ExploreGeorgia.org Extranet Quick Reference Tips and Camera Ready Liaison Extranet Quick Reference

1. **The Extranet performs best in Chrome**. Other browsers, such as Internet Explorer and Firefox, have displayed some technical issues.
2. **Extranet Login:**
   a. Click **Partners** on the Home Page Footer of ExploreGeorgia.org, or type https://partner.exploregeorgia.org.
   b. **Sign In**
      i. Email and password
      ii. If you cannot recall your password, click "I forgot my password," and an email will be sent to you to reset your password.
   c. **New Partner**
      i. Click "Request a new account."
         1. Complete your user profile.
         2. Your Business or Organization Name will be the name for the new account.
   d. Questions?
      i. On the Extranet login screen, https://partner.exploregeorgia.org, click **"Need help"** to submit a support request.
      ii. Or, once you login, click the "Help" link on the blue banner at the top of the dashboard to submit a support request.

3. **Dashboard Menu – Left Side of Screen**
   a. **Accounts**
      i. You can have multiple accounts. Make sure you have picked the correct account you want your listing or event to fall under. Once the account is selected, you will see it in the upper left hand rail under ACCOUNT.
      ii. If you do not see an account that is suitable to place your listing/event, you can request a new account to be setup. There are two ways to do that:
         1. Go to the login screen https://partner.exploregeorgia.org and click "Request a new account," or
         2. Send Vickie Sanders (vsanders@georgia.org) or Lori Hennesy (lhennesy@georgia.org) your new account name and address, and they will set it up and contact you when it is ready to use. If you already have a login but want access to an account, Vickie or Lori can set this up for you.
   b. **Listings**
      i. When you click on "Listings," you will see all the existing Listings under the Account. Select the one you want to edit, or click "Create listing" in the green box in the upper right hand corner of the screen to create a new attraction or lodging or restaurant.
         1. **NOTE: *All lodging and restaurants must have a separate account. They should NOT go under another Account.***
      ii. Creating a New Listing under an existing Account
         1. Add Business Information
         2. "Publish under:" Use the drop down menu to select which city the listing should be published under if it is included in the Travel Guide. (Physical address and Published address can be different.)
         3. Hours
            1. Pick day of week. Enter hours, or click the "All Day" box, then click **+Add hours.**

4. Rates
   1. Enter your Rate Name, the rate, then click **+Add Rate.**

5. Categories
   1. Pick up to five categories.
6. Description
7. Additional Information:
   1. Local Phone Number
   2. Business Email
   3. Business URL
8. Socials – add any social media links
9. Photos – If Account photos are available, click on the ones you want to select for you listing. If there are no photos or you want different image, you can upload photos.
10. Click the blue "Create" button when finished.
11. Once the listing is created, you can complete the rest of the required and optional fields.
12. On the left hand side of the screen you will see:
    1. Contact Information – add business information, phone number, emails, website and any social media
    2. Hours & Rates – update your information or continue
    3. ExploreGeorgia.org < - Click to see all other modules. You must add the photos, deals, documents and brochures in the modules below. Select Settings first. When you click Brochures or Photos, etc., you will see the options you have already added. Simply edit and click to save. (NOTE: you have to click on ExploreGeorgia.org < to see these other fields.)
       i. Categories – you picked these already, or you can update them here
       ii. Descriptions
       iii. Documents
       iv. Brochures
       v. Photos – Required
       vi. Deals
       vii. Videos
    4. Amenities – add as many as possible. ***This is a required field.***

c. **Events**
   i. When you click on Events, you will see all the existing Events under the account. Pick the one you want to edit, or click "Create event" in the Green Box in the upper right hand corner of the screen to create a new event.
   ii. Events may be viewed on a calendar, as a list of active events or as a list of expired events.
      1. *You can edit an expired event to update it for the next time it occurs. Update the dates, photos and all relevant information.*
   iii. Event Information, add the event name, venue name, address, city, state zip
   iv. Publish under:" Use the drop down menu to select which city the listing should be published under if it is included in the Travel Guide. (Physical address and Published address can be different.)
   v. Event Dates
      1. Click on the date box, then go below and pick the start date, pick the ending date.
      2. If the Hours are not all day, unclick the All Day Box and put in the hours
      3. If you want particular days of the week, unclick the every day box, and pick the days.
      4. Click **+Add Date in the green.**

     5.   For special exceptions, contact Lori Hennesy (lhennesy@georgia.org).

- vi. Rates – enter the Rate name and the cost followed by **+Add Rate** in the green box
- vii. Categories – pick the categories you think best fit this event
- viii. Description
- ix. Additional information – add phone number, business email and event URL
- x. Social – add as many social links as you have
- xi. Photos – If Account photos are available, click on the ones you want to select for you listing. If there are no photos or you want different image, you can upload photos.
- xii. Click the blue "Create" button when finished.
- xiii. Amenities: remember to go back to the event to add amenities, they are not on the creation page.

d. Deals
- i. Edit your Deal, or click Create Deal in the upper right green box for new deals or the +New deal in the blue box
- ii. Always make sure you are under the correct account.
- iii. You can reuse an old deal and put in new information.
- iv. Creating a Deal
    1. Add Title
    2. Phone #
    3. Email
    4. Website
    5. Deal Text
    6. Deal Disclaimer
    7. Deal Code
    8. Pick the Categories for this deal.
    9. Add Dates the offer is valid. Click in the Offer Valid Date box. Then click on the beginning date on the calendar, then the ending date in the calendar, then click apply.
    10. Add Dates the offer should be displayed on ExploreGeorgia.org the same way you added the valid date. Click the green apply button.
    11. Click the blue "Create" button when your info is complete.
    12. Once the Deal is created, assign it to your listing or event.
    13. Add a photo.

e. Photos
- i. Upload photos as well as thumbnails for your brochures and documents to be used with any of the account listings or events. Click the green box in the upper right hand to Upload a photo.
    1. Ideal photo size is 1200 pixels x 675 pixels
- ii. Delete a photo by clicking on the **Trash Can icon** in the red box on the photo.
- iii. Photo Information: Click edit to add:
    1. Caption
    2. Alt Text
- iv. Assigned Listings or Events
    1. Click Edit. Then, select the listing or event where the photo should display.
- v. Assigned Deals
    1. You can edit and assign a photo to a deal, or even click to add a deal.
- vi. Assigned Brochures
    1. Click edit to assign the photo to Brochures.

f. Brochures and Documents are handled the same.
- i. Click the green box in upper right hand to upload a brochure or the Link button to link to a brochure.
- ii. Click edit to add brochure information.

1. Name: Add the name of the brochure, not the name of the document. This title is displayed with the document on ExploreGeorgia.org/brochures.
2. Caption: enter a short caption for your brochure.
3. URL: This is the same URL you enter for the Link of the brochure if it is not a download.
4. Assigned Listings
    1. Click edit to assign this brochure to a listing or an event. You can also do this when editing the listing or event.

g. Thumbnail: click edit and pick an image for a thumbnail of your brochure's cover. If the brochure is a link, it will automatically pick a copy of the brochure cover.

Manage
    i. Click < to see the options under manage.
    ii. Users
        1. You can see who has access to this account (email, name and role).
    iii. Settings
        1. Account Information – you can update the account address here.

4. **DO NOT Create Duplicates**
    i. It is very possible that two people will enter the same listing or event under a different account. To avoid this, PLEASE search ExploreGeorgia.org for the listing or event before creating a new listing in the Extranet.
        1. Search listings or events on the Search Bar on ExploreGeorgia.org Home Page.
    ii. If more than one person in your organization will be adding listings, we ask that they all **use the same login**. This helps to reduce duplicates displaying on ExploreGeorgia.org. By using one ID, you can see everything on the dashboard and should not have to search on the website. You can then use Step 1 to pick your choice on how you want to create or edit your listing.

If you have any questions, please contact Vickie Sanders (vsanders@georgia.org) or Lori Hennesy (lhennesy@georgia.org).

Camera Ready Liaison Extranet Quick Reference

Log in at https://partner.exploregeorgia.org. An account was created for you if you're a new liaison and have never used Explore Georgia. You will need to request your password if asked.

All **Camera Ready Liaisons** are the **Account Owners** of their Camera Ready pages. If you're a new Liaison, please let me know so I can change ownership from the previous liaison to you.

Once you've logged in, any listings you're the Account Owner or Editor of should display in the Dashboard. The Camera Ready page for your county is typically listed as (County Name) Camera Ready.

Camera Ready Liaisons are responsible for adding or changing content on their Camera Ready pages. The main sections you can change on each page are currently: **Office Information, Camera Ready Liaison, Amenities, Locations** and **Photos.** Click on the "Edit" link for your Camera Ready page, and here's how you change each section:

1. **Office Information.** Found under "Listings" on the left side bar. This is the physical location of your office.

2. **Camera Ready Liaison**. Also found under Listings. This is the contact information for the current liaison (you!).

3. Amenities. Also found under Listings, this is a catch-all category for all the data displayed on your page not including locations or photos (such as airports, hotels, population, filmography, etc.). NOTE: some HTML code may display in this section from the previous site – don't worry about it. Everything can be entered in plain text. There may also a section called GEO-JSON at the bottom which you need not concern yourself with.

4. Locations. Any listings you wish to display as a tourist attraction and/or a film location need to be listed in the system as a "Product" – the two Products are ExploreGeorgia.org and ExploreGeorgia.org/film. Once you're in a Location listing, whichever Product you've selected will display under the Listings heading in the left side bar. Any locations listed as "Film" will display on a map when a user clicks on the Camera Ready Locations link on your county page (locations within a 30-mile radius around your office display by default and can be adjusted).

If you enter a new location, you can select the Products from the drop down menu. If you wish to make a current tourism listing a film location, you will either need to have the listing owner change it, have editing rights to the listing, or ask us to do it.

5. Photos. Any photos currently on your county page will rotate in the masthead. You can edit these photos via the Photos section in the left side bar within your county listing.

If you would like to add new photos, select Photos and then click the Upload Photo button at the top. Only 10 photos can be displayed in the masthead. On this same page you can add and remove the photos you want displayed. Try to select the best photos that truly show off how unique your county is.

Photos within each location listing may be added, removed or edited within the listing itself.

NOTE: The Camera Ready website and Reel Scout (our film location database) are not linked. Photos entered in one system will not display in the other. Generally speaking, Reel Scout should contain broader coverage of a location with more photos/angles, while the Camera Ready site should just contain a representative image.

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