

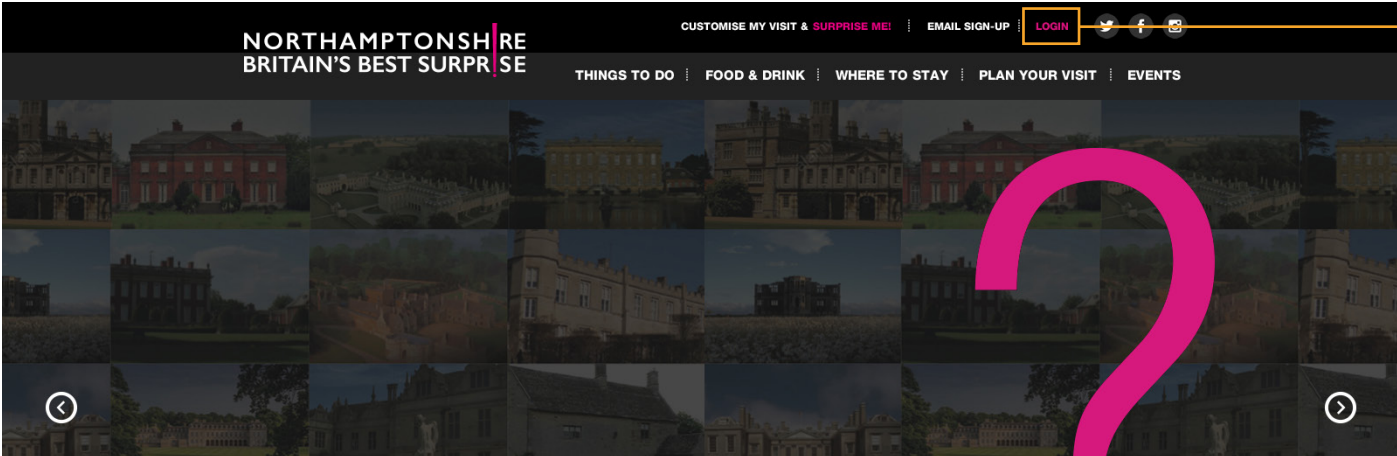
BRITAIN'S BEST SURPRISE PROFILE MANAGER GUIDE

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'.

PROFILE MANAGER GUIDE | STEP 1

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

A THE NAME OF YOUR LOCATION
Please enter the name of your location you wish to enter

Organisation Name

B MAIN IMAGES
Please upload your hero imagery. Make sure the dimensions of your imagery are 1600 (w) x 550 (h). You can upload a maximum of 3 images

Banner 1 **CHOOSE**

Banner 2 **CHOOSE**

Banner 3 **CHOOSE**

C YOUR LOGO
Please upload your hero imagery. Make sure the dimensions of your imagery are 200 (h) x 200 (w). You can either upload an image of your location if you do not have a logo

Logo **CHOOSE**

NEXT STEP

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.

PROFILE MANAGER GUIDE | STEP 2

The screenshot shows the 'Your Profile Manager' interface for Northamptonshire. 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. The main heading is 'Your Profile Manager'. Below it is a navigation bar with tabs: 'VIEW MY LOCATION PAGE', 'STEP 1', 'STEP 2' (active), 'STEP 3', 'MY EVENTS', 'MY ACCESS', 'ADDRESS', 'FACILITIES', and 'Logout'. The form is divided into two main sections. The left section is a preview of the location page, showing fields for 'Organisation Name' (A), 'Organisation Title' (B), 'Current Events' (C), 'Contact Organisation Name' (F), and 'Click Here to see Organisation Name reviews' (H). The right section is the 'TITLE' and 'DESCRIPTION' form. It includes a 'TITLE' field with a 20-word limit and a 'DESCRIPTION' field with a 400-word limit. Below the description field is a 'MY EVENTS' section. At the bottom of the form are 'PREVIOUS STEP' and 'NEXT STEP' buttons.

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

D. TITLE
Please enter title Maximum 20 words

Organisation Title

DESCRIPTION
Please enter your introduction/description of your location. Maximum 400 words

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

E. MY EVENTS

PREVIOUS STEP | **NEXT STEP**

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.

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.

➔ 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
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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:

Please select...

Start Date:

End Date:

Start Time:

End Time:

Description:

wfsdfsdfsdf

Category:

Event

CANCEL

UPDATE

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

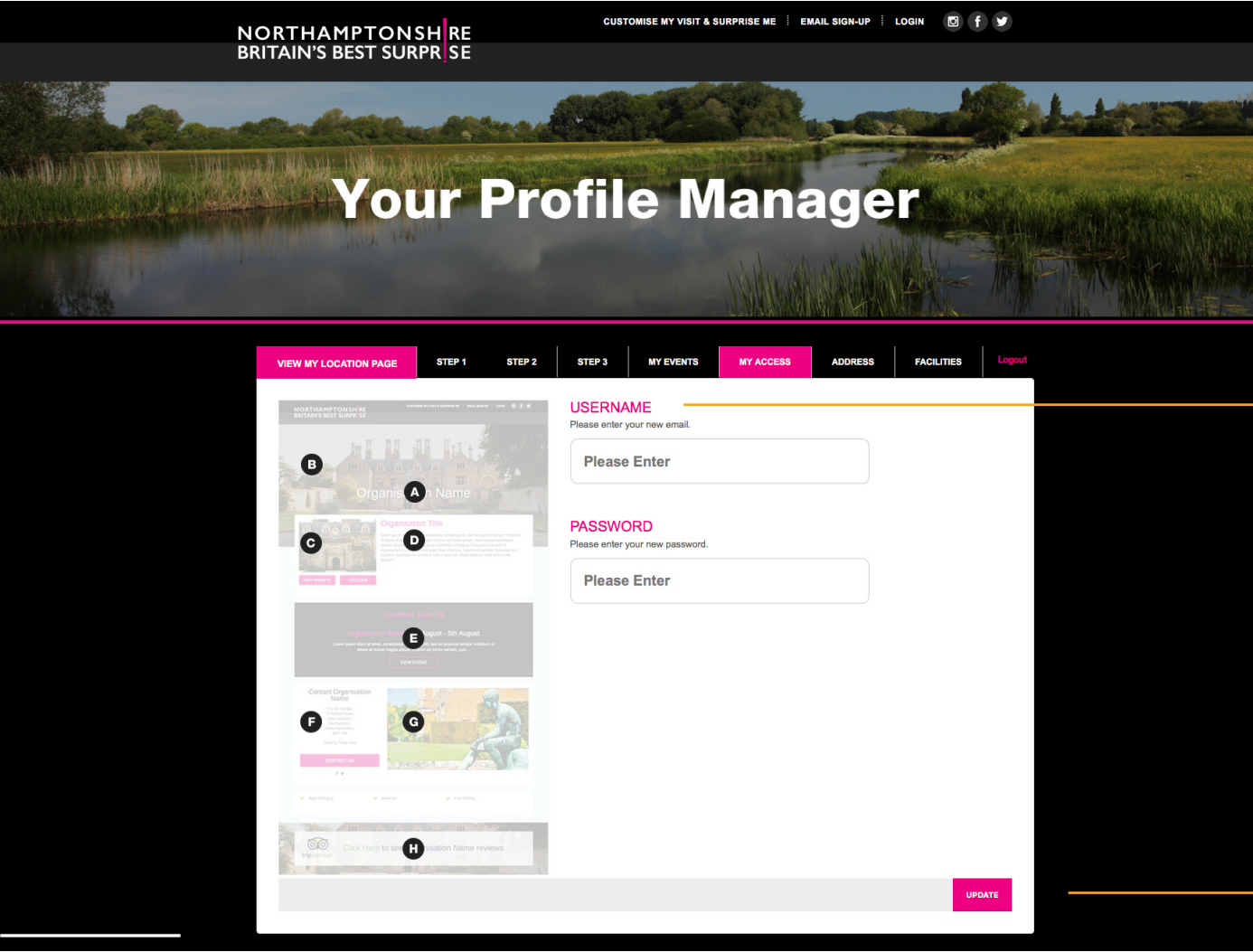
To add an event or offer you must fill in the following:

- 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.



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.

ADDRESS

NORTHAMPTONSHIRE
BRITAIN'S BEST SURPRISE

[CUSTOMISE MY VISIT & SURPRISE ME](#) [EMAIL SIGN-UP](#) [LOGIN](#)



Your Profile Manager

STEP 1

STEP 2

STEP 3

MY EVENTS

MY ACCESS

ADDRESS

FACILITIES

Organisation Name

The Old Garage

33 Bedford Road

Little Houghton

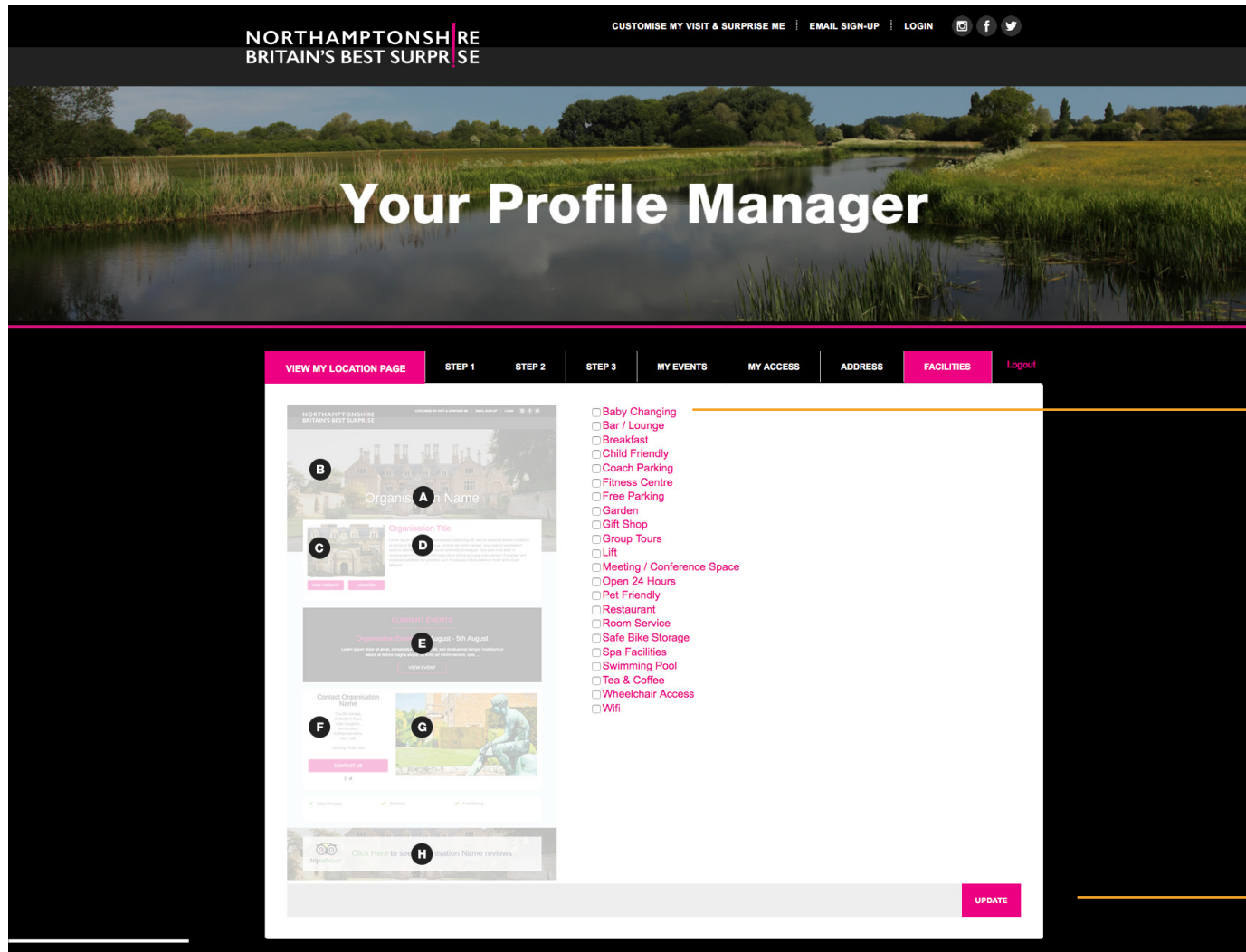
Northampton

Northamptonshire

NN7 1AB

UPDATE

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



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.