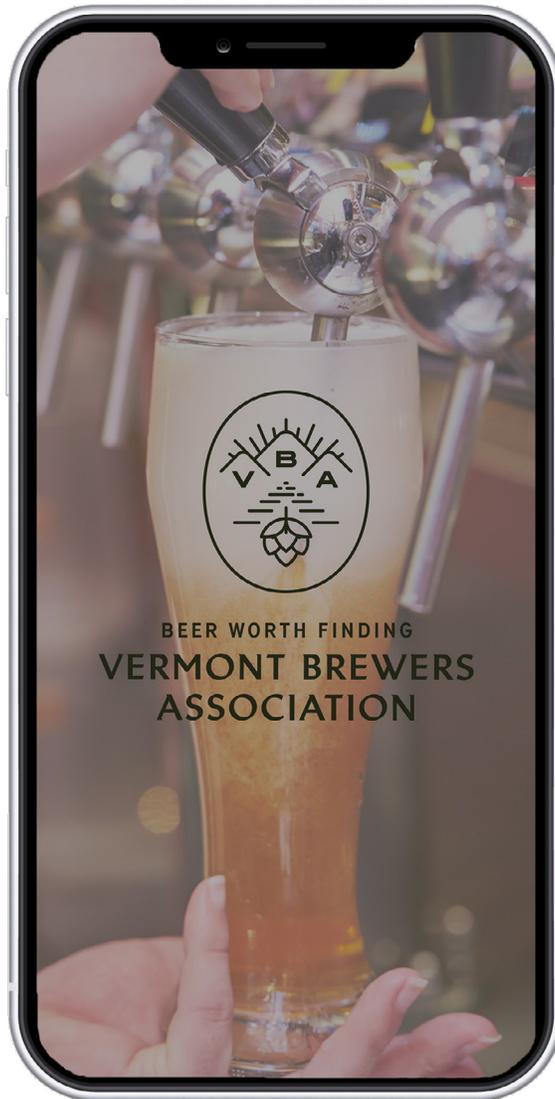
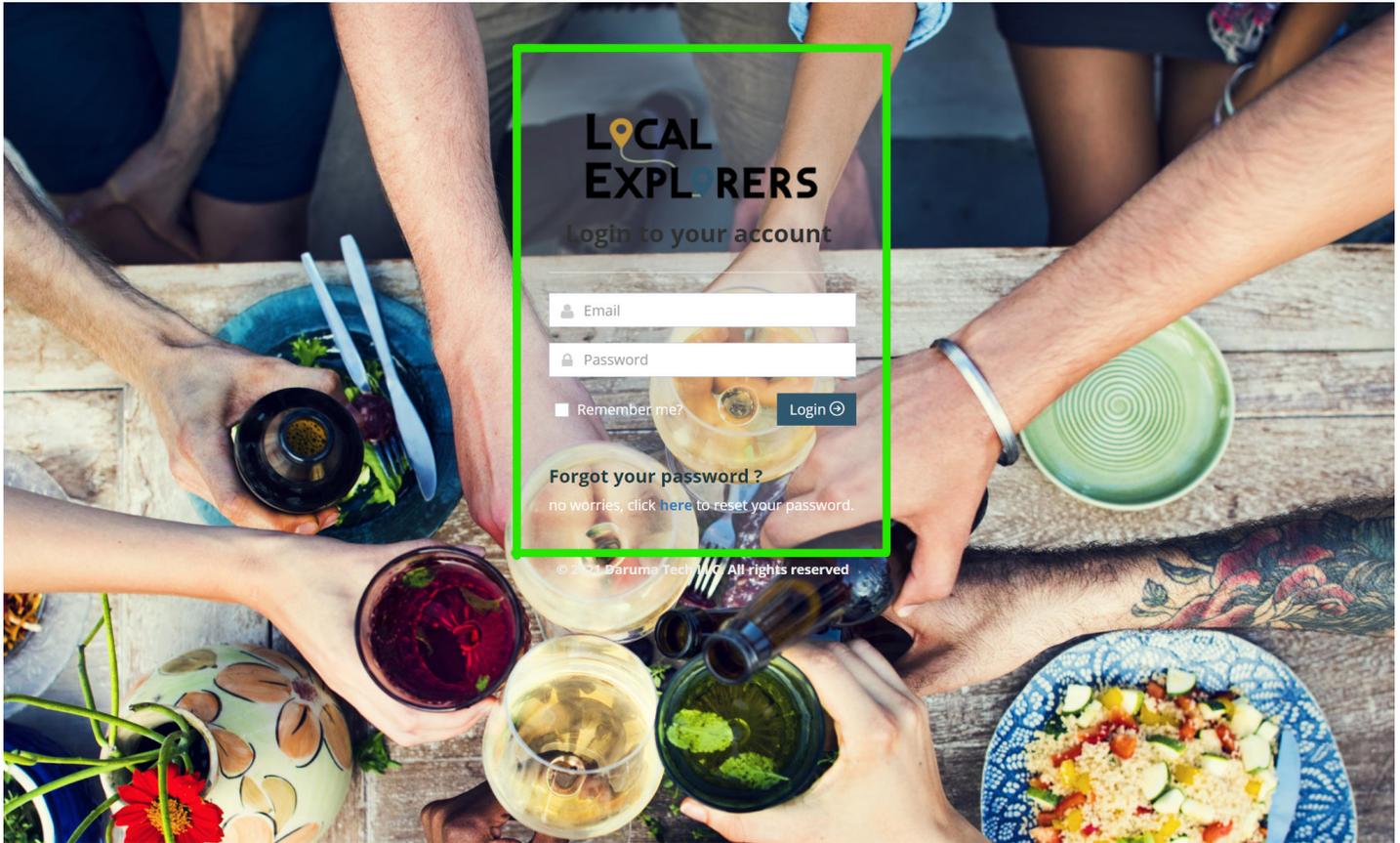


# HOW TO LEVERAGE YOUR APP



# Login

<https://business.localexplorers.com/>



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

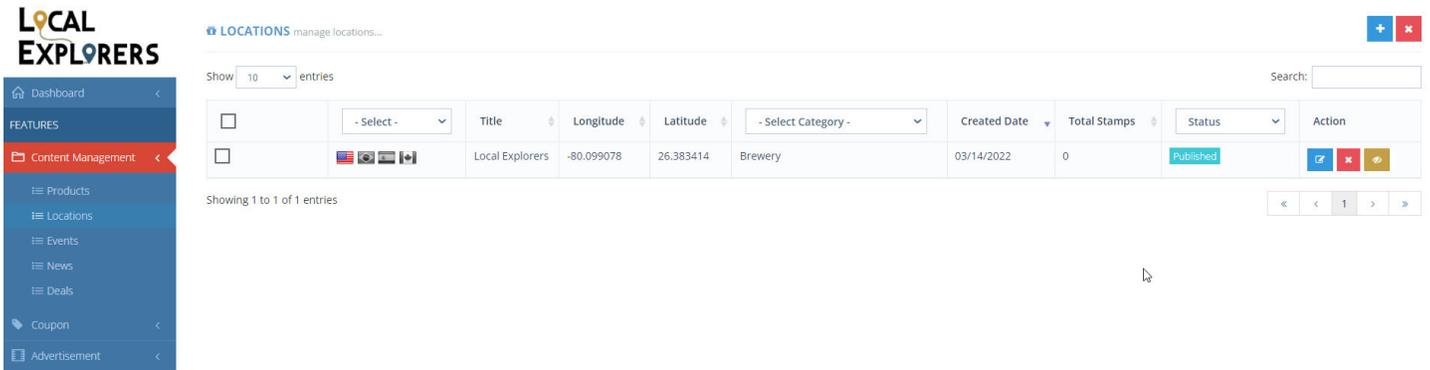
Go to <https://business.localexplorers.com/> to access your portal. We recommend bookmarking this URL for easy access.

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!



The screenshot displays the 'LOCAL EXPLORERS' dashboard. On the left is a navigation menu with 'Content Management' selected, and 'Locations' listed under 'FEATURES'. The main area is titled 'LOCATIONS manage locations...' and contains a table with one entry. The table has columns for checkboxes, a category dropdown, Title, Longitude, Latitude, Category, Created Date, Total Stamps, Status, and Action. The entry is for 'Local Explorers' with a 'Brewery' category, created on 03/14/2022, and a status of 'Published'. A search bar and pagination controls are also visible.

<input type="checkbox"/>	- Select -	Title	Longitude	Latitude	- Select Category -	Created Date	Total Stamps	Status	Action
<input type="checkbox"/>		Local Explorers	-80.099078	26.383414	Brewery	03/14/2022	0	Published	

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.

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: <https://www.localexplorers.com/knowledge-base/category/association/locations/>

## New Exciting Features!

- Take advantage of Shop and Menu! We highly recommend filling these two fields to provide convenience to the user.
- **Shop-** If you offer online ordering for Pickup and Delivery, this is the perfect spot to add your link.
- **Menu-** If applicable, show off your location's menu by adding your link here.

LOCAL EXPLORERS

EDIT LOCATION

Location Images Translations

Logo logo\_f9ae9070-d638-4758-b858-t Select file

LOCAL EXPLORERS

Please upload JPG, JPEG, PNG, GIF, BMP files only.  
\*Recommended image size 300X300.

Detail Images

LOCAL EXPLORER

\*You can re-order images by drag-drop. Recommended image size is 2:1 (i.e. 450\*225)

Save Save & Close Close

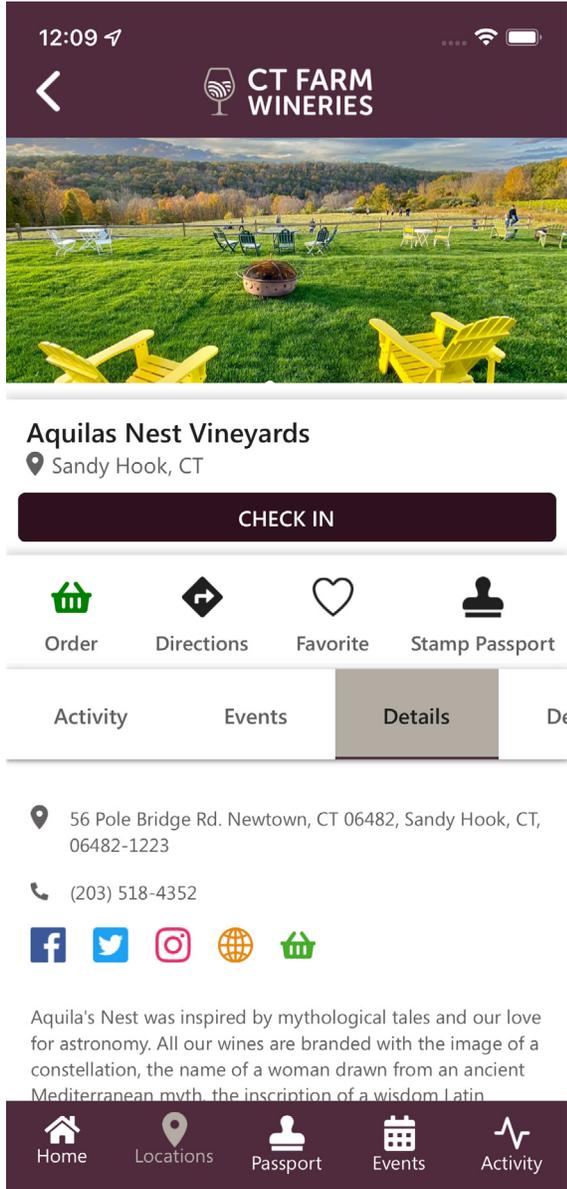
**Images-** Add as many as you'd like! We recommend a few EXCELLENT photos to show the vibe of your location. Let users know how cool your place is! (Format: .jpeg, .png.)

**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.

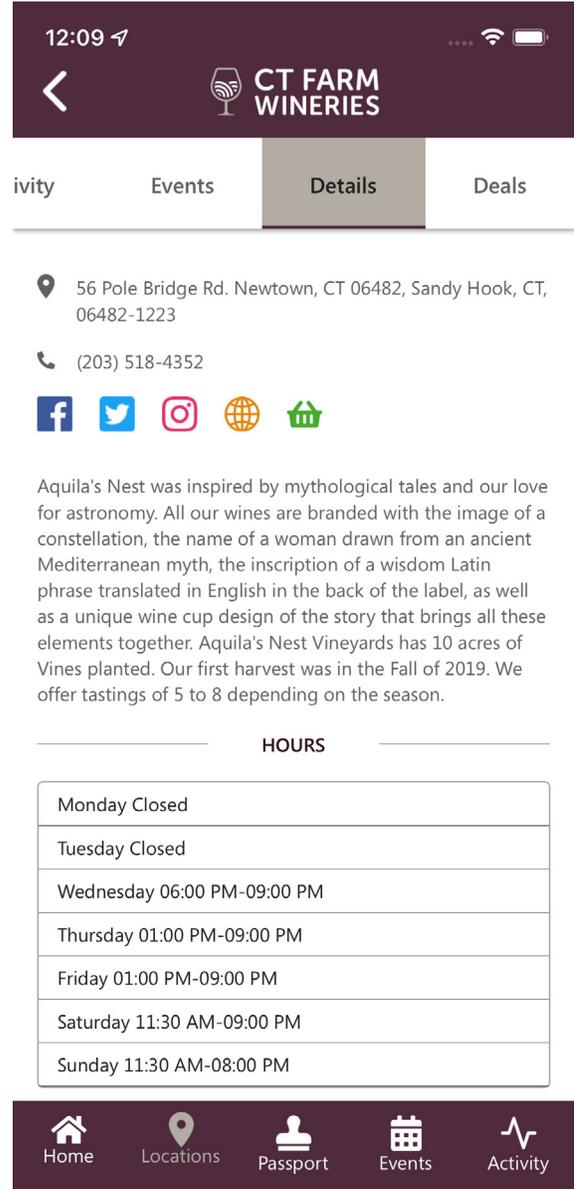
Click Save and Close on the bottom left to save location.

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

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.



App- Location Detail (Top) view



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.

EDIT LOCATION Published

Location Images Translations

**TRANSLATED LOCATIONS** manage records... + x

Show 10 entries Search:

<input type="checkbox"/>	Language	Name	Created Date	Modified Date	Status	Action
No matching records found						

No entries 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.

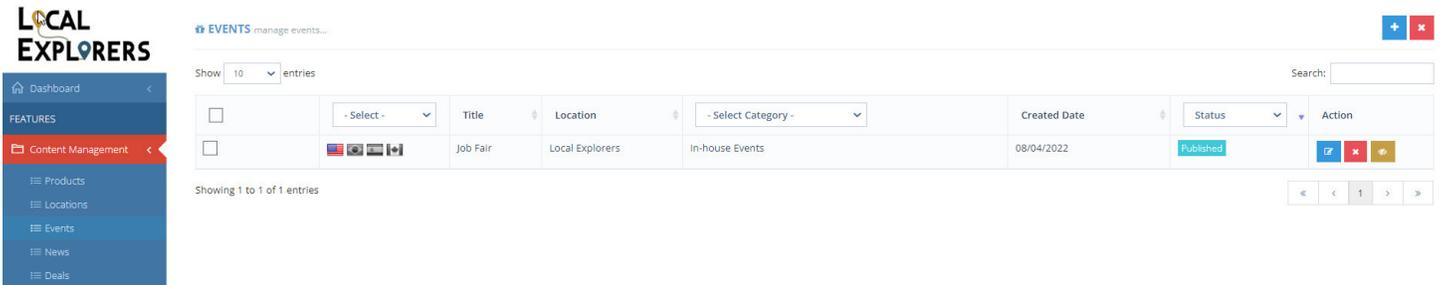
<input type="checkbox"/>		Sou'Wester Gift Shop & Restaurant	-63.917376	44.492363		05/27/2021	14	Published
<input type="checkbox"/>		Lake City Cider	-63.567523	44.6649987	Food & Drink Experience	05/13/2021	11	Published
<input type="checkbox"/>		2 Crows Brewing Co.	-63.5786607	44.649938	Food & Drink Experience	05/13/2021	10	Published
<input type="checkbox"/>		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.

# 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!



To add an event, do the following:

- On the left hand menu, under “Content Management”, select “Events”.
- 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.

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

**Repeats:** Daily ▾

**Repeat every:** 1 day(s)

**End recurrence:**

Never

After 7 occurrence(s)

On 07/26/2021

Close Save

Repeat

**Repeats:** Weekly ▾

**Repeat every:** 1 week(s)

**Repeat on:**

Sun  Mon  Tue  Wed  Thu  Fri  Sat

**End recurrence:**

Never

After 7 occurrence(s)

On 07/26/2021

Close Save

To repeat your event, do the following:

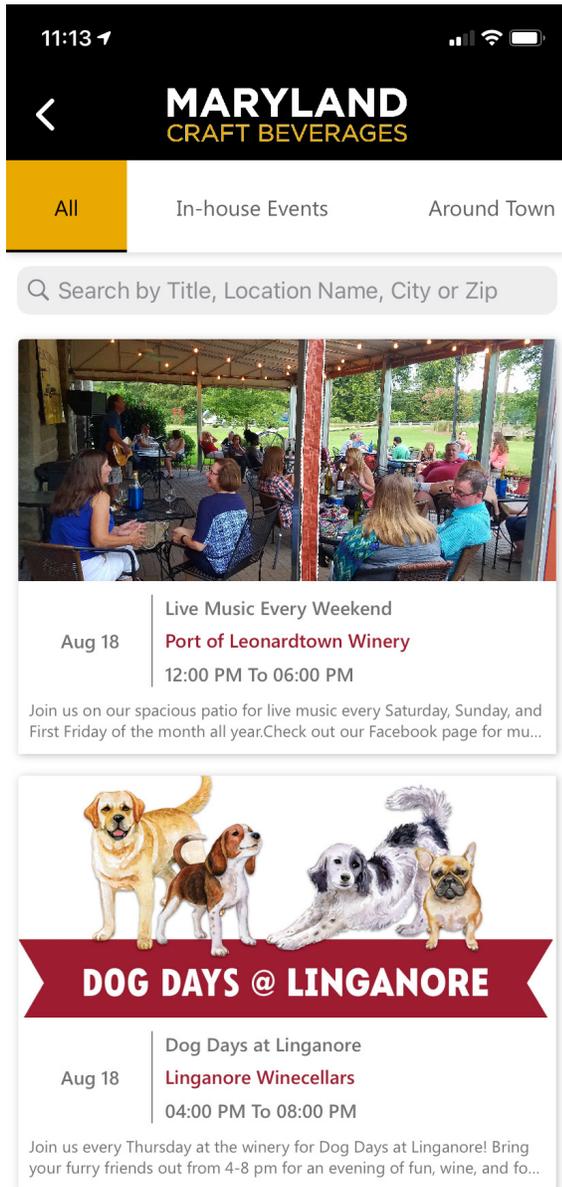
- Click on the blue Add button next to the Start Date field. (The Repeat window should pop up.)
- In the pop up, you can adjust the Repeat to Daily, Weekly, Monthly, or Yearly and you can also enter the End Recurrence.
- Click Save before closing window to save Repeat options.

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

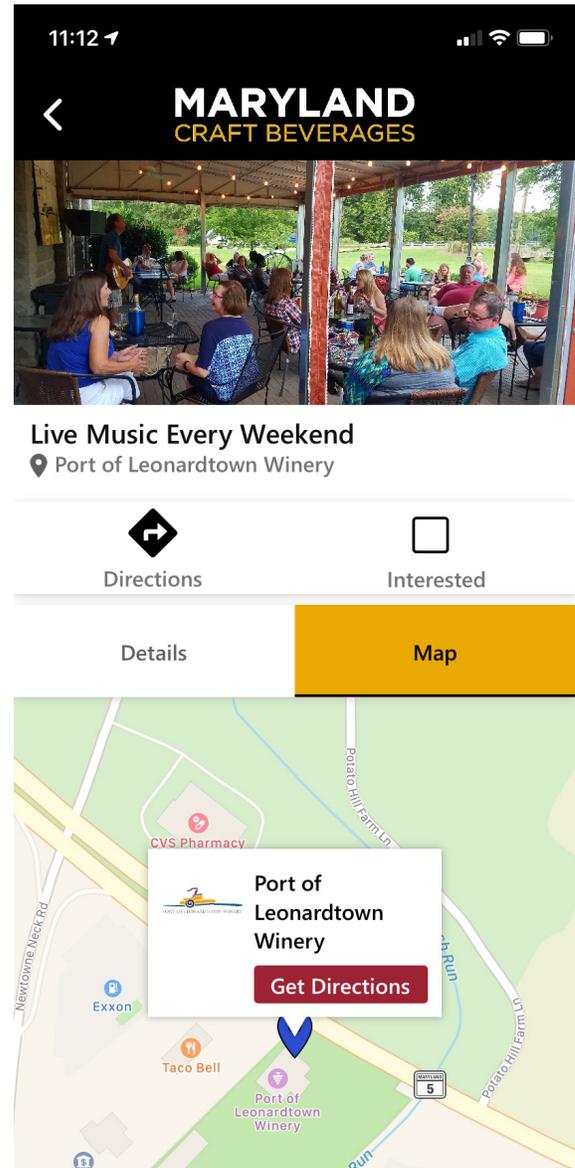
To learn more about Creating/Editing/Deleting/Publishing/Unpublishing events visit:

<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.

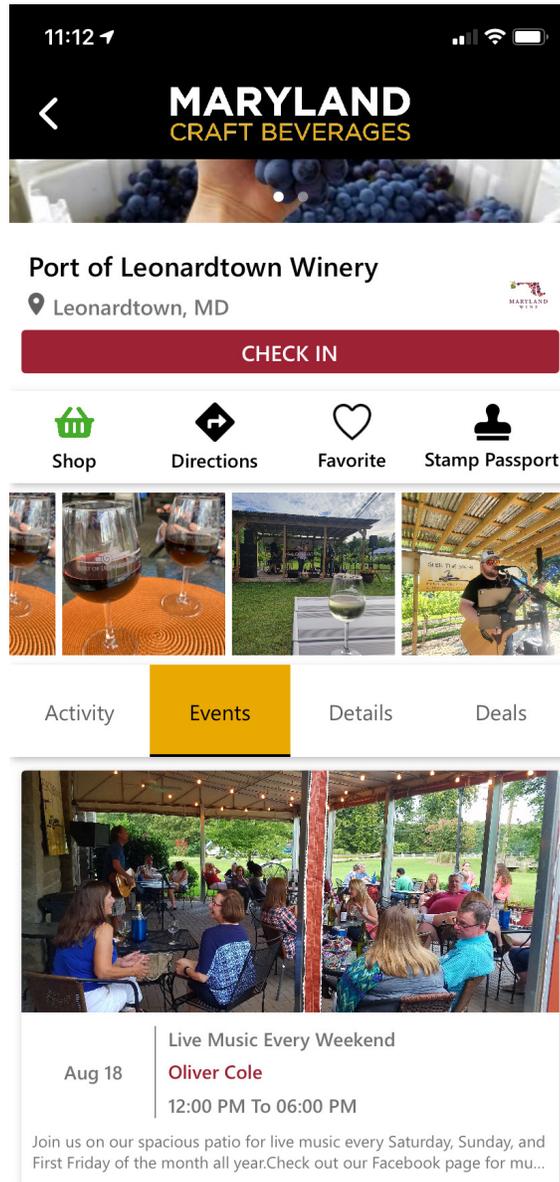


App- Events List view



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!

LOCAL EXPLORERS

USERS manage users...

Subscription: CT Farm Wine Member

You have 2 user licenses available from 2. View your subscription Here!!!

Show 10 entries Search:

<input type="checkbox"/>	User Name	Full Name	Default Role	Invited On	Registered?	Registered On	Is Active?	Confirmed?	Action
<input type="checkbox"/>	jendaruma@mailinator.com	Jen Cavagnaro	Account Admin		Yes	03/14/2022	Yes	Yes	

Showing 1 to 1 of 1 entries

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/>