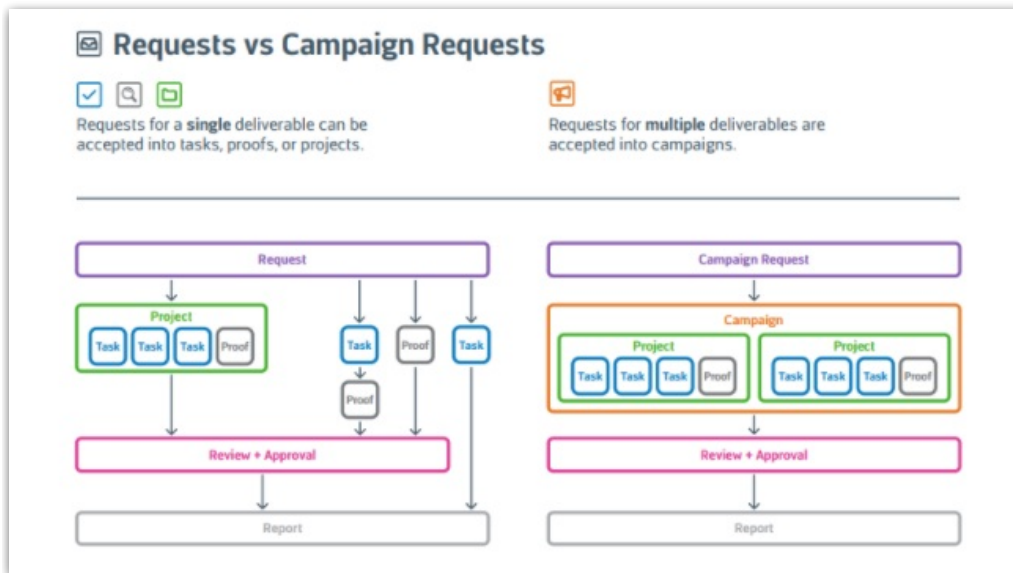


Creating a Campaign Request

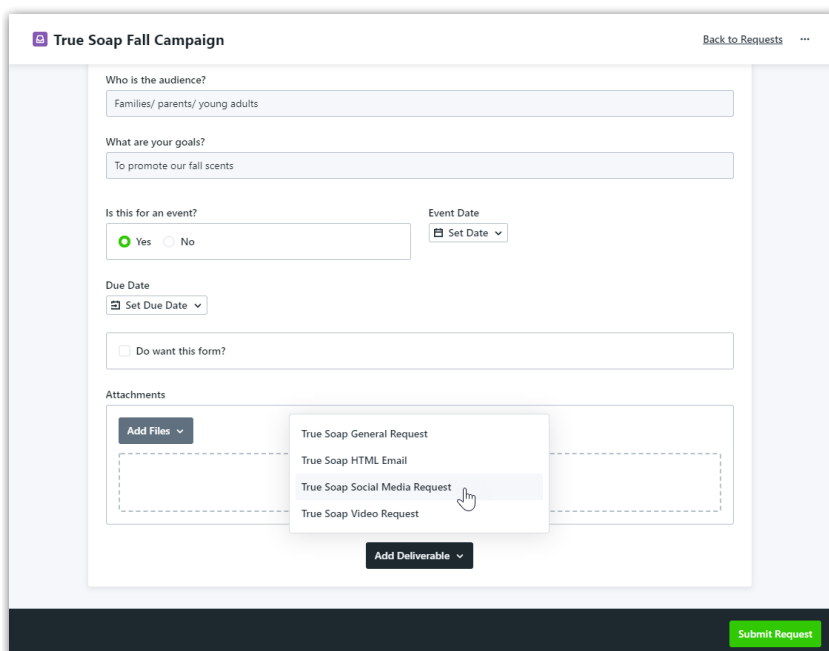
Published on 01/27/2022

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.



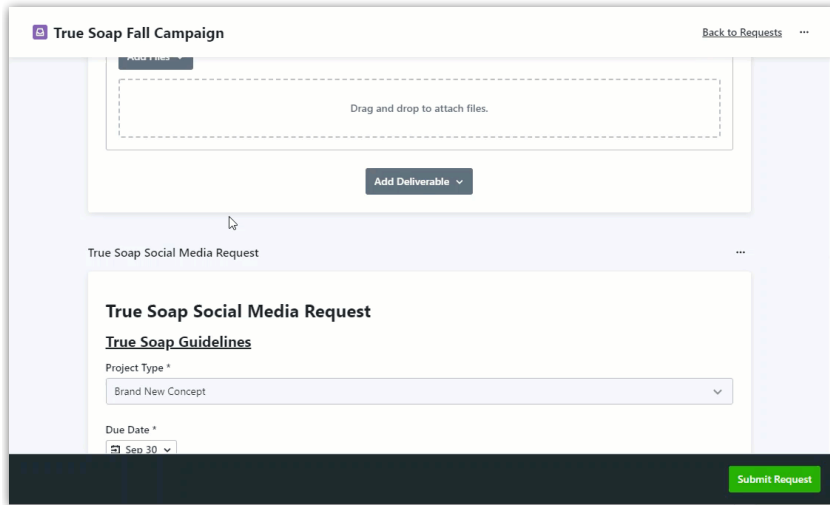
Submitting a Campaign Request

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.



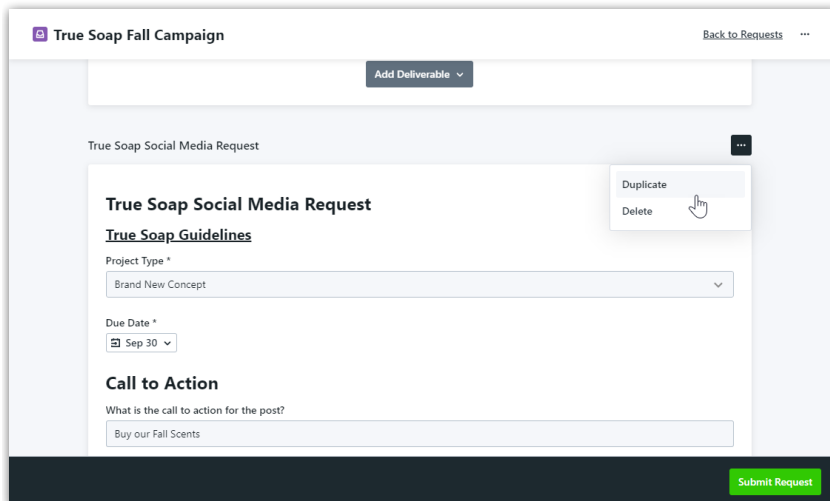
The screenshot shows the 'True Soap Fall Campaign' form. The form includes fields for 'Who is the audience?' (Families/ parents/ young adults), 'What are your goals?' (To promote our fall scents), 'Is this for an event?' (Yes/No), 'Event Date' (Set Date), 'Due Date' (Set Due Date), and 'Do you want this form?' (checkbox). The 'Attachments' section has an 'Add Files' button. A dropdown menu is open under the 'Add Deliverable' button, showing options: 'True Soap General Request', 'True Soap HTML Email', 'True Soap Social Media Request' (highlighted), and 'True Soap Video Request'. A 'Submit Request' button is at the bottom right.

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 for file uploads 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 includes a title 'True Soap Social Media Request', a link to 'True Soap Guidelines', a 'Project Type' dropdown menu 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.

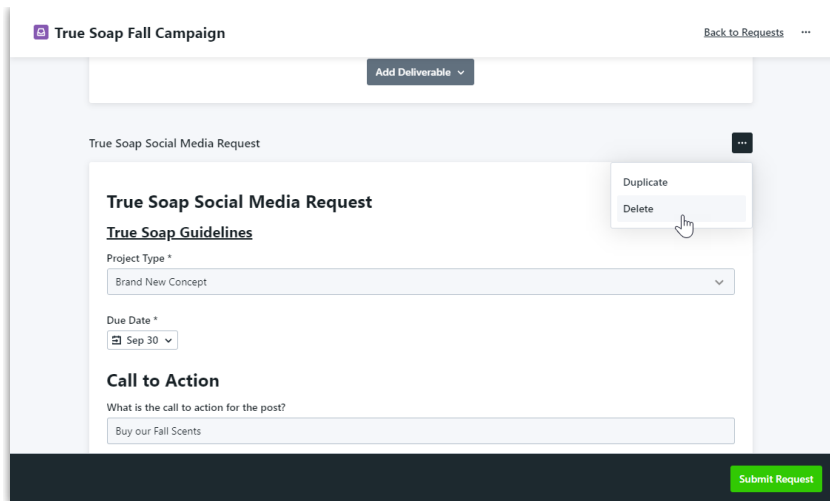


This screenshot shows the 'True Soap Social Media Request' form with an actions menu open in the top right corner. The menu contains 'Duplicate' and 'Delete' options. The form itself includes the title 'True Soap Social Media Request', a link to 'True Soap Guidelines', a 'Project Type' dropdown set to 'Brand New Concept', a 'Due Date' field set to 'Sep 30', and 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'. A 'Submit Request' button is located at the bottom right.

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

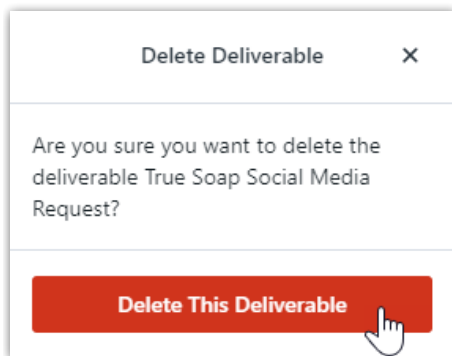
Removing a Deliverable from your Request

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



The screenshot shows a web interface for a campaign titled "True Soap Fall Campaign". At the top right, there is a "Back to Requests" link. Below the campaign title, there is a button labeled "Add Deliverable". The main content area is titled "True Soap Social Media Request". It includes a section for "True Soap Guidelines" with a "Project Type" dropdown menu set to "Brand New Concept" and a "Due Date" field set to "Sep 30". Below this is a "Call to Action" section with a text input field containing "Buy our Fall Scents". A "Submit Request" button is located at the bottom right. A context menu is open over the form, showing "Duplicate" and "Delete" options, with a hand cursor pointing at the "Delete" option.

Select **Delete This Deliverable** to confirm.



The screenshot shows a modal dialog titled "Delete Deliverable" with a close button (X) in the top right corner. The dialog contains the text: "Are you sure you want to delete the deliverable True Soap Social Media Request?". At the bottom, there is a prominent red button labeled "Delete This Deliverable" with a hand cursor pointing at it.

□Video: Understanding Campaigns From Request To Creation

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