



Exchange Partners - How to use BookDefy


Step 1: Login

Go to www.BookDefy.com, click the login button at the top right of the screen and enter in your username and password as we provided. You can also just go to www.bookdefy.com/login.asp.

Step 2: Fill in your business information

After you log in, you will be able to update your business information, change your logo, and add in information;

- About your business
- Your business hours
- Your specials (if you have general ones) – note, you can update this as often as you would like

To update any of these, simply click the  icon, and a new window will pop up. You can add in HTML and other code by simply highlighting the text you want to adjust, and then clicking on one of the formats within the window that pops up.

That's it, and your company is set up and you will appear in our community pages (as shown below)



Step 3: Add an Event

To add an event, click on the "Add an Event" link below the "Your Events" heading. A new window will pop up. You can then put in your event details. This will show up to 7 days before the event in the community.

Step 4: Add a Coupon

If you would like to add a coupon, just click the "Add a coupon" link below "Your Coupons". This will then show in the community section on the right bar. This will let students print out a paper coupon, and it will also allow them to text themselves a code that they can present at your business instead of a paper coupon. This will show in the community.

Note, if you do not want to be an exchange location, and want to add more than 1 event or coupon at a time, there is a small fee associated with each. There are no required fees to list your business, post an event or post a coupon.