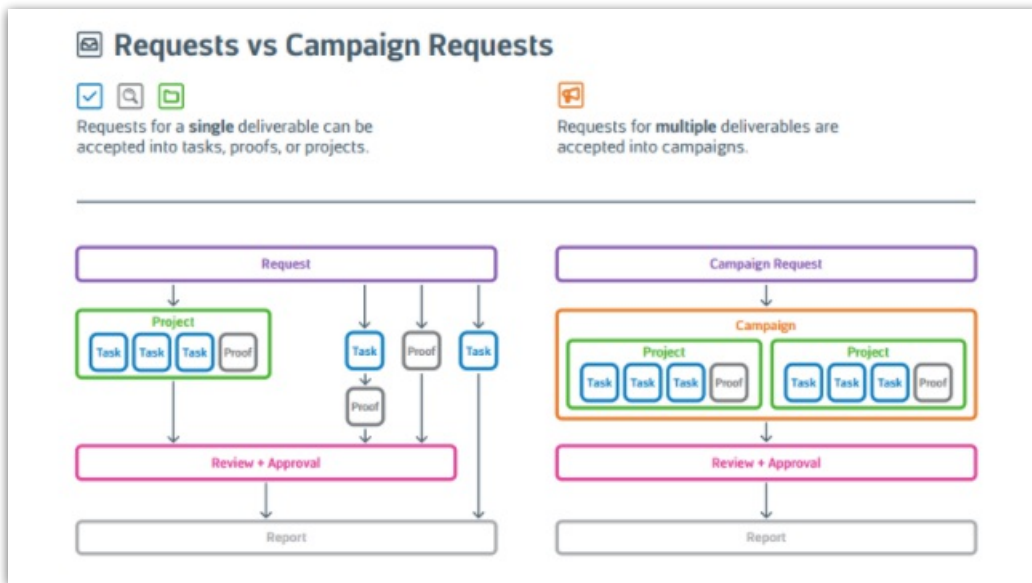


Creating a Campaign Request

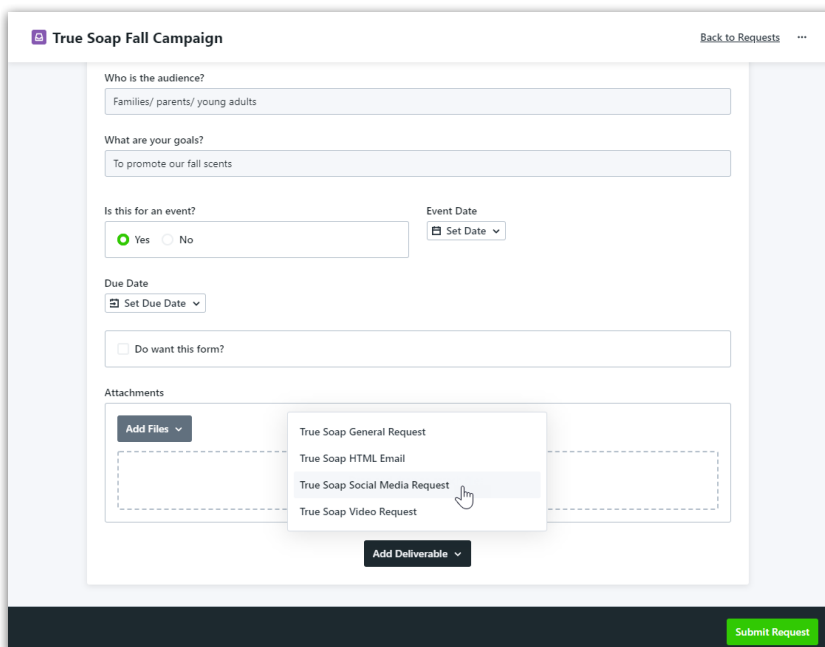
Published on 07/27/2021

Campaigns are comprised of multiple projects to create multiple deliverables. Campaign requests are submitted through campaign forms that allow the requester to request multiple deliverables within one request. Use the visual below to understand the difference between a regular request and a Campaign request.



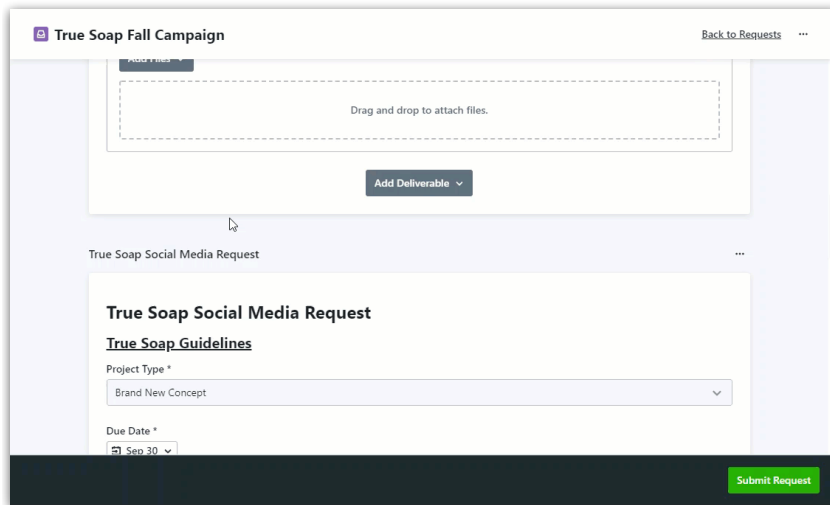
Submitting a Campaign Request

Campaign request forms will look similar to regular request forms with one large difference - the **Add Deliverable** button. The initial form will apply to the campaign. Select **Add Deliverable** at the bottom of the initial form and choose from the available forms to start adding your deliverables.



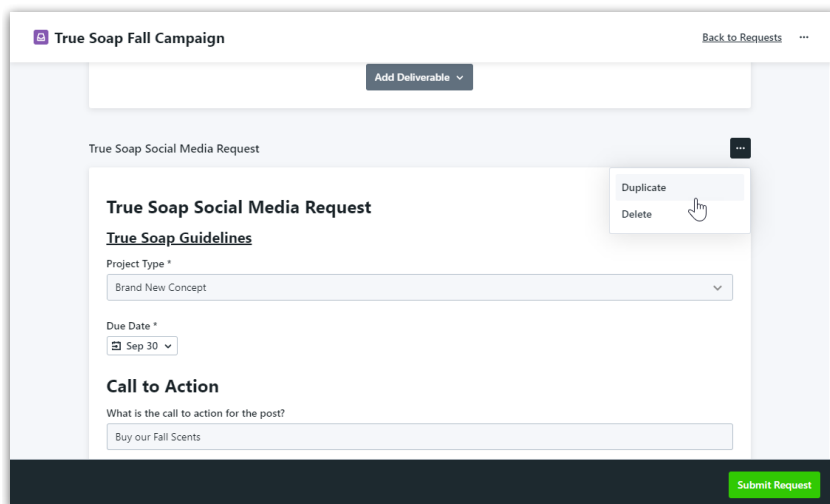
The screenshot shows a web form titled 'True Soap Fall Campaign'. The form includes fields for 'Who is the audience?' (Families/ parents/ young adults), 'What are your goals?' (To promote our fall scents), 'Is this for an event?' (Yes/No), 'Event Date' (Set Date), 'Due Date' (Set Due Date), and a checkbox 'Do want this form?'. Below these is an 'Attachments' section with an 'Add Files' button and a dashed box for file uploads. A dropdown menu is open from the 'Add Deliverable' button, showing options: 'True Soap General Request', 'True Soap HTML Email', 'True Soap Social Media Request' (highlighted with a mouse cursor), and 'True Soap Video Request'. At the bottom right is a green 'Submit Request' button.

To add another deliverable, scroll back up to the initial form and select **Add Deliverable** to choose an additional form. The new form will be available at the bottom of your page.



The screenshot shows the 'True Soap Fall Campaign' interface. At the top, there's a header with the campaign name and a 'Back to Requests' link. Below the header is a large dashed box with the text 'Drag and drop to attach files.' and an 'Add Deliverable' button. Below this is the 'True Soap Social Media Request' form. The form has a title 'True Soap Social Media Request', a link to 'True Soap Guidelines', a 'Project Type' dropdown menu (currently set to 'Brand New Concept'), a 'Due Date' field (set to 'Sep 30'), and a 'Submit Request' button at the bottom right.

Save time requesting similar deliverables by clicking the actions menu in the top right corner of the deliverable form and selecting **Duplicate**. The duplicate form will be added to the bottom of the page and you can edit the details to fit your needs.



This screenshot shows the same 'True Soap Social Media Request' form as the previous one, but with an actions menu open in the top right corner. The menu has two options: 'Duplicate' and 'Delete'. A mouse cursor is pointing at the 'Duplicate' option. The form itself is identical to the previous one, but it also includes a 'Call to Action' section with the text 'What is the call to action for the post?' and a text input field containing 'Buy our Fall Scents'.

Once your request is complete, select **Submit Request**.

Removing a Deliverable from your Request

Remove a deliverable from your request by clicking the actions menu in the top right corner and select **Delete**.

True Soap Fall Campaign Back to Requests

Add Deliverable

True Soap Social Media Request

True Soap Social Media Request

True Soap Guidelines

Project Type *
Brand New Concept

Due Date *
Sep 30

Call to Action

What is the call to action for the post?
Buy our Fall Scents

Duplicate
Delete

Submit Request

Select **Delete This Deliverable** to confirm.

Delete Deliverable ×

Are you sure you want to delete the deliverable True Soap Social Media Request?

Delete This Deliverable