

Gay Owned Accommodation Group

## WEBSITE USER INSTRUCTIONS

28 AUGUST 2016

### MEMBERS AREA LOG IN:

Go to Email

#### www.bagsblackpool.com/members

il Enter your Email Address for your hotel

**Password** Enter your unique password (If you are a new user or have forgotten your password click on the link Forgotten Password? and your password will be emailed to you).

### **MENU SECTIONS:**

Follows is a detailed list of the different menu's available when you have logged-in to the Members Area of the BAGs website.

If you have any difficulties or would like assistance with changing or updating any of your information, please do not hesitate to contact Adam Mayes, Website Administrator on 01253 299130, or email: website@bagsblackpool.com

## **USER PROFILE:**

None of this information will be displayed to the public, and is only for admin purposes.

Company	Enter your accommodation name
Name/s	Enter your name for admin contact
Email	You can change your log-in email address here. It will not affect your password
Website	Enter your website address for admin
Phone	Enter your contact number for admin
Password	You can change your log-in password here if required
Submit	Click to save any changes

## HOTEL PROFILE:

From this menu you can change your accommodation displayed to the public.

💽 Ado	+Add	This is for ADMIN USE ONLY
۲	Publish	When you are happy with your listing, click on the 1st icon on the right to publish. Under <b>Published?</b> it will change from <b>No</b> to <b>Yes</b> .
\$	Unpublish	This 2nd icon will change it to <b>No</b> and your accommodation will not appear on the BAGs website, but you will not loose any information
0	Add/Edit Room Info	Select this 3rd icon to view your room information. See Page 3
	Add/Edit Photo	Select 4th icon to view your additional photos. Photos can also be selected from the main menu at the top. See Page 3
Q	View	Click for preview of your accommodation listing
ß	Edit	Click to edit you accommodation listing. See Page 2
×	Remove	DO NOT USE or you will loose all your information. Use the 'Unpublish' above to temporarily remove your public listing. You can use +Add again, but Admin will have to approve first before public!



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🐻 EDIT H	C EDIT HOTEL PROFILE:				
Image	This is your main accommodation photo. Additional photo's can be added later				
Name	Enter the name of your accommodation you want to appear on the website				
Description	Enter a short description of your accommodation. 100 word maximum recommended, but line breaks or paragraphs do not display on the website				
Features	Icons for the selected will appear against your accommodation listing.Select all that apply by holding down the 'Ctrl' key.The following features can also be searched by guests on the website:-Families WelcomeDisabled FacilitiesPets WelcomeBarSmoking RoomsOn-Site ParkingWi-FiSelf-Catering				
Accreditatio	Select only those that apply by holding down the 'Ctrl' key. These will appear under 'Features: View' on your website listing. If you have a suggestion for any not listed, please contact Admin				
Payment Ty	<b>pes</b> Select all that apply. These also appear under 'Features: View'				
Phone	Enter your hotel booking/enquiry number. Additional numbers can be entered in the description				
Email	Enter your enquiry email address for the public. This does not have to be the same as the one used for the BAGs Google Group or for this Member Area Log-In				
Site Link	Enter your website address. http prefix not required but both options work				
Book Link	ONLY enter your ONLINE BOOKINGS URL address if you have one				
Address/Cit <u>y</u> /Postcode	y Enter your hotel address in the relevant fields. Please Note: This data is used by Google Maps to correctly place your property on the Map				
Times	Both numbers and text up to 45 characters can be entered				
Extra Info	This will appear under 'More Info: View' link on your website listing. NOTE: Line breaks and paragraphs do not display on the website				
Policies	Enter where applicable. All will appear under the 'More Info: View' link				
Establishme Type	This can be searched by guests on the website. Choose which one is applicable, or -none- if you do not want to appear when a guest searches				
Published?	Tick when you are happy for your listing to appear on the BAGs website. <b>Your accommodation will NOT appear on the website until Published.</b> This option is the same as selecting the 'Publish' icon on the previous Hotel Profile screen				
Views	The total number of times your accommodation has been viewed on BAGs website				
Save	Save your information and stay on this screen				
Save & Return Save your information and return to the 'Hotel Profile' page					
Return	Does NOT save any changes, and returns to the 'Hotel Profile' page				

2 Website Admin - website@bagsblackpool.com



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#### **3** ADD/EDIT ROOM INFO:

+ Add	Select to add a new room
Image	Select a picture from your PC for this room type
Name	Enter the room type name IE Deluxe Double
Description	Enter a description for this room
Price	Enter your <b>From Rate</b> for this room type. Only numbers accepted. Additional pricing information can be entered in the Description above
Published?	Tick when complete
Save	Remember to save when finished
<b>E Duplicate</b>	Select this to create another identical room which you can edit afterwards. You can use this if the descriptions etc are almost the same for each room, and you just need to change the photo and name

### DESCRIPTION - ADD/EDIT PHOTO GALLERIES:

Additional photos for your accommodation will appear on the right of your listing. You can create more than one gallery name IE Outside, Rooms etc, but this is <u>entirely optional</u> and not necessary. The Gallery Name will appear above the photos added to that gallery.

👩 Edit	Select to edit your Gallery Name
Assign To Hotel / Listing / Post	For ADMIN USE ONLY. Leave as -none-
Gallery Name	Enter the name you want to appear above the photos
Published?	Tick when complete
Save	Remember to save when finished
List Photos	From the 'Manage Photo Galleries' select this 3rd icon to add your photos
+ Add	Select to add a new photo
Image	Select a picture from your PC
Name	Enter the text to appear on the photo when enlarged
↑ ↓ Order	Optional. Enter a number for the order of the photo IE 1 or 2 etc. This can also be changed from the 'Manage Photos' screen icons
Published	Tick when complete
Save	Remember to save when finished



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#### **MEDIA SHARING:**

This menu can be selected from the drop down box to the right of your blue Welcome box. A list of the current BAGs documents are uploaded here for you to view and download at your convenience.

File Name Select to open the document

Documents available include:-

Participating Businesses for the Discount Card (all versions) Associate Members and Recommended Trades Member Contact List BAGs Constitution BAGs Code of Practice BAGs Complaints Procedure Website User Instructions

#### U LOG OUT:

This menu can be selected from the drop down box to the right of your blue Welcome box.