



Blackpool Accommodation for Gays

Gay Owned Accommodation Group

WEBSITE USER INSTRUCTIONS

05 FEBRUARY 2014

MEMBERS AREA LOG IN:

Go to **www.bagsblackpool.com/members**
Email 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.

-  **+Add** This is for ADMIN USE ONLY
-  **Publish** When you are happy with your listing, click on the 1st icon on the right to publish. Under **Published?** it will change from **No** to **Yes**
-  **Unpublish** This 2nd icon will change it to **No** and your accommodation will not appear on the BAGs website, but you will not loose any information
-  **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
-  **View** Click for preview of your accommodation listing
-  **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 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 Welcome **Disabled Facilities**
Pets Welcome **Bar**
Smoking Rooms **On-Site Parking**
Wi-Fi **Self-Catering**
- Accreditations** 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 Types** 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/City/Postcode** 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
- Establishment 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. **Your accommodation will NOT appear on the website until Published.** 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

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 From Rate 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 |
|  Duplicate | 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 |

PHOTOS - 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 entirely optional 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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NEWS/EVENT POSTS:

This is not relevant for most Members, but will allow New Events to be suggested or recommended by Members for our WHAT'S ON calendar page on the BAGs website. All new entries added will be emailed to Website Admin for approval before appearing on the website.

BUSINESS LISTINGS:

Same as above, and is for any new Participating Businesses on our Discount Card scheme, or other listings which appear on the MAP IE Parking, Gay Venues

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

LOG OUT:

This menu can be selected from the drop down box to the right of your [blue Welcome box](#).