Quick Guide

Campus Channels Order Portal

1. Log In and Start Order

- Open **Order Portal** and log in
- Access Campus Channels request via ↗ **Start order**
- Adjust the language DE/EN via the profile icon

2. Booking

- Select the desired advertising space from the ↗ **Explore** menu
- Select **start and end dates**, consider Booking mode
- Enter creative name/asset name as **Booking title**
- Proceed by clicking the ↗ **blue button**
- Add **additional advertising spaces** via ↗ Recommendations or ↗ Explore

3. Submit Order

- Review ↗ Checkout
- Complete the General information, Campaign name = unique Order title
- Click ↗ **Request booking**

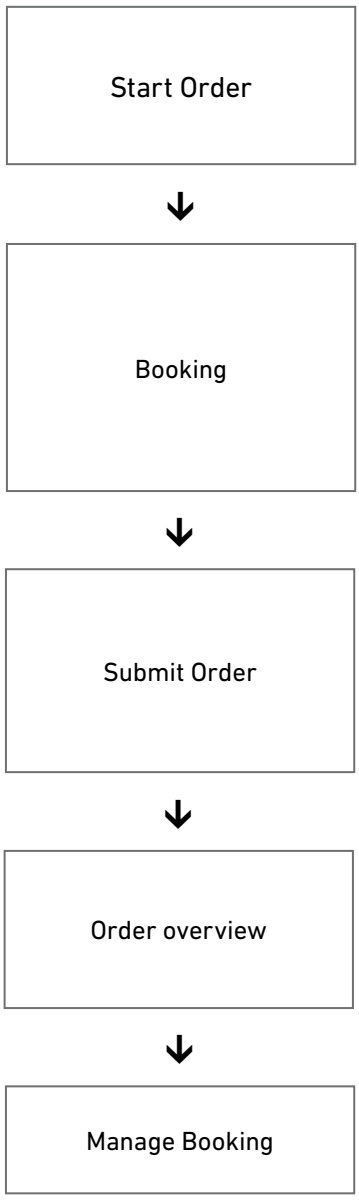
  → Receipt of two emails: 1. Request confirmation | 2. Link to upload media files

4. Order overview – Upload files – Messages

- View order status and details in the **Order Portal** under ↗ **Order overview**
- Use the ↗ **Documents** menu for upload files and layouts
- Use the ↗ **Messages** menu for order-specific communication

5. Manage Booking

- ↗ **Manage / Cancel booking** via the button in the confirmation email or via anny in the ↗ **Bookings** menu



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