



<https://theheartofontario.com>

WEBSITE DOCUMENTATION

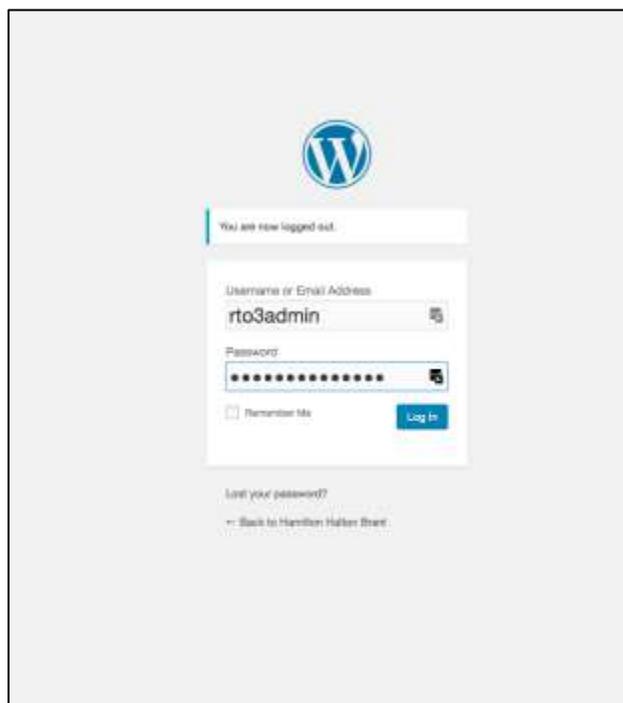
2018-03-26

LOGIN

The login URL for the site is <https://theheartofontario.com/wp-admin/>

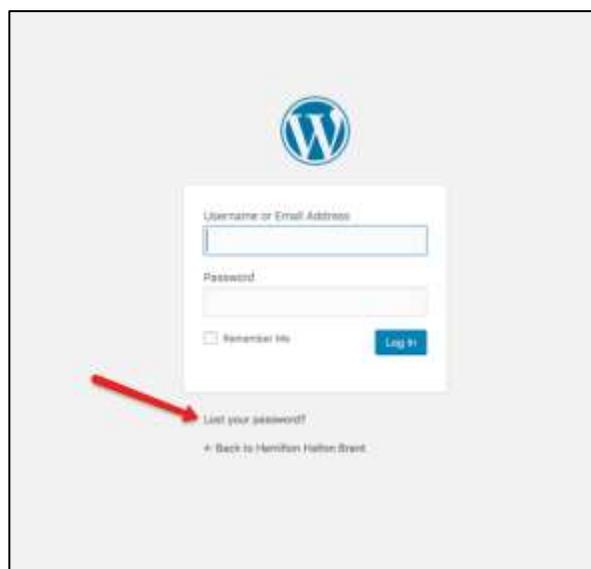
Username: Type in username as it appears in your email notification.

Password: Type in your password as it appears in your email notification.



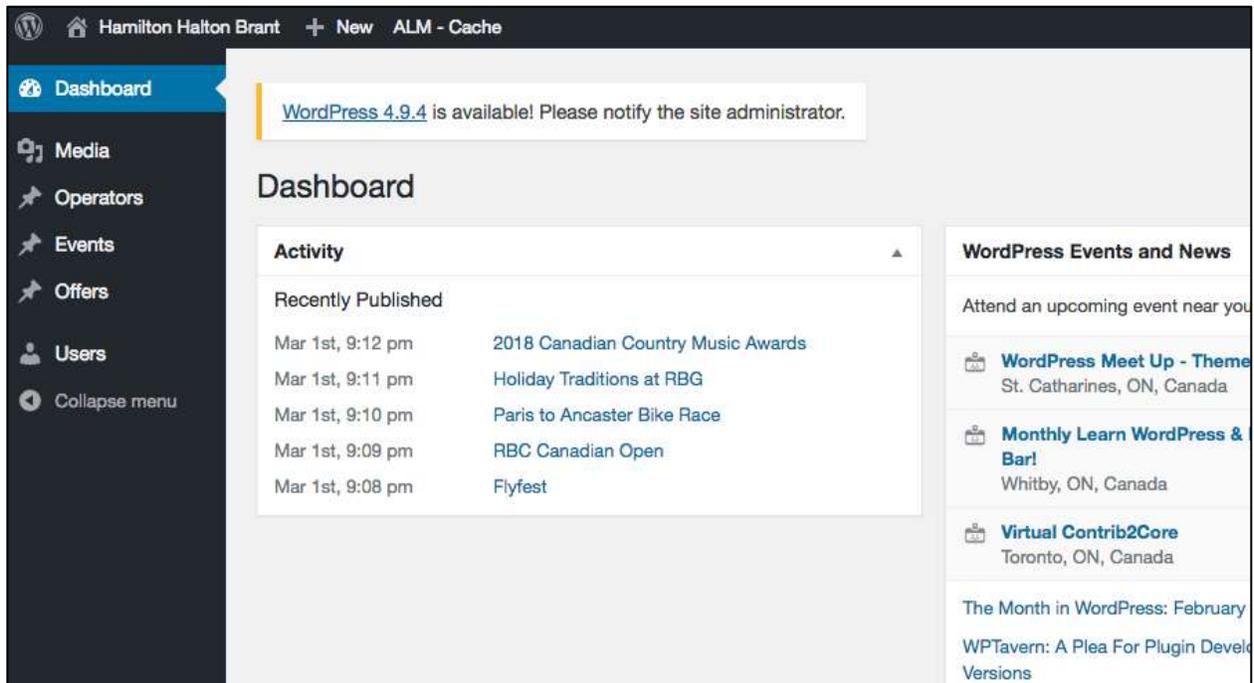
Retrieving a lost password

If you have lost or misplaced your password, click the *Lost your password?* option on the main login page. This will prompt you to reset your password.



DASHBOARD

The dashboard menu is shown down the left hand side of the screen. Here you will be able to access your Operators (Listings), Offers and Events.

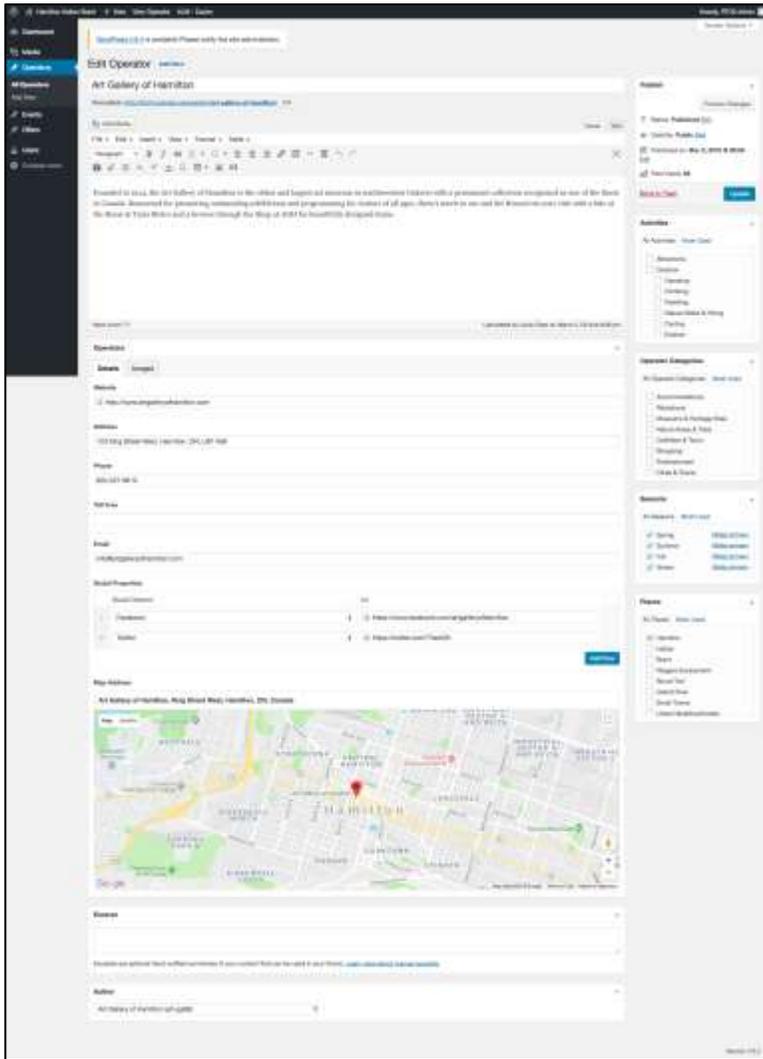


OPERATORS

Under operators you will be able to manage and edit your operator listing.

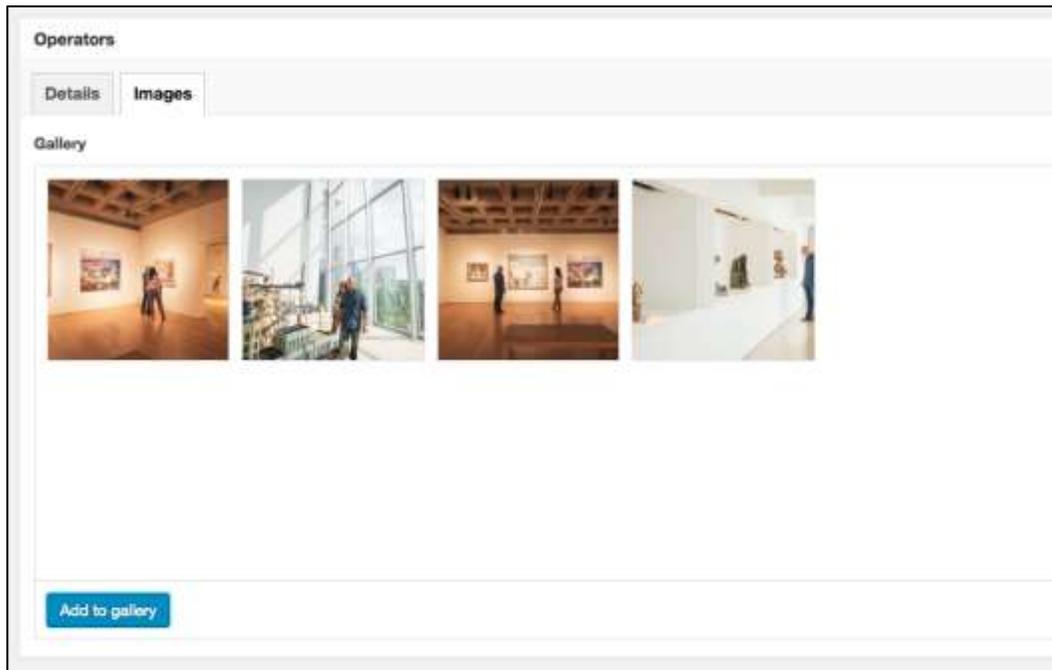
Make sure the name of the operator, body copy, details, social properties (via URL), and map address (as it appears in google) are all filled out.

Enter an excerpt (the text that will appear under hover state on the main operators landing page). Try to keep as short as possible (**12 words recommended**). If an excerpt is not given, the first few words of the first paragraph will be used.



On the right hand side, select the boxes to which the operator applies under Places, Seasons, Operator Categories, and Activities. Please note each operator should only be assigned to ONE Operator Category. An Activity Category will determine which activity pages the operator appears on.

To add an image, or multiple images, click add to gallery under the images tab. A minimum width has been set for uploads to reduce the risk of poor quality photos being used (960px by 640px). Only .jpg and .png files can be uploaded.



When adding new images, titles should be entered as follows: OPERATOR-name of operator-name of location-region-number (number if multiple). Ex. OPERATOR-RBG-Rock Garden-1. All images added by you will appear in the media library accessible by HHB. To have the best possible advantage of your images being used elsewhere on the website, efficient naming protocols will prompt your images to show when your business is searched.

Once you sign in using your login info received via email, you will be able to see your operator listing that has already been added. If you login and do not have any operator listing then all operators on our site will appear automatically. You will not be able to edit any operators other than your own. You will be able to toggle between *All* and *Mine* at the top of the page.

Once you have reviewed and edited your operator listing, you will then need to click *Submit for Review*.



This will send HHB a prompt for them to review your listing before publishing it as live.

The following is a Checklist of items to adhere to for an operator listing to be approved and published:

- All fields are complete
- Map address appears as plotted in google maps
- Social channels contain URL's not social handles ex. @heartofontario
- Categories selected are correct and appropriate/specific to the operator
- Only one Operator Category is selected
- Featured image has been added, and does not consist of a logo or include overlay text
- Click the preview button on the top right to review how the listing appears on the front end
- Once all changes are approved, click publish. If changes are still required by the user, click *Save as Pending* on the top right hand side of the screen and email the user directly

Updating an Operator Listing

To update, click on the name of the operator.

Ensure the Author field is populated with the correct operator.

Click update.

EVENTS

Events will be added by you directly using your user login and password to the dashboard.

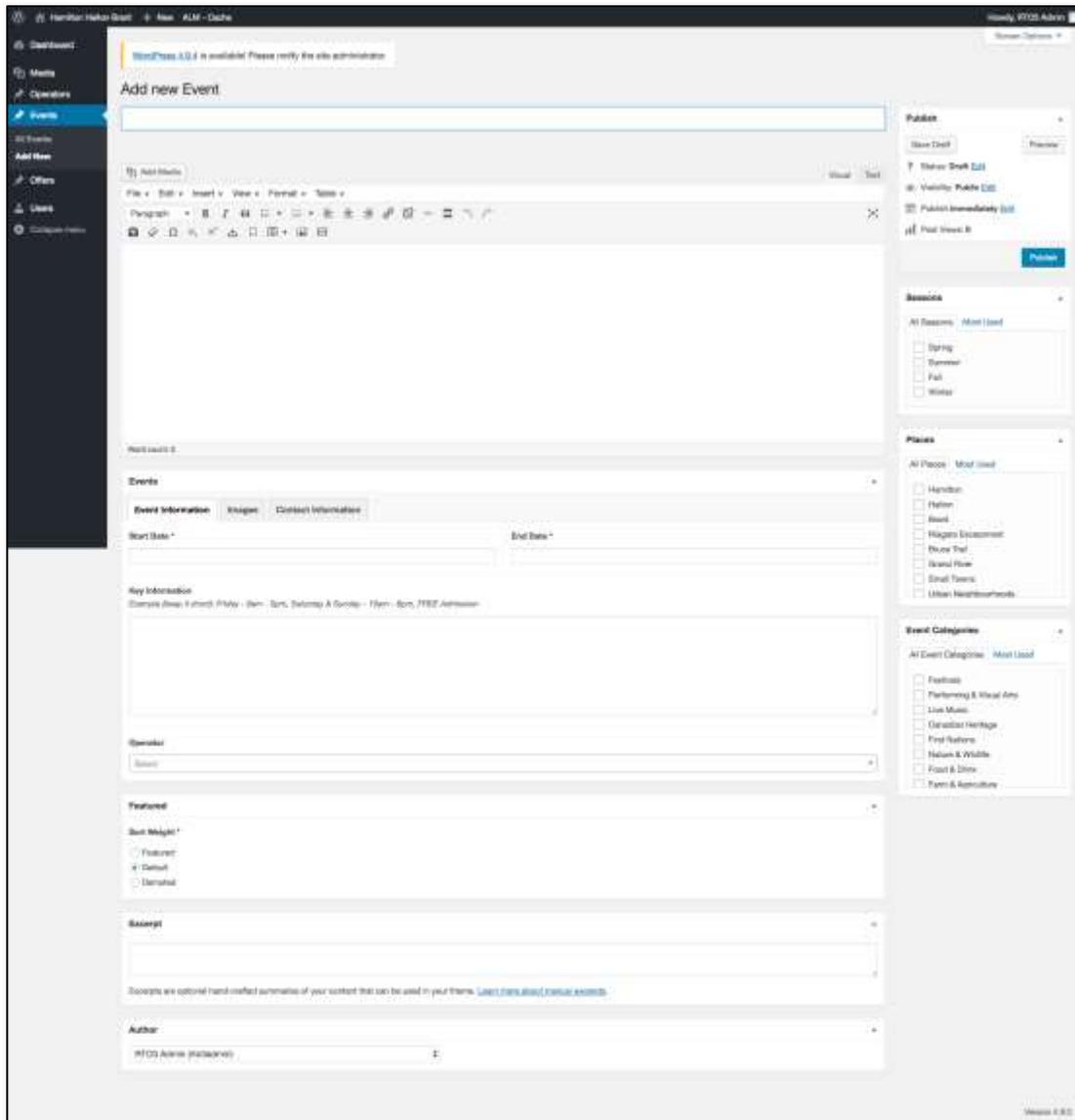
Adding a new event

To add a new event, click events on the left hand side of the dashboard then select *Add New* at the top of the page.

Enter the event title and body copy.

Using the tabs under events, enter event information, key information (including hours, admission costs etc.) and operator using the drop-down menu.

Any information related to reoccurring events, for example, 'every Tuesday evening' can be entered in the 'Key Information' text area.



To add an image, or multiple, click add to gallery under the images tab. A minimum width has been set for uploads to reduce the risk of poor quality photos being used (960px by 640px). Only .jpg and .png files can be uploaded.

When adding new images, titles should be entered as follows: OPERATOR-name of operator-name of location-region-number (number if multiple). Ex. OPERATOR-RBG-Rock Garden-1. All images added by you will appear in the media library accessible by HHB. To have the best possible advantage of your images being used elsewhere on the website, efficient naming protocols will prompt your images to show when your business is searched.

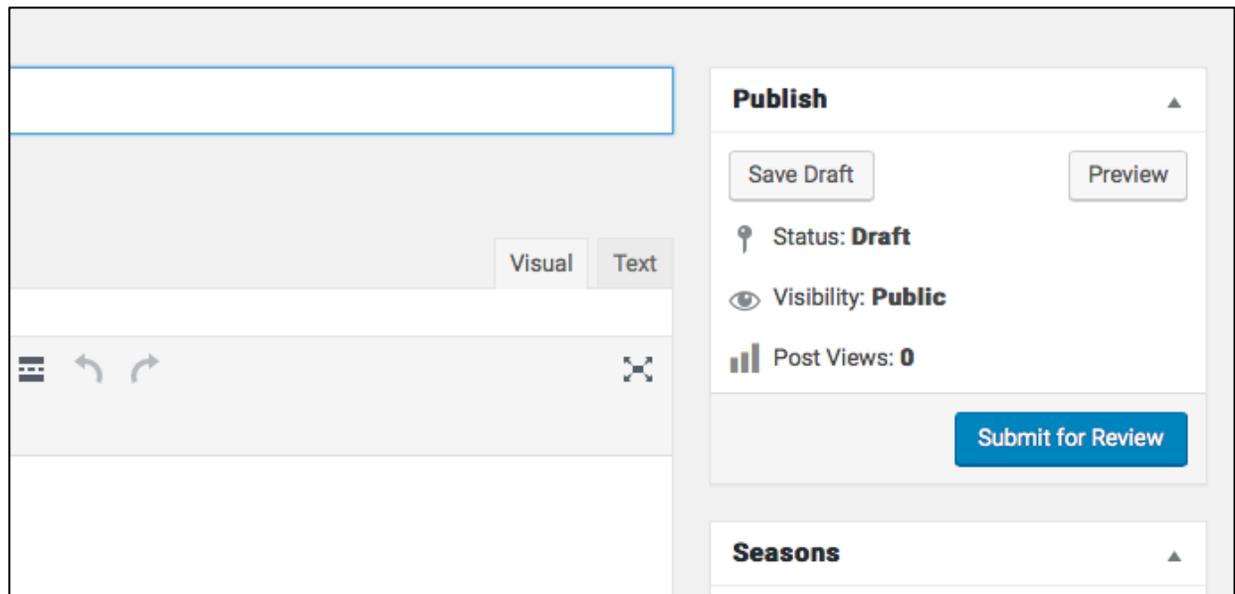
Enter all contact information if different from the contact information listed under the operator listing.

Enter an excerpt (**12 words max**) to be used in hover state.

Select one event category on the right hand side.

Select all places and seasons that apply to this event.

Once all event details are finalized, click *Submit for Review* on the top right hand side of the page.

The image shows a screenshot of a web interface for event management. On the left, there is a large text area with a 'Visual' tab selected and a 'Text' tab. Below the text area are icons for undo, redo, and a close button. On the right, there is a 'Publish' panel with a dropdown arrow. Inside the panel, there are buttons for 'Save Draft' and 'Preview'. Below these buttons, the status is 'Draft', visibility is 'Public', and 'Post Views: 0'. At the bottom of the panel is a blue button labeled 'Submit for Review'. Below the 'Publish' panel is a 'Seasons' section with a dropdown arrow.

HHB will then receive a notification via email that a new event has been added and needs to be reviewed and published.

Checklist of items to adhere to for an event to be published:

- All fields are complete
- Featured image has been added, and does not consist of a logo or include overlay text
- If event address and contact information is different than operator location, all details have been entered under the contact information tab in events
- Map address entered appears as plotted in google maps (if different than operator location)
- Categories selected are correct and appropriate/specific to the event
- Only one Event Category is selected
- Click the preview button on the top right to review how the listing appears on the front end.
- Once all changes are approved, click publish. If changes are still required by the user, click *Save as Pending* on the top right hand side of the screen and email the user directly.

Updating an Event

To update, click on the name of the event.

Ensure the Author field is populated with the correct operator.

Click update.

Changes made will go live immediately. However, if the changes to the event do not adhere to the guidelines as provided, HHB will contact you and instruct you on the changes that need to be made.

OFFERS

Offers will be added by you directly using your user login and password to the dashboard.

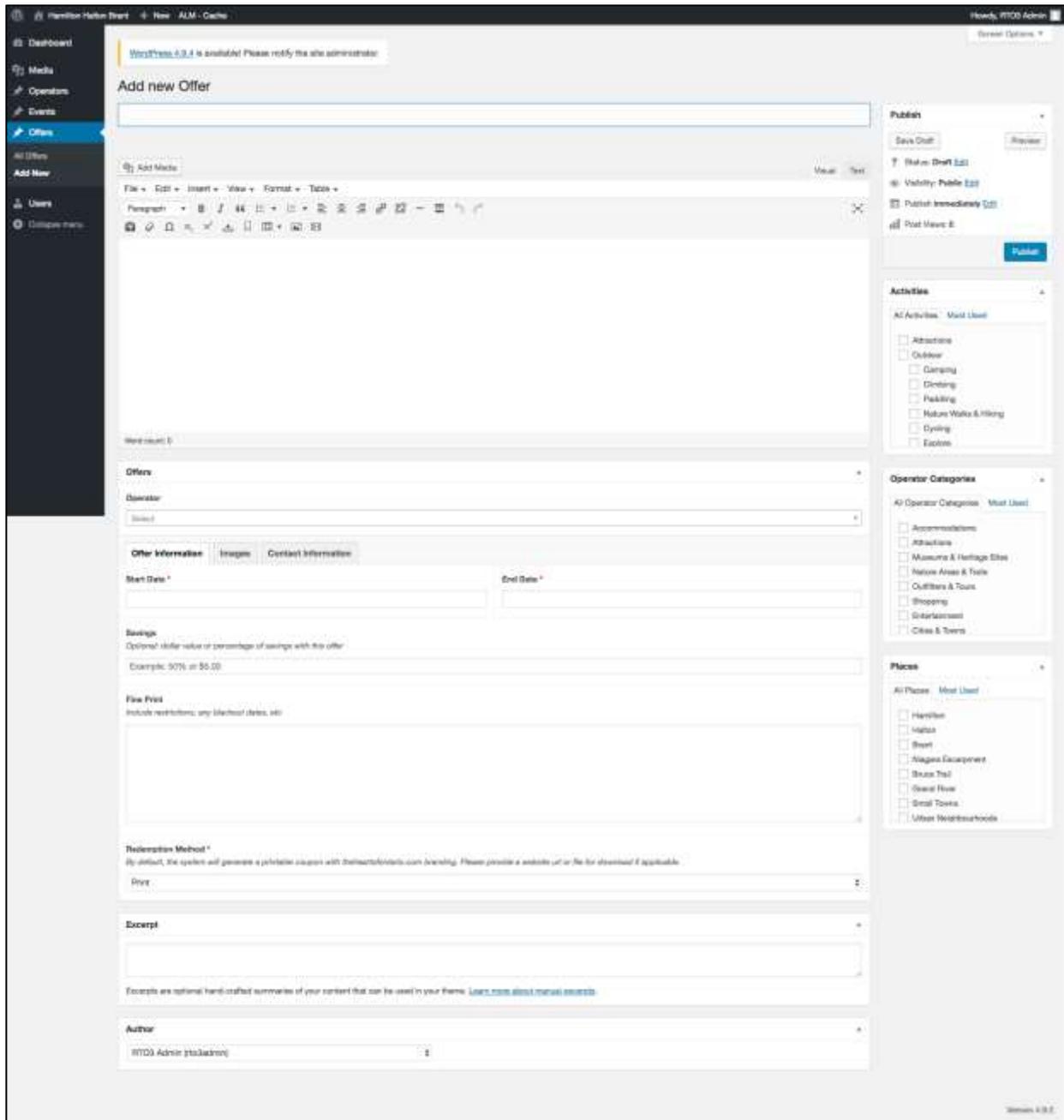
Adding a new offer

To add a new offer, click offers on the left hand side of the dashboard then select *Add New* at the top of the page.

Enter the offer title and body copy.

Using the drop down menu select the correct operator.

Using the tabs under offers, enter offer information, savings (dollar value or percentage of savings), fine print (including any restrictions) and select the method of redemption from the drop down menu (via print, URL, or file download).



To add an image, or multiple, click add to gallery under the images tab. A minimum width has been set for uploads to reduce the risk of poor quality photos being used (960px by 640px). Only .jpg and .png files can be uploaded.

When adding new images, titles should be entered as follows: OPERATOR-name of operator-name of location-region-number (number if multiple). Ex. OPERATOR-RBG-Rock Garden-1. All images added by you will appear in the media library accessible by HHB. To have the best possible advantage of your images being used elsewhere on the website, efficient naming protocols will prompt your images to show when your business is searched.

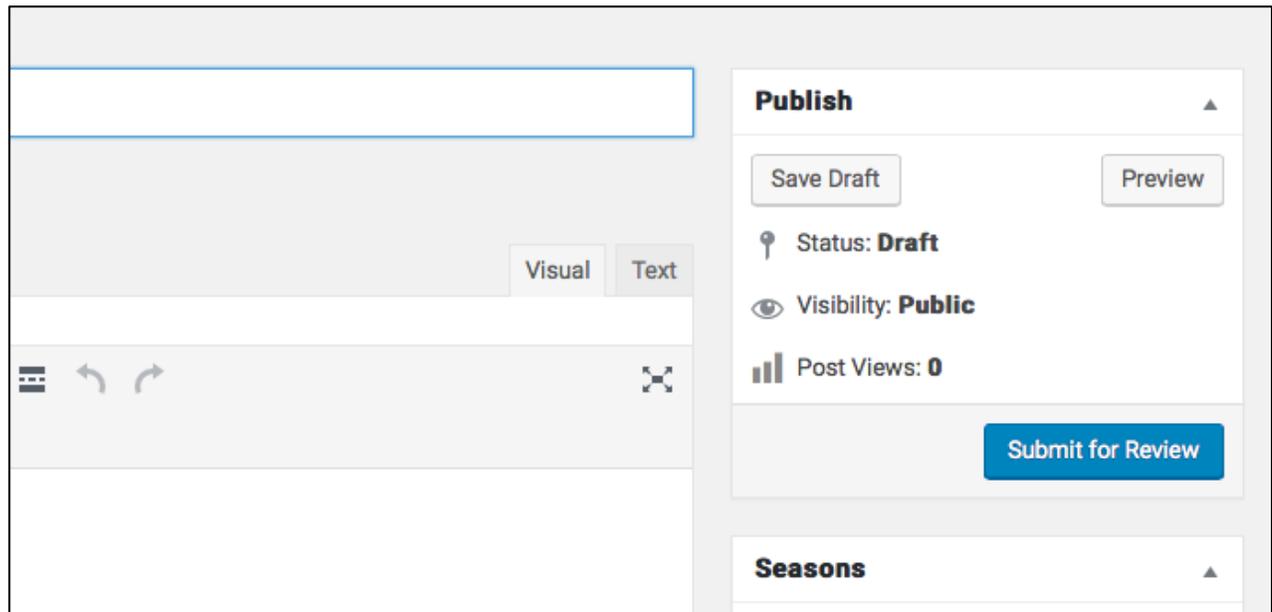
Enter all contact information if different from the contact information listed under the operator.

Enter an excerpt (**12 words max**) to be used in hover state.

Select one Operator Category on the right hand side.

Select all places and activities that apply to this offer.

Once all offer details are finalized, click *Submit for Review* on the top right hand side.



The screenshot shows a web form for creating an offer. The form is divided into two main sections: a main content area and a right-hand sidebar. The main content area has a top input field with a blue border, followed by a 'Visual' and 'Text' tab. Below the tabs are icons for undo, redo, and a close button. The right-hand sidebar has a 'Publish' section with a 'Save Draft' button and a 'Preview' button. Below these are status indicators: 'Status: Draft', 'Visibility: Public', and 'Post Views: 0'. At the bottom of the sidebar is a 'Submit for Review' button. Below the 'Publish' section is a 'Seasons' section.

HHB will then receive a notification via email that a new offer has been added and needs to be reviewed and published.

Checklist of items to adhere to for an offer to be published:

- All fields are complete
- Featured image has been added, and does not consist of a logo or include overlay text
- If the offer address and contact information is different than operator location, all details have been entered under the contact information tab in offers
- Map address entered appears as plotted in google maps (if different than operator location)
- Categories selected are correct and appropriate/specific to the offer
- Only one Operator Category is selected
- Click the preview button on the top right to review how the listing appears on the front end.

- Once all changes are approved, click publish. If changes are still required by the user, click *Save as Pending* on the top right hand side of the screen and email the user directly.