



Welcome to AdventureDirect® Concierge!

For your convenience and quick reference, save these instructions on your computer desktop.

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Linking Concierge to Your Website

Your Concierge is automatically linked to your Home Page.

Here's how you link your website to your Concierge:

Place a **Text Link** on your website. It looks like this:

Have your webmaster copy the Link Code that was sent to you in your Confirmation Email and paste it wherever you want on your website.

```
<a href="http://www.adventuredirect.com/pcart.php?pt=entry&id=XXXX">  
Check our Online Specials</a>
```

Accessing your Control Panel

Go to <http://www.adventuredirect.com> and click Log In.

USERNAME: Your *Email Address*

PASSWORD: The *Password* that was sent to you in your Confirmation Email.

If you lose or forget your Password, contact AdventureDirect.

Your Control Panel

On the left side of your screen is the Menu of functions you can control from your suite:

Modify Listing

Modify Message Board

Contact Log

Post Availability (**Available only in Lodging Listings**)

Edit Featured Items (**Available only for Restaurants & Rental-Retail**)

Coupon

Manage Gallery

Log Out

Manage Storefront

To access a function, click it, and the admin screen will display on the right.

Activating Your Concierge Listing: Creating a Coupon

You activate your Concierge Listing by creating a coupon (whatever you want, and you can have more than one.) Start by clicking *Coupon* on your Control Panel.

To Add a Coupon: Click *Add New Coupon*. Type in Name of the Coupon (“Two for One”) and Description. (Be sure to include any term limits to the offer, like one per customer, expires on DD/MM/YY) etc. Click

To Edit a Coupon: Click *Edit*. Edit text. Click

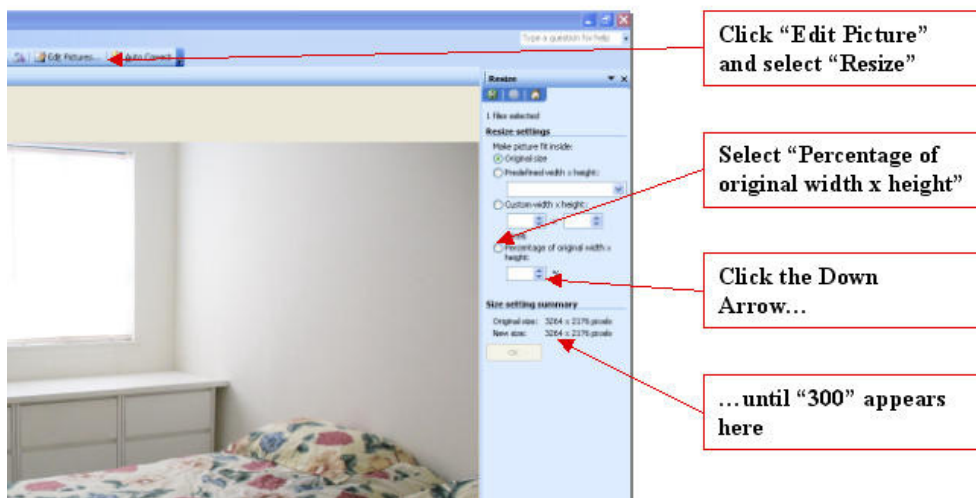
To Delete a Coupon: Click *Delete*. Click

Important: How to Handle Graphics

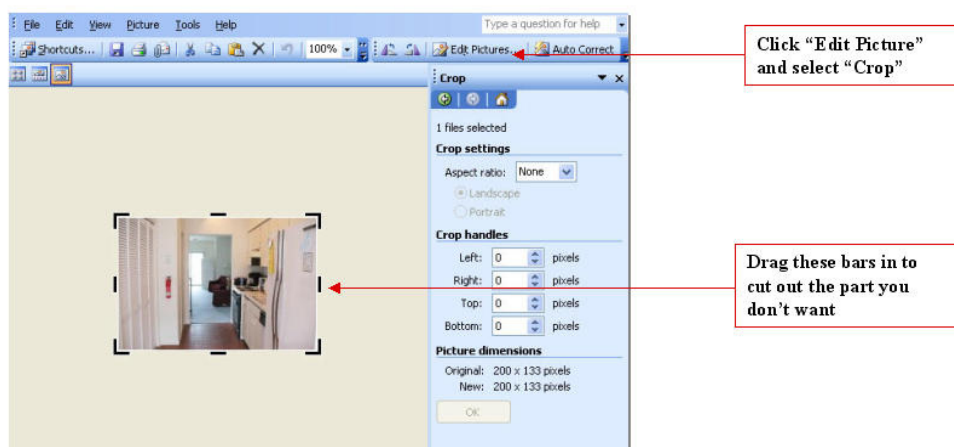
Your Concierge artwork is stored in a shared folder. That means each graphic file in the folder must have a unique name or it will be overwritten. (There cannot be two files titled “porch”) Therefore, to protect your content:

1. *Make sure that each graphic file you use is titled with your name. We suggest something very basic, like (YourBusinessName)1, (YourBusinessName)2.*
2. *Store all files in a folder on your hard drive named “Concierge.”*

Concierge uses relatively small graphics to fit the scale of the screen. For best transmission, handling and clarity, your artwork should be no larger than 300 pixels wide. To **Resize** a graphic file, use any photo editing file like Microsoft Office Picture Manager:



To **Crop** a picture to the shape and format you want, use your photo editing file



Modify Listing

To modify your listing, delete the old text and type in the new. *Be sure that your Email and Website address are accurate, to ensure that you continue to get traffic and leads.*

(Restaurants Only) If you wish to receive *Online Reservations*, keep your *Enable Reservations* set on “By Email.” You have the option to select “Reservations by Phone” or “Sorry, No Reservations,” but if you do, you will not get email leads.

To change your picture, follow the procedure on Page 3. We recommend, for maximum brand impact that you use your logo for your graphic, similar to the Yellow Pages. You have your 10-picture Gallery for all the other pictures you might want to show.

For your *Open/Close Dates*: if you are open year round, click Year Round. If you are open seasonally, click and enter your Open/Close Dates.

Click to enter changes.

Modify Message Board

The message board allows you to post announcements, specials, or features on a timely basis.

It is designed for five brief announcements, no longer than 75 characters each.

To modify a message, delete the old text and type in the new.

Click to update.

Contact Log

Your contact log is a record of emails that you received from the prospects using the Contact form on your listing.

Clicking the *Name* will bring up a small window with all the prospect’s data, including phone number. The window also has a live link to the prospect’s email so you can contact them right from your screen.

RESTAURANTS NOTE: Your Contact Log will only work if you are set up for Online Reservations. (See Modify Listings above.)

Post Availability (Lodges Only)

This function allows you to display dates with vacancies. All you have to do is click *Sold Out Dates* on the calendar. The program will not display these dates as available.

When prospects enter a date range, the program will either display “Vacancy” if the dates are open or “Alternate Dates Open” if one or more dates are sold out. If a prospect enters dates when you are closed, the program will display “Booking for Next Season.”

To display a date as Sold Out, click it on the calendar, and it will display in boldface. If a sold out date opens up, click the boldface date in question and it will revert to regular face.

To move forward and backward to different months, click plus | minus | current.

IMPORTANT: It is extremely important that you click No Change, if there is no change in status from week to week. Otherwise, you run the risk of your vacancies not displaying

Edit Featured Items (Restaurants and Retail-Rental Only)

This function allows you to display featured items and prices, or schedules, dates and times.

You use three columns to create and edit your display: *Item*, *Description*, and *Price*.

Admin Panel

Item	Description	Price
Widgets		
Big Blue Widget	Solar-powered 50HP Model in Blue	\$510.00

Concierge Display

Widgets
Big Blue Widget Solar-powered 50HP Model in Blue \$510.00

To create a boldface heading, enter data in *Item* only, and nothing in the other two columns.

To create a listing, enter data in *Item* and one or both of the other two columns. *Item* will display in boldface and the rest of the line in regular type.

To enter a new header or listing, just enter it where you want the text to display.

Click **Submit Query** after each listing entered.

To Edit a listing, delete whatever text you want to change, and type in the new copy. Then click **Submit Query**.

To Delete a Listing or Item, delete the text in the boxes and click **Submit Query**.

Manage Gallery

To Upload an Image: Click *Browse*, select graphic file from your computer Concierge folder (see Page 3) and click [Upload Image](#)

To Delete an Image: Check the box opposite the image and click [Delete Checked Images](#)

To Caption an Image: In the box corresponding to the image, type in the caption and click [Submit Caption Edits](#)

To Edit a Caption: Highlight the text, rewrite and click [Submit Caption Edits](#)

To Delete a Caption: Delete text and click [Submit Caption Edits](#)

Manage Storefront

IMPORTANT: You cannot operate your eCommerce Concierge Online Storefront without a PayPal account. Concierge is set up to transfer all orders to PayPal for processing and payment. If you've dealt with eBay, you may already have an account. It is one of the safest, fastest merchant processing services available. Before you contact them, be sure you have one of your checks handy so you can provide the routing information so PayPal can transfer payments to your account. You can set your PayPal account up in minutes by going to

<https://www.paypal.com/us/mrb/pal=9UWUZAGMA7LFC>

It is also critically important that you use the same email address for your PayPal account that you use for your Concierge account, so the two can communicate.

To Add an Item: click *Add New Item*.

- Select a Category
- Type in the Name of the item
- Type in a description of the item
- Click **Browse** to select a picture of the item from your computer Concierge folder (see Page 3). Once you have selected the picture, click **Open** For Gift Certificates, we suggest you use your logo, to give your certificates your unique brand identity.
- Enter the Price in dollars & cents: eg, 15.00) (It is not necessary to enter a \$ sign. It is supplied by the program.
- Enter the Shipping & Handling charge (where applicable)
- Enter the tax rate (if applicable)
- If there is a Color Selection, enter the color(s) (If multiple, list them separated by a semicolon: "Blue;Red;Black" If there is no selection, type in N
- If there is a Size Selection, enter the sizes separated by a semicolon ("Small;Medium;Large") If there is no selection type in an N
- Click **Add Item**

To Edit an Item: check *Edit* opposite the item you want to edit. Make the changes you want, then click **Edit Item**

To Delete an Item: check *Delete* opposite the item you want to delete. Click **Delete Item**.

To Process an Order:

- You will get an Order Confirmation and Payment Notification from PayPal, and you can access details in your PayPal account.
- You will be responsible for confirming payment, shipping the order and notifying your customer. The easiest way to do this is to forward your PayPal notification to the customer.