

PromoSuite: Managing Cash Contests Approvers

Overview

This document is intended for anyone impacted by the determination and setup of CASH Contest Approvers in PromoSuite Next. After reviewing, you will understand:

1. How the initial set of approvers were determined and configured in PromoSuite.
2. How to MANAGE the designated approvers for your market.

Initial Approver Determination/Setup

- In preparation for enabling the Cash Contest approval feature, PromoSuite partnered with iHeartMedia to pre-configure every market with designated approvers. Each market has at least two approvers assigned to it. The approvers are members of the Promotional Center of Excellence team and/or individuals with “spend level authority”, according to the iHM Matrix of Authority.

Managing Approvers

- Consult [Modifying Approvers on Sales Request Forms](#) for more information regarding how to add or remove an approver for your market.

Additional Resources

For additional support and information, please consult:

- [PromoSuite Next Knowledge Base](#)