

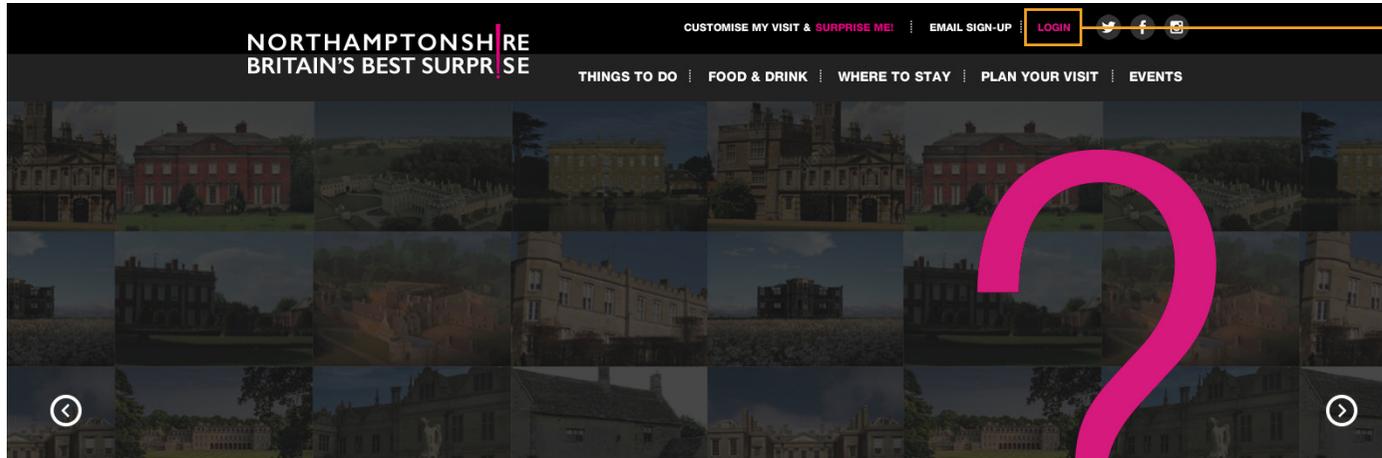
BRITAIN'S BEST SURPRISE PROFILE MANAGER GUIDE

SEPTEMBER 2016

GUIDELINES:

- Hero images to contain no written content
- Description character limit to be within 130 words
- Contact details character limit to be within 80 words
- Events to include Northamptonshire based events only

**NORTHAMPTONSHIRE
BRITAIN'S BEST SURPR!SE**



Starting on the homepage, click on the 'Login' button in the top right of the header.



If you need to redownload this profile manager guide you can do so by clicking the 'Instructions' link.

Login

Please login to your organisations secure profile page using the user name and password we recently sent to you. Once logged in you can edit your profile.

Help & Support

Please download and print the document below for a step by step guide to setting up your profile:

Instructions



Sign in to your account

Username

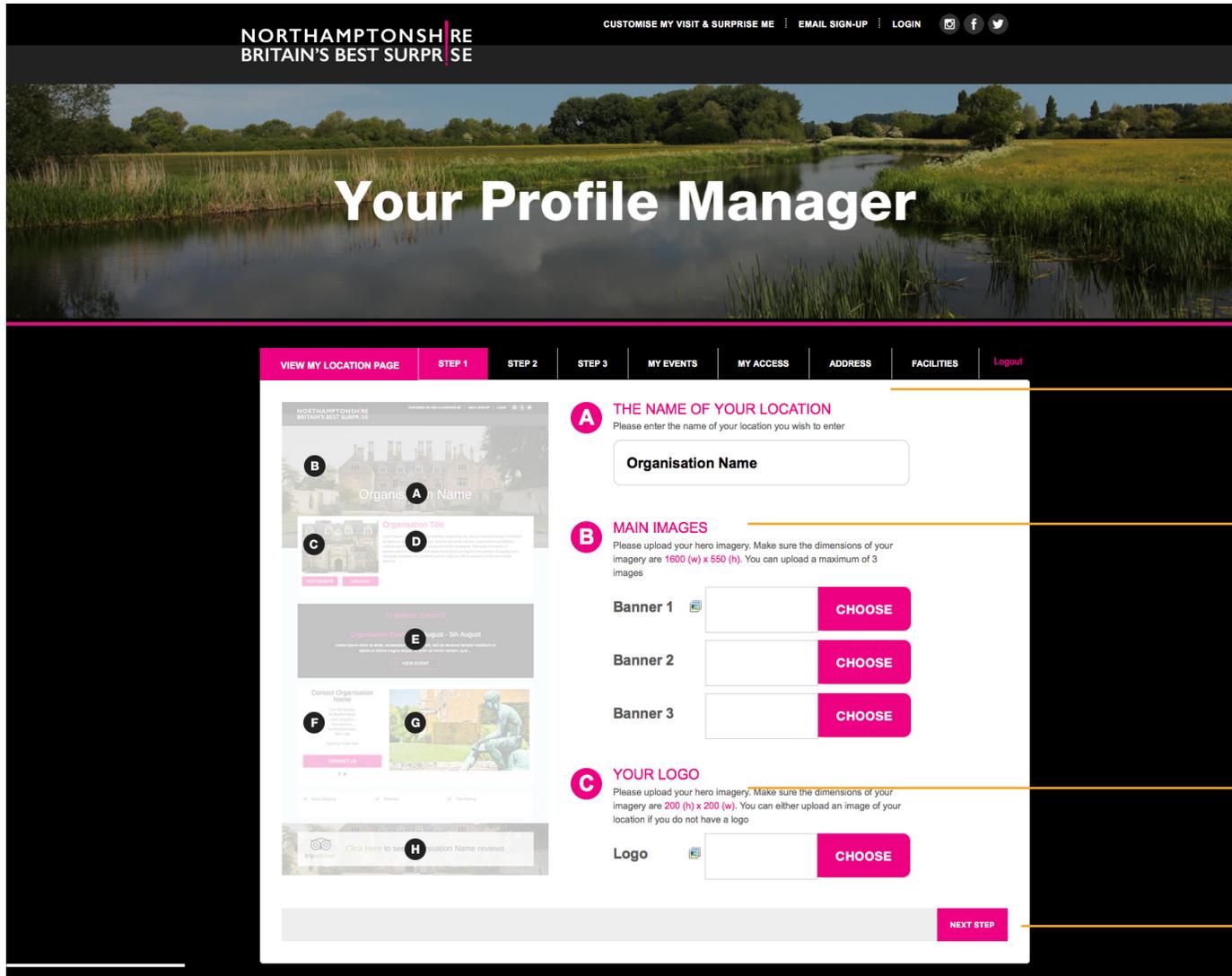
Password

Remember Me?

Sign in

[Forgot your password?](#)

You will be taken to the Login Portal where you can login securely to your account. You must enter your username and password supplied in an email sent to you, then click 'Login'.



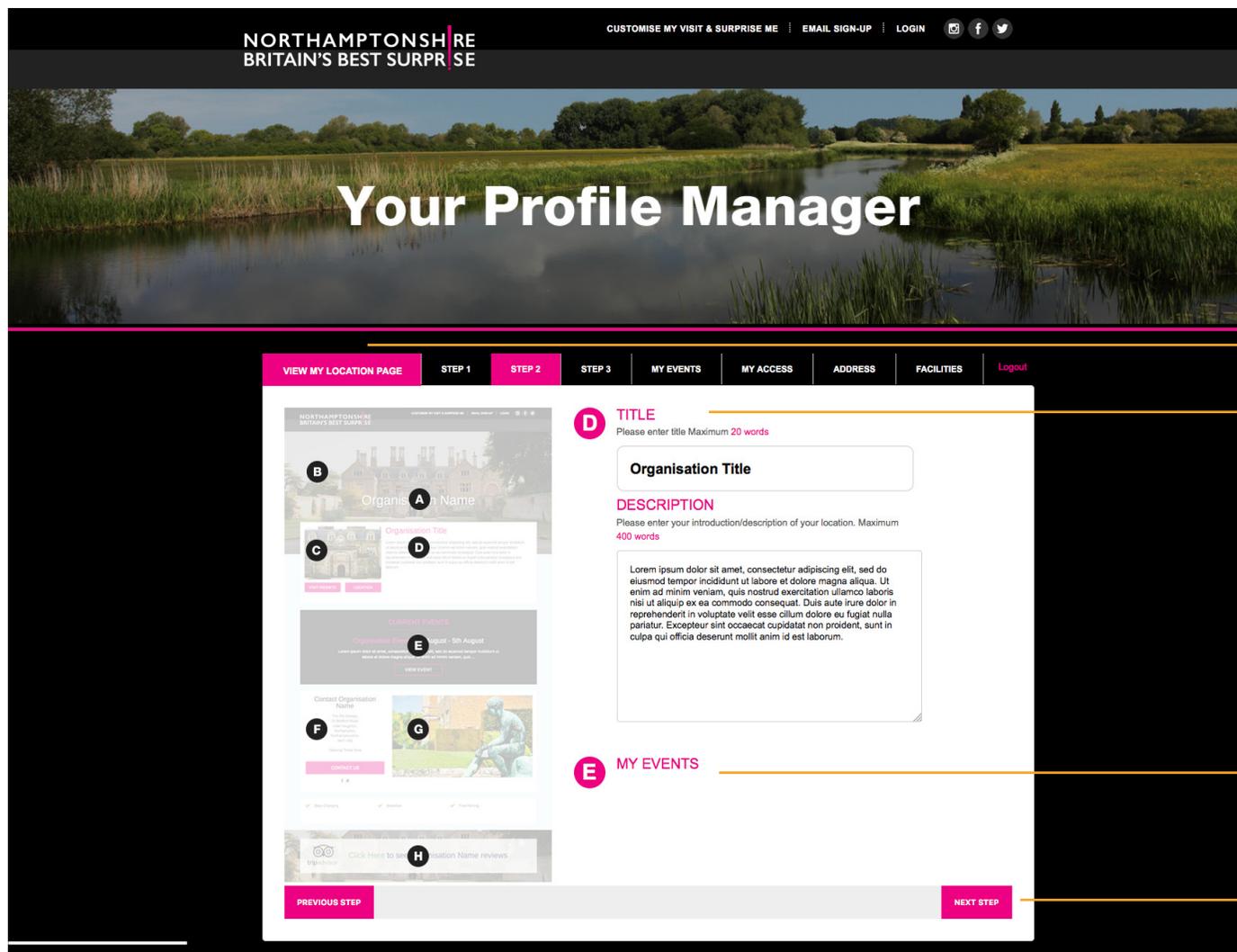
Once you are logged in, you will see your Profile Manager Page. On the left is a key with the labels A-H showing which area of your Location Page each step relates to.

A. Enter the name of your Location as you wish it to display on your Location Page.

B. Here you can upload the images you wish to appear in the banner area of your Location Page (see label B on the key). To upload an image, click the pink 'Choose' button and select a file from your computer. You can add up to 3 banner images. **Please ensure your images are 1600 (w) x 550 (h).**

C. Here you can add your logo to your Location Page. To upload, click the pink 'Choose' button and select the file from your computer. **Please ensure your logo is 200 (w) x 200 (h).** If you do not have a logo, you can upload an image of your location here with the same dimensions.

→ Once you have completed steps A - C, click the Next Step button.



You can view your Location Page at any time by clicking on the 'View my Location Page' link on the top left of the profile manager.

D. Enter your title / description of your location. You can enter a maximum of **400 words**.

E. You will complete the offers / events section later.

→ Once you have completed step D, click the Next Step button.

NORTHAMPTONSHIRE
BRITAIN'S BEST SURPRISE

CUSTOMISE MY VISIT & SURPRISE ME | EMAIL SIGN-UP | LOGIN

Your Profile Manager

VIEW MY LOCATION PAGE | STEP 1 | STEP 2 | **STEP 3** | MY EVENTS | MY ACCESS | ADDRESS | FACILITIES | Logout

F CONTACT & OPENING DETAILS
Please enter the Contact Details

Opening Times Here

Email: Facebook URL:

Twitter URL: Website:

G YOUR GALLERY IMAGES
Please upload gallery images of your location. Make sure the dimensions of your images are 600 (w) x 550 (h). You can upload a maximum of 3 images in total

Image 1 **CHOOSE**

Image 2 **CHOOSE**

Image 3 **CHOOSE**

H TRIPADVISOR URL
Please enter Tripadvisor URL

PREVIOUS STEP | UPDATE PROFILE

F. Here you can insert your contact details, opening hours and any other additional information you'd like to be shown on your Location Page. You can also insert your email, social urls and website address.

G. Here you can add images of your venue to display in the gallery on your Location Page (see label G on the key). To upload an image, click the pink 'Choose' button and select a file from your computer. You can upload a maximum of 3 images. **Please ensure your images are 600 (w) x 550 (h).**

H. Insert the URL of your Tripadvisor profile here. If you do not have one, you can leave this section blank.

➔ Once you have completed steps F - H, click the Update Page button to update your Location page.

NORTHAMPTONSHIRE
BRITAIN'S BEST SURPRISE

CUSTOMISE MY VISIT & SURPRISE ME | EMAIL SIGN-UP | LOGIN

Your Profile Manager

VIEW MY LOCATION PAGE | STEP 1 | STEP 2 | STEP 3 | **MY EVENTS** | MY ACCESS | ADDRESS | FACILITIES | Logout

Name of Event	Type (Event / Offer)	Start Date	End Date	Actions
test	Event	2nd August 2016, 17:00	10th August 2016, 09:00	

Name of event / offer:

Location:

Start Date:

End Date:

Start Time:

End Time:

Description:

Category:

CANCEL **UPDATE**

E. Under the My Events tab, you can complete Step E and insert your events or special offers.

To add an event or offer you must fill in the following:

- Name of event / offer
- Location
- Start date
- End date
- Description

You must then select whether you are adding an event or offer.

If you wish to add more than one event or offer, click the 'Add Another' button. You can add as many as you wish.

→ Once you have added all the information for Step E, click 'Update Page' to add the events / offers to your Location Page.

NORTHAMPTONSHIRE
BRITAIN'S BEST SURPRISE

CUSTOMISE MY VISIT & SURPRISE ME | EMAIL SIGN-UP | LOGIN

Your Profile Manager

VIEW MY LOCATION PAGE | STEP 1 | STEP 2 | STEP 3 | MY EVENTS | **MY ACCESS** | ADDRESS | FACILITIES | Logout

USERNAME
Please enter your new email.
Please Enter

PASSWORD
Please enter your new password.
Please Enter

UPDATE

If you wish to change your username and password you can do so here. Your username will need to be an email address. If you insert a new password this will be your new login information.

→ If you have changed your access you will need to press update here.

The screenshot shows the Northamptonshire Profile Manager website. The header includes the logo "NORTHAMPTONSHIRE BRITAIN'S BEST SURPRISE" and navigation links: "CUSTOMISE MY VISIT & SURPRISE ME", "EMAIL SIGN-UP", "LOGIN", and social media icons. A large banner image of a lake with the text "Your Profile Manager" is displayed. Below the banner is a navigation menu with tabs: "VIEW MY LOCATION PAGE", "STEP 1", "STEP 2", "STEP 3", "MY EVENTS", "MY ACCESS", "ADDRESS" (highlighted in pink), "FACILITIES", and "Logout". The main content area is a white box containing a preview of the user's profile on the left and a form on the right. The form fields are: "Name: Organisation Name", "Address 1: The Old Garage", "Address 2: 33 Bedford Road", "Address 3: Little Houghton", "City: Northampton", "County: Northamptonshire", and "Postcode: NN7 1AB". A pink "UPDATE" button is at the bottom right of the form. A yellow line connects the "UPDATE" button to the explanatory text on the right.

Your address information should already be pre populated however if you would like to adjust or change the information you can do so by updating the fields here.

→ If you have updated your address information you will need to press update here.

The screenshot shows the 'Your Profile Manager' interface for Northamptonshire. At the top, the logo reads 'NORTHAMPTONSHIRE BRITAIN'S BEST SURPRISE'. Navigation links include 'CUSTOMISE MY VISIT & SURPRISE ME', 'EMAIL SIGN-UP', 'LOGIN', and social media icons. The main heading is 'Your Profile Manager'. Below this is a navigation bar with tabs: 'VIEW MY LOCATION PAGE', 'STEP 1', 'STEP 2', 'STEP 3', 'MY EVENTS', 'MY ACCESS', 'ADDRESS', 'FACILITIES', and 'Logout'. The 'FACILITIES' tab is active. The main content area is divided into two columns. The left column contains a form with sections: 'Organisation Name' (with a 'B' callout), 'Organisation Title' (with a 'D' callout), 'CURRENT EVENTS' (with an 'E' callout), 'Contact Organisation Name' (with an 'F' callout), and 'Organisation Name reviews' (with an 'H' callout). The right column is a list of facility options, each with a checkbox: 'Baby Changing', 'Bar / Lounge', 'Breakfast', 'Child Friendly', 'Coach Parking', 'Fitness Centre', 'Free Parking', 'Garden', 'Gift Shop', 'Group Tours', 'Lift', 'Meeting / Conference Space', 'Open 24 Hours', 'Pet Friendly', 'Restaurant', 'Room Service', 'Safe Bike Storage', 'Spa Facilities', 'Swimming Pool', 'Tea & Coffee', 'Wheelchair Access', and 'Wifi'. A pink 'UPDATE' button is located at the bottom right of the form area.

You can select multiple options of the facilities you offer at your location. This will then pull onto your profile displaying the options you have chosen.

→ If you have selected any of these options you will need to press the update button.