# HOW TO LEVERAGE YOUR APP







# Login

### https://business.localexplorers.com/



Congratulations! It's time to log into your portal and start reaping the benefits.

Go to https://business.localexplorers.com/ to access your portal. We recommend bookmarking this URL for easy access.

Enter your login credentials. You created these when you registered.

Forgot your password? No worries! To retrieve your password, click on the Forgot your password? link and fill out the information. An email will be sent shortly with the link to reset your password. If you cannot remember the email address that you registered with, reach out to the Guild.





## **Location Details**

The first thing you'll want to do when you log in is visit your Location Details page. Make the most out of the opportunity when you're in front of potential nearby customers and increase the number of visitors to your place. Entice locals and tourists by encompassing all of your business' key information on your location details page. Learn how to make it SHINE as all of these details will display in the app!

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To add a location, do the following:

- On the left hand menu, under "Content Management", select "Locations". •
- From your Locations Dashboard, click the blue + sign in the top right corner to add a new location, • then fill out the Add Location form.
- To later edit your saved location, click the blue button under Action. ٠





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When creating a location, add content to the following:

Title- Name of location.

Description- Tell us something interesting about your establishment!

Features- Add as many of our pre-loaded features as you'd like: Dog Friendly, Family Friendly, etc.

Hours- Specify hours of operation.

Phone- Location contact number

Address, City, State, Country, Zip fields are required.

Latitude/Longitude- These auto-populate when you enter the address.

Website, Facebook, Instagram and Twitter URL- Add your website and social media. It's a great way to communicate with your audience.

**eCommerce URL**- Have an online store? Add the URL! This will display on the app to let app users easily visit your store

Menu URL- Add a link to your online menu to turn on the "Menu" tab in the app.

Click Save and Close on the bottom left to save location.

To learn more about Adding/Deleting/Editing/Publishing/Unpublishing locations and edit in images visit: <u>https://www.localexplorers.com/knowledge-base/category/association/locations/</u>







**Images-** Add as many as you'd like! We recommend a few EXCELLENT photos to show the vibe of your location. Let users know how cool your place is! (Format: .jpeg, .png.)

**Logo**- Make sure to add your logo to stand out in the list view among your peers. This is a great way to make an impression on your potential customers from the beginning.

Click Save and Close on the bottom left to save location.

To learn more about Adding/Deleting/Editing/Publishing/Unpublishing locations and edit in images visit: <u>https://www.localexplorers.com/knowledge-base/category/association/locations/</u>

### L<sub>P</sub>CAL EXPL<sub>P</sub>RERS



Users can find your Location listed within the app. Once the user clicks on your location, the detailed screen with all the information that was entered in the data base will appear.





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Aquila's Nest was inspired by mythological tales and our love for astronomy. All our wines are branded with the image of a constellation, the name of a woman drawn from an ancient Mediterranean myth, the inscription of a wisdom Latin



App- Location Detail (Top) view



Aquila's Nest was inspired by mythological tales and our love for astronomy. All our wines are branded with the image of a constellation, the name of a woman drawn from an ancient Mediterranean myth, the inscription of a wisdom Latin phrase translated in English in the back of the label, as well as a unique wine cup design of the story that brings all these elements together. Aquila's Nest Vineyards has 10 acres of Vines planted. Our first harvest was in the Fall of 2019. We offer tastings of 5 to 8 depending on the season.

	HOURS						
Monday Closed							
Tuesday Closed	Tuesday Closed						
Wednesday 06:00 PM-	09:00 PM						
Thursday 01:00 PM-09	Thursday 01:00 PM-09:00 PM						
Friday 01:00 PM-09:00	PM						
Saturday 11:30 AM-09:	Saturday 11:30 AM-09:00 PM						
Sunday 11:30 AM-08:0	0 PM						
Home Locations	Passport	Events	- <b>\-</b> Activity				

#### App- Location Detail (Bottom) view





## Multilingual

Adding translations to your content will allow more app users to enjoy your content! You'll notice that almost all areas of the app have a translation tab for English and French content.

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Location Images Translations	
TRANSLATED LOCATIONS manage records      Show 10      entries	+ × Search:
Language 🔍 Name	▼ Created Date <sup>⊕</sup> Modified Date <sup>⊕</sup> Status ~ Action
	No matching records found

Adding a translation is simple! Click on the Translation tab to begin.

- From the dashboard, click the blue + sign in the top right corner to add a new translation
- Select the language which you wish to add. The left side will be pre-filled with English and the right side is for your French content.

Click Save and Close once you are finished.

	Sou'Wester Gift Shop & Restaurant	-63.917376	44.492363		05/27/2021	14	Published
<b>i</b> ei	Lake City Cider	-63.567523	44.6649987	Food & Drink Experience	05/13/2021	11	Published
	2 Crows Brewing Co.	-63.5786607	44.649938	Food & Drink Experience	05/13/2021	10	Published
<b>•</b>	Evan's Fresh Seafoods & Restaurant	-63.5701642	44.6643607	Restaurants	05/25/2021	10	Published

You'll notice that this content (Event, Location, Deal or Product) will now have a coloured flag in the list view. This lets you know that your content has already been translated. If the flag is gray (as shown above), the content still needs to be translated.

Note: You can click on a gray flag from the list view to easily add translations as well.

### L<sub>P</sub>CAL EXPL<sub>P</sub>RERS

**\$** 561-206-6290

## **Events**

The event section of the app is one of the most popular features – so make sure that you're taking advantage of it! Add all upcoming events into the app and be sure to add dates, times, catchy titles, and flashy graphics. Add as many as you'd like to keep the good times rollings!

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To add an event, do the following:

- On the left hand menu, under "Content Management", select "Events". ٠
- From the events dashboard, click the blue + sign in the top right corner to add a new event, then • fill out all event details.
- To later edit your saved event, click the blue button under Action. ٠





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			Start Date	09/30/2022	Ad	dd Does not repeat
			Start Time	08:00 AM	You	can set recurrence date by clicking this button.
		_	End Time	05:30 PM		
	Save Save & Close Clo	se				

Creating an Event is simple. All you have to do is add content to the following:

Title- Name of the event. Make it something that stands out! **Description-** Let app users know all about the event details. Don't be shy! Categories - Categorize your events by Festivals, Around Town, or Taproom Events. Location- Select the Place that will host the event or Other from drop down. Location Title- If Other was chosen, Type in Name of Place that will host event. Location Address- Type full address of location. Latitude/Longitude- These will auto-populate when the full address is listed. **Ticket URL-** If your event has tickets for sale, place the ticket purchase link here. Logo/Main Image- Images usually grab the guest's attention right away, make sure that you add a picture that really compliments your event. (Format: .jpeg, .png.) Adjust Start Date, Start and End time of Event

Click Save and Close on the bottom left to save event.

To learn more about Creating/Editing/Deleting/Publishing/Unpublishing events visit: https://www.localexplorers.com/knowledge-base/category/company-location/event-management/





Repeat		Repeat
Repeats: Repeat every: End recurrence:	Daily       ✓         1       day(s)         ○       Never         •       After       7       occurrence(s)         ○       On       07/26/2021	Repeats:       Weekly ✓         Repeat every:       1       week(s)         Repeat on:       □       □       □       □         Sun Mon Tue Wed Thu Fri Sat       Sat         End recurrence:       Never         • After       7       occurrence(s)         • On       07/26/2021
Close	Save	Close Save

To repeat your event, do the following:

- Click on the blue Add button next to the Start Date field. (The Repeat window should pop up.)
- In the pop up, you can adjust the Repeat to Daily, Weekly, Monthly, or Yearly and you can also enter the End Recurrence.
- Click Save before closing window to save Repeat options. ٠

Then, click Save and Close on the bottom left to save entire event.

To learn more about Creating/Editing/Deleting/Publishing/Unpublishing events visit: https://www.localexplorers.com/knowledge-base/category/company-location/event-management/





Users can find your Events listed in the General Events menu item. Once the user clicks on the event, the detailed screen with all the information that was entered in the data base will appear.

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App- Events List view

App- Events Detail view







Users can also find your Events listed within the Location Details view, under the Events tab.



App- Location Detail Events tab view





## Users

You may already have an established team to keep your page in the app up to date, but we recommend taking a second to make sure that the user section is current. You can add/remove users or admins to moderate and add content as necessary. Remember, it takes a village!

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III Users		
Settings		
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To add users, do the following:

- On the left hand menu, under "User Management", select "Users". •
- From the users dashboard, click the green + symbol in the top right corner to add a new user, then fill out the form that pops up.
- Click "Send Invitation" and inform the new user that they will need to check their email to register their account.

Their name will show in the User Dashboard and you will be able to monitor the status of their account registration by checking the "Is Active" and "Confirmed" fields.

To learn more about Creating/Editing/Deleting/Publishing/Unpublishing deals visit: https://www.localexplorers.com/knowledge-base/category/company-location/admin-settings/



