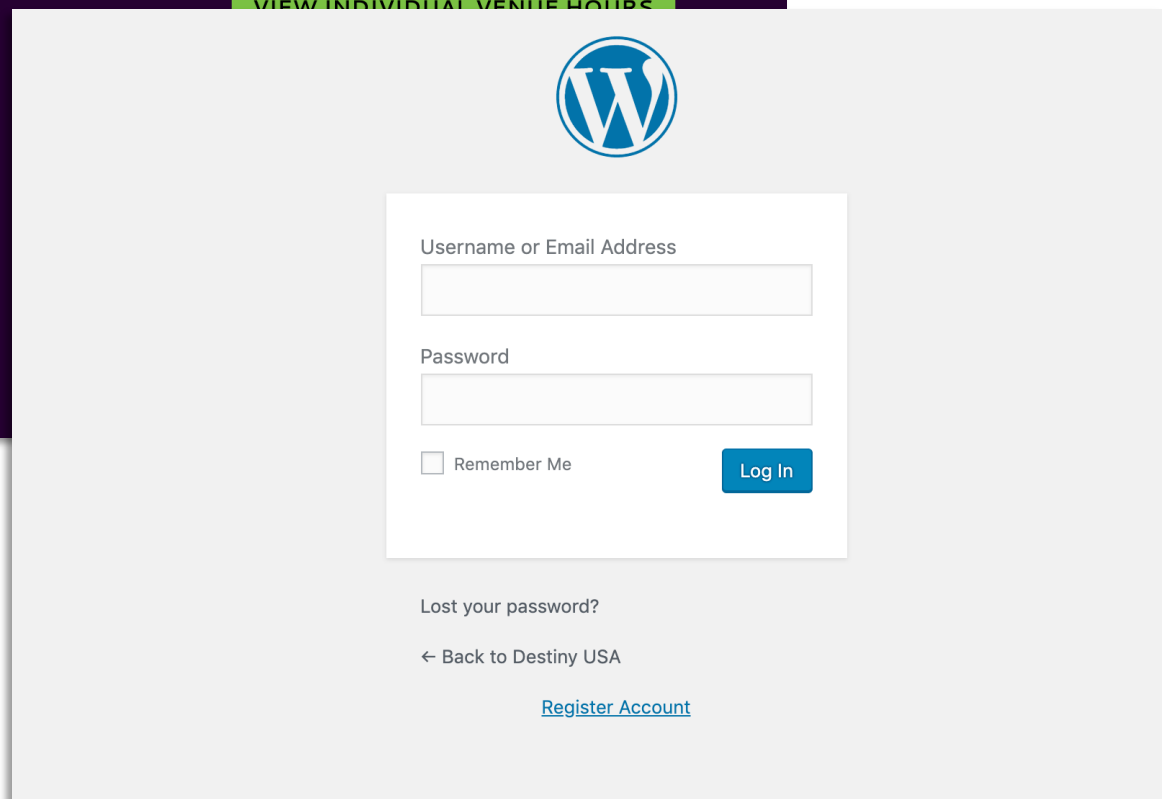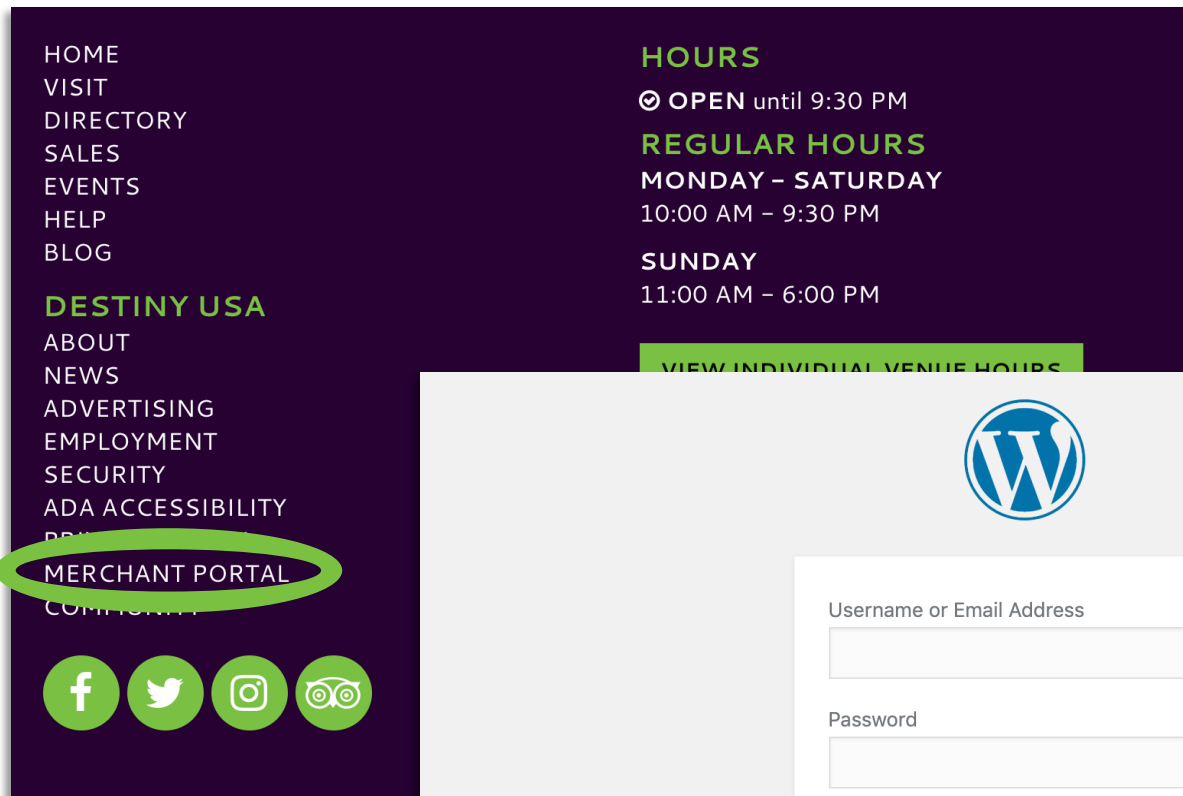
Table of Contents

destiny usa

Getting Started

1. Visit destinyusa.com
2. Scroll to the bottom of the home page
3. Click "Merchant Portal"
4. Log in with your existing account OR create a new account*

*Contact the marketing team for the entry code

NOTE: Tenants may have multiple users under one store name. Please instruct your staff that you trust to create their own accounts.

HOME
VISIT
DIRECTORY
SALES
EVENTS
HELP
BLOG

DESTINY USA
ABOUT
NEWS
ADVERTISING
EMPLOYMENT
SECURITY
ADA ACCESSIBILITY

MERCHANT PORTAL

HOURS
⊘ OPEN until 9:30 PM
REGULAR HOURS
MONDAY – SATURDAY
10:00 AM – 9:30 PM

SUNDAY
11:00 AM – 6:00 PM

VIEW INDIVIDUAL VENUE HOURS

Username or Email Address

Password

☐ Remember Me   Log In

Lost your password?

← Back to Destiny USA

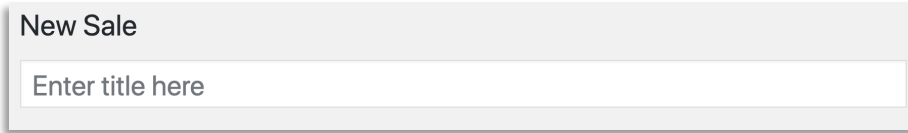Register Account

The Dashboard

- **Media:** stores photos – **never delete any images!**

- **Sales:** post sales offerings

- **Jobs:** post job openings

- **Events:** post event notices and schedules
  Please remember, this is for events **only**. No sales please.

- **Profile:** where you can change your password
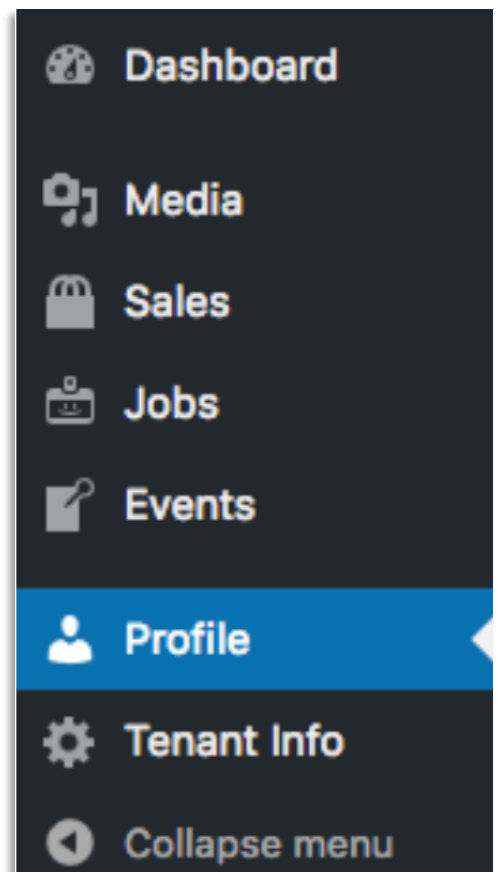
Creating a Post

- Select "NEW SALE/JOB/EVENT"
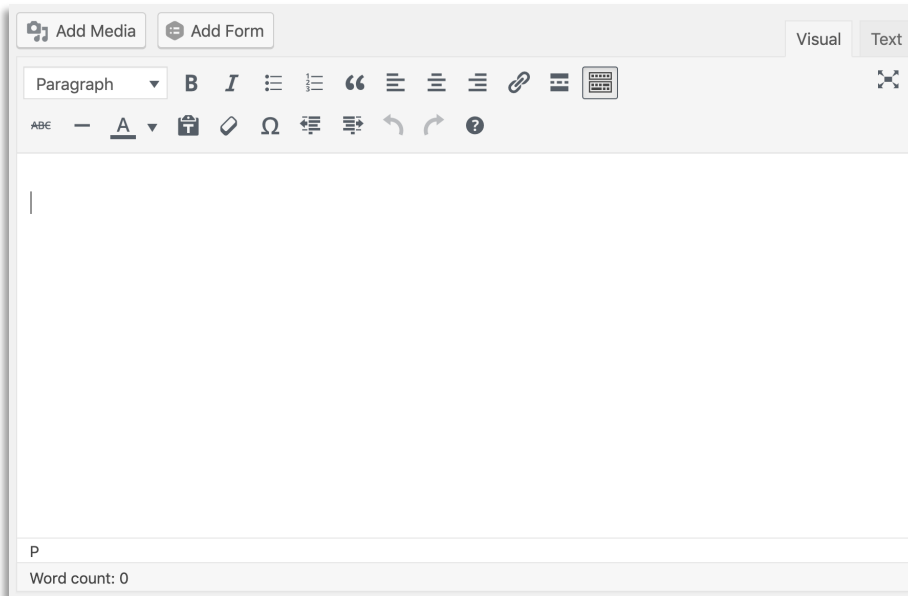
- Fill in all required fields

1.

New Sale

Enter title here
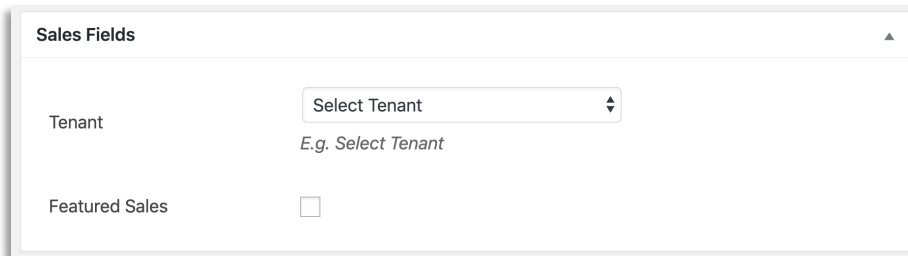
2.

| Add Media | Add Form | | Visual | Text |

Paragraph | B | I | | | | | | | | | | |

ABE | — | A ▾ | | | Ω | | | | | |

P
Word count: 0

3.

Sales Fields ▲

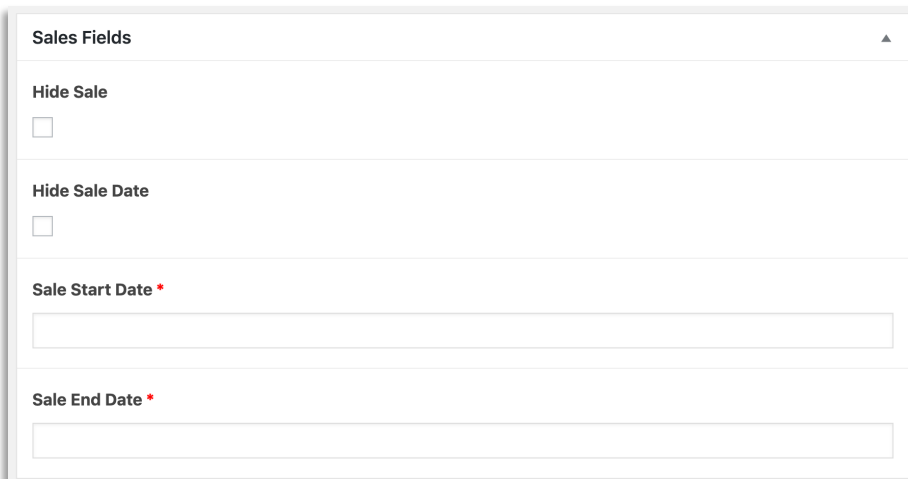Tenant   Select Tenant ▴▾

E.g. Select Tenant

Featured Sales ☐

4.

Sales Fields ▲
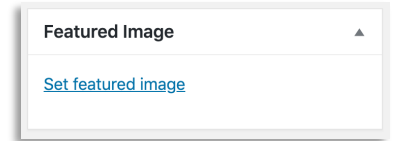
Hide Sale
☐

Hide Sale Date
☐

Sale Start Date *

Sale End Date *
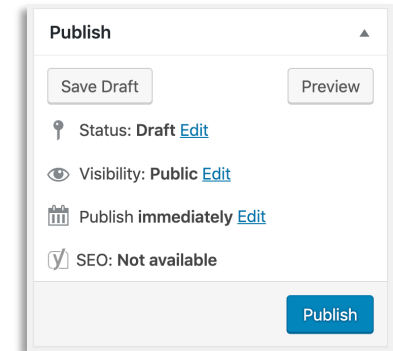
5.

Featured Image ▲

Set featured image

6.

Publish ▲

Save Draft   Preview

🔑 Status: **Draft** Edit

👁 Visibility: **Public** Edit

📅 Publish **immediately** Edit
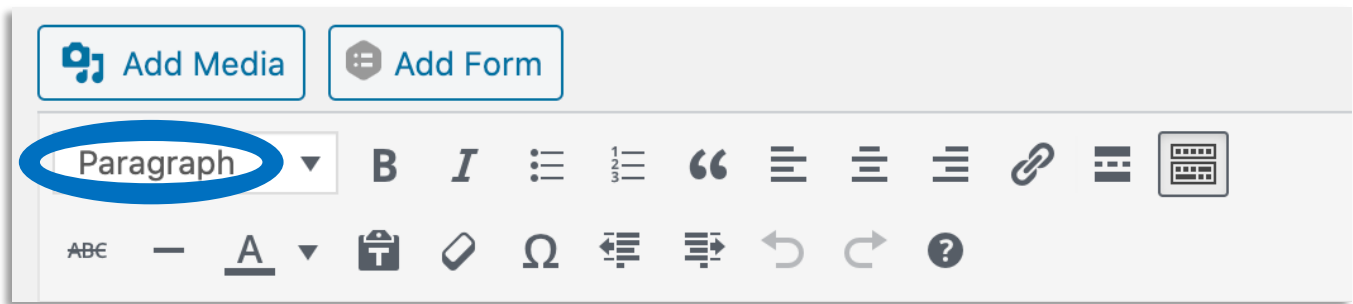
Ⓨ SEO: **Not available**

Publish

Click "PUBLISH" once all required fields have been completed. It will pend the marketing team's approval.

3

Uploading Media

BODY IMAGES:

- If you would like to add media to the body description, click **"ADD MEDIA"**

- Import the image from your computer or you can drag and drop files
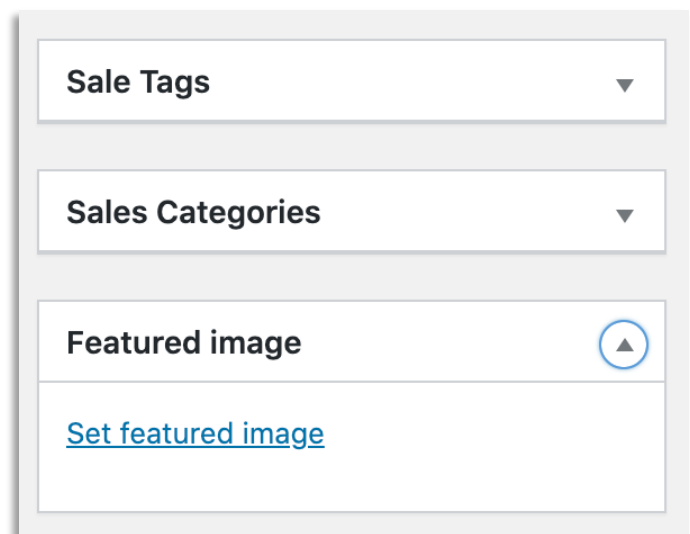

FEATURED IMAGES:

- Featured images are shown on the **"SALE"** page

- Set the featured image by uploading an image on the right side of the screen, under **"FEATURED IMAGE"**

- If no featured image is selected, the default is the tenant's logo

Example of a Featured Image

Tips & Best Practices

TOP TIPS:
- Please be mindful of spelling, capitalization, quotations and punctuation
- It is best to copy phrases and information directly as published by your marketing/retail team
- Schedule posts ahead of time as soon as they are given to you

TITLE:
- Good Example: Friends & Family: 70% Off

- Bad Example: FRIENDS & FAMILY!!!!!! EVERYTHING 70% OFF!!!!!

   Leave store names, dates, and info out of the title

BODY:
List sales in a neat and clean order, correctly punctuated and easily read by viewers.

- Good Example:
   Spend $100, get $10 off
   Spend $200, get $20 off
   Spend $300, get $30 off

- Bad Example: Spend $100 get $10 off spend 200 get 20 off spend 300 hundred get 30

IMAGES:
- When uploading image, please **only** use a JPEG. If you are given a PDF document and cannot have your office convert to JPEG, please send an email to marketing
- If you are provided multiple images for a sale or event, please choose **ONE** image that best represents the information provided
- If you are given multiple images for multiple sales, please **create individual sales posts for each promotion** and post with corresponding sale images

5