



Instructions

# Member Extranet

Discover Halifax

[DISCOVERHALFAXNS.COM](https://discoverhalifaxns.com)

# Contents

Where to Login to the Member Extranet.....Page 4

Access to Account Information.....Page 5

Deactivate a Contact.....Page 5

Edit Account Info (address, website, social media, business description).....Page 6

Add Longitude & Latitude for your Business Address.....Page 7

Upload new photos to member profile.....Page 8

Submit a Deal, Show Your Badge Offer.....Page 9

Submit an Event.....Page 10

Submit a Hotel Offer.....Page 11

Add a Tour.....Page 12

How-To Video.....Page 13

Questions.....Page 14



# How to Update your Member Profile

This document outlines how to update your profile information through the iDSS Member Extranet, which will link directly to the information that is visible on the Discover Halifax Website. Please follow the step-by-step instructions below.

If you have any questions, please contact either:

Adriana Santiago at [asantiago@discoverhalifaxns.com](mailto:asantiago@discoverhalifaxns.com) or

Holly Chessman at [hchessman@discoverhalifaxns.com](mailto:hchessman@discoverhalifaxns.com)



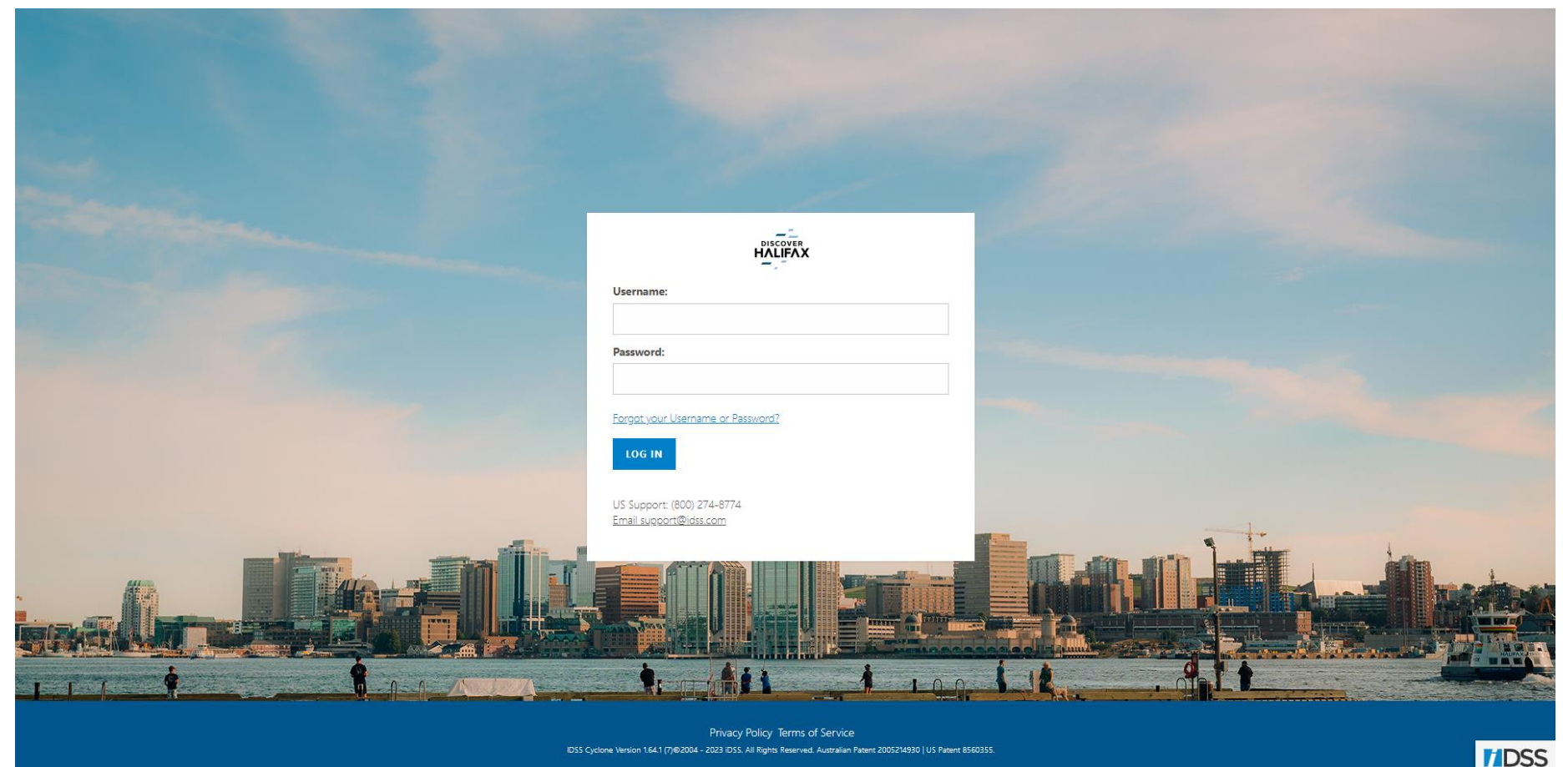
# Step 1 – Login to the Member Extranet

**Login here:** <https://discoverhalifax.idss.com/>

**Username:** Unless otherwise stated, this will be your **email address**. If you forget your username, contact **Adriana or Holly** and they will provide it to you.

**Password:** Set up by you. If this is your first-time logging into the system use the password set-up link that was emailed to you.

If you forget your password, please click ‘forgot your Username or Password?’. You will be sent an email to update your information (note: please check your junk folder if you have not received the email within a few minutes, the email will come from [info@discoverhalifaxns.com](mailto:info@discoverhalifaxns.com)). Note that the password reset links are time sensitive and will expire after 1 hour. We cannot manually reset your password from our end for security reasons.

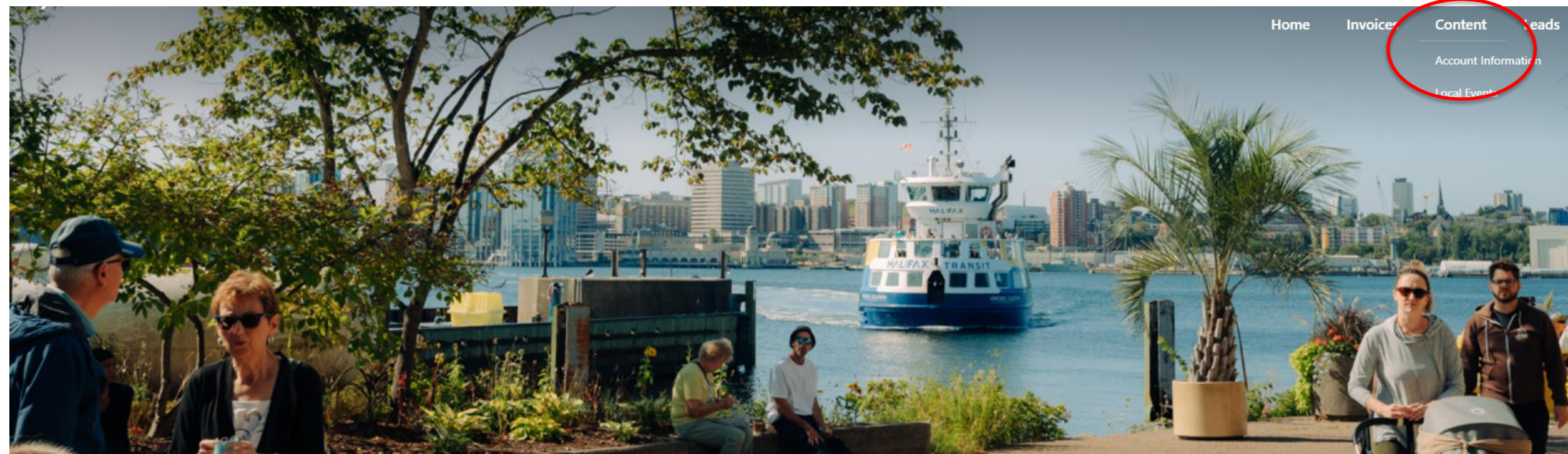


# Step 2 – Access the Account Information Area

- After you log in, you will see this home screen.
- Hover over **'Content'** in the top right corner
- Click on **'Account information'** which will appear below.

Most content can be updated here, but the changes must be accepted by the Discover Halifax membership team prior to the changes being reflected on the website.

**Note:** **Deactivating a contact** must be done by Discover Halifax directly and will not be available to change through the Member Extranet. If you would like to **deactivate contacts** on your profile, please **reach out to Adriana or Holly** and they will help make the changes needed.



## Welcome To The Discover Halifax Extranet!

Welcome to the new and improved Extranet! We have updated this page to make it easier than ever to update your information with Discover Halifax. Whether you are looking to edit the photos on your listing page or simply making sure all of your contacts and billing information is up to date, use the buttons below for easy navigation of the iDSS Extranet. The improved look and functionality of this landing page does not affect any of your account information.

**Note:** Be sure to use the **'Submit'** button to save your changes when making edits to your member profile.

# Step 3 – Edit Account Information & Business Description

- You can edit **Account information (website and social media links, phone number), Address, Contacts, and Business Description** on your profile.
- For changes to **Account information**, enter the data in the field and click the 'Submit' button.
- For other changes, use the 'Add', 'Edit' and 'Delete' buttons and click submit once completed.
- For the Business Description, please note that the comments indicate where it will be used and the maximum words/Character limits for each area.
- **Note: For contact changes, please do not overwrite a contact name** unless there is a name change for that person (e.g., due to marital status). If a new employee is filling an existing role from a former employee, **please add a new contact and contact Discover Halifax** to deactivate the former employee.

The screenshot shows the 'Account Information' page for Megan Barss - New HCC Hotel. The page is divided into several sections: Account Information, Addresses, Contacts, and Description. The 'Account Information' section is highlighted with a red circle. The 'Description' section is also highlighted with a red circle. A red arrow points to the 'SUBMIT' button in the top right corner. Another red arrow points to the 'EDIT' button for the 'Accommodations->Full Description' entry in the 'Description' section.

Account Name	Website Link
Main Phone	Secondary Phone
Fax	Email
Twitter	Facebook
YouTube	

Type	Address	Edit
main	Argyle Street Halifax, NS CA	DELETE EDIT

Name	Title	Phone	Email	Edit
Megan Barss			mbarss@discoverhalifaxns.com	EDIT

Name	Description	Edit
Accommodations->Full Description	Test	EDIT
Accommodations->Bid Book Description		EDIT

# Step 4 – Add Latitude and Longitude to Address

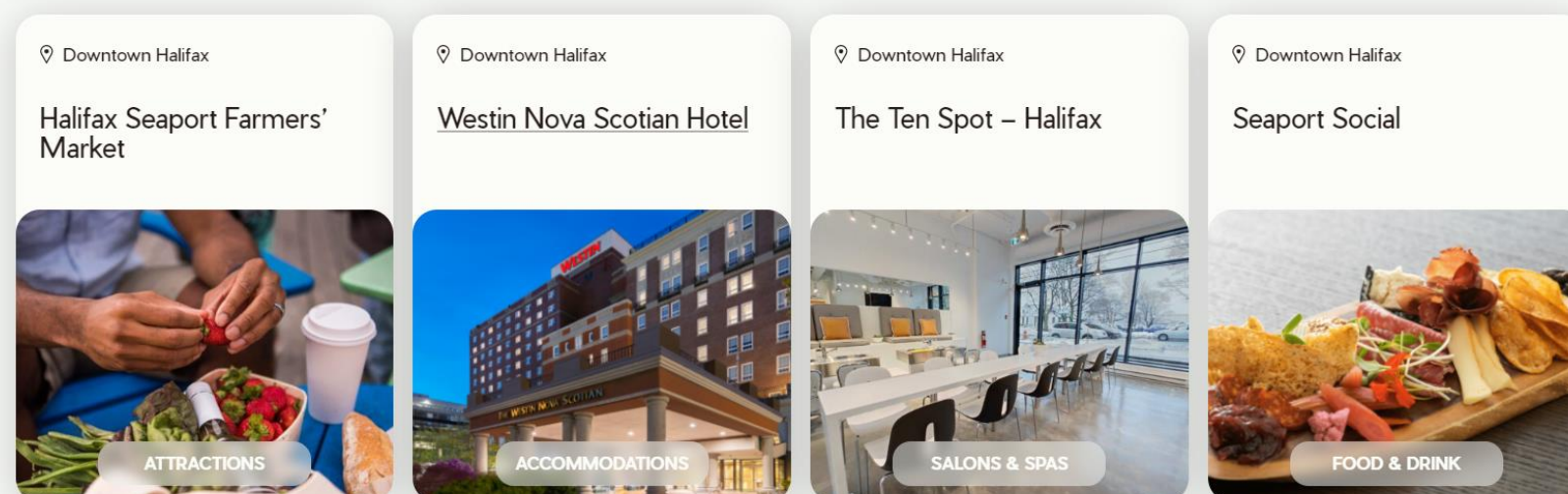
- Members are encouraged to add their latitude and longitude to their Address Information. **Why?** Including your coordinates will enhance your member profile because visitors will be able to see What's Nearby – encouraging them to visit your business and explore the area.
- In the **Addresses** section, use the 'Edit' button. There you will see fields for Latitude and Longitude. Enter the data in the fields and click the 'Submit' button.
- **How do I find my latitude and longitude?** You can enter an address in this [website which will provide the coordinates](#).

Account Address

**i** Address Information

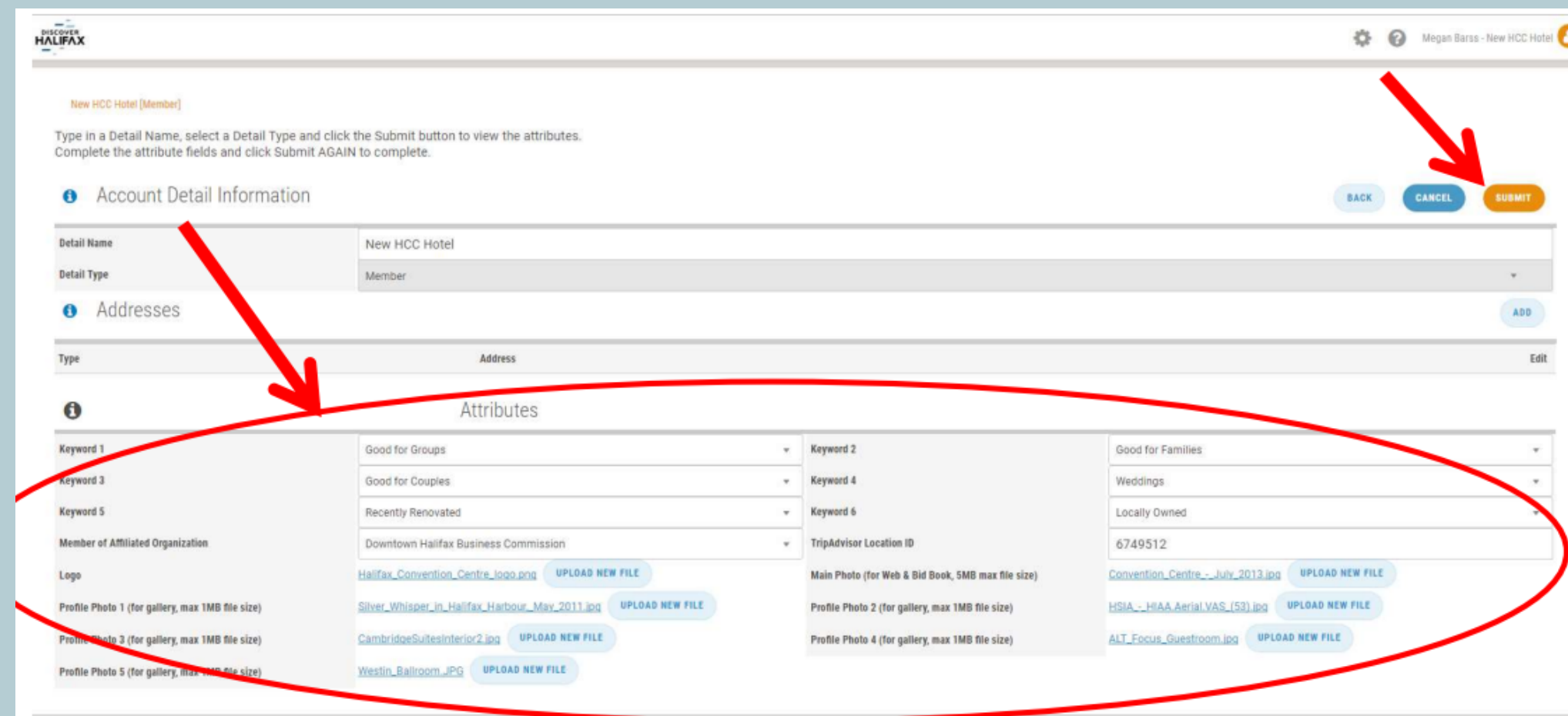
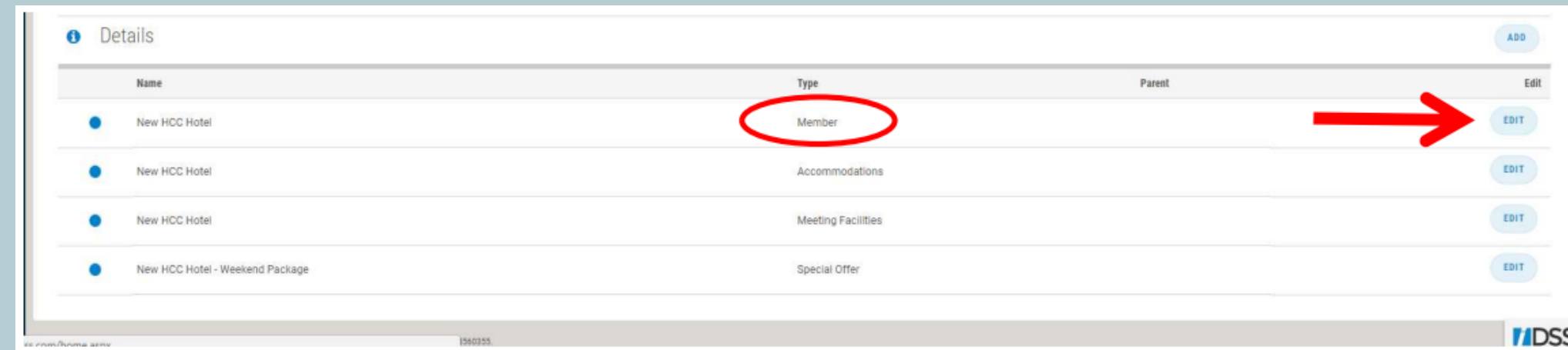
Address Type	Unspecified
Suite/Apt./Etc.	
Street/PO	
Address 3	
Address 4	
City	
State	Nova Scotia
Postal Code	
Country	Canada
Google Map Query	
Is Active	False
Latitude	
Longitude	

## WHAT'S NEARBY



# Step 5 – Edit Details (Photos & Keywords)

- Under the **‘Details’** section, at the bottom of the page, click **‘Edit’** next to the detail types listed to edit. You can start with **‘Member’** (See screenshot).
- Next, click on the check boxes next to each attribute that applies to your business.
- Fill in any text boxes or select an option from the dropdown menu that is relevant to your business. If the section does not pertain to your business, you may leave it blank.
- Upload images:
  - Click on **‘Choose File’**
  - Select the file/Image you would like to include
  - Click **‘upload’** button
  - When uploading files please do so **one at a time**. Trying to upload multiple files at once will not work.
- Photos should be **5MB or less** unless otherwise indicated.
- Please **do not include words on your photos**, as words may be cut off when they load on the website.
- Each member profile page will have one main photo at the top, plus up to 5 gallery photos.
- **Once you have completed your changes, click the orange ‘Submit’ button.** Repeat this process for each Detail type in the list that applies to your business. These features will show up on your website profile and help users find your business when searching on the Discover Halifax website.



# Step 6 – Add or Edit Deals and Show Your Badge Offers

- Go back to the Account Information page and scroll down to Details.
- Click **'Edit'** next to the deal detail you wish to update. You can add more deals at any time. **Detail Name** – This is the internal name. Please put “your organization name – Deal #” here, or add a specific name in place of the ‘Deal #’ (e.g., Shop & Stay).
- Enter your Deal Name, Deal Details, Deal Start Date & End Date.
- Note: **Deal must have an end date for it to appear on your page.** These dates can be as long or short as you like.
- All this information will be shown on our website both on your profile page and our deals page.
- You can have as many deals as you like at any given time.
- You will receive a reminder email approximately one week before your deal ends, this will give you the option to extend the deal or let it expire.

**\*\*Important\*\* Even though you have clicked the submit button on each section, you need to click the submit button on your main account page too when you are finished everything.**

Once you have submitted your section changes, you will notice that any which require Discover Halifax approval are now highlighted in **pink**.

## I’m all done editing – what now?

Discover Halifax will be notified automatically the day after you submit your change for approval. **Your proposed changes will be reviewed within 1 business day, and you will receive an email that includes details of the review.** Please contact Adriana or Holly if you have any questions about why we made modifications to or rejected any of your change requested changes. The changes will then be visible on the website the next day.

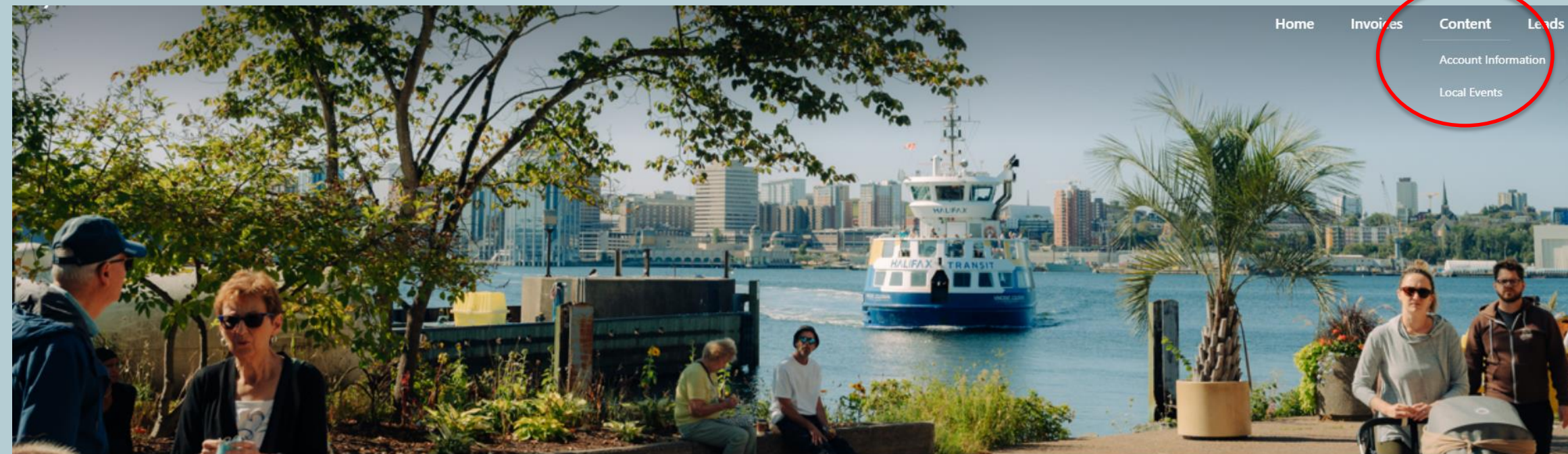
The screenshot shows the 'New HCC Hotel - Offer 1 [Special Offer]' form. At the top right, there is a user profile 'Megan Barris - New HCC Hotel' with a red arrow pointing to the 'SUBMIT' button. The form contains the following fields:

- Account Detail Information:** Detail Name: 'New HCC Hotel - Deal 1', Detail Type: 'Special Offer'.
- Addresses:** A table with columns 'Type', 'Address', and 'Edit'. It is currently empty.
- Attributes:** Offer Start Date: '12/1/2017', Offer End Date: '12/24/2017', Special Offer Title: 'Holiday Weekend Package', Special Offer Photo (max 2MB): 'LNH\_Classic\_King\_Guestroom.jpg' with an 'UPLOAD NEW FILE' button.
- Special Offer Details:** A text area containing 'Stay Friday or Saturday night, get the second night at 25% off'.

At the bottom right of the form, there are three buttons: 'BACK', 'CANCEL', and 'SUBMIT'. A red arrow points to the 'SUBMIT' button.

# Submit an Event

- To submit an event for inclusion on the Discover Halifax event calendar, login to the Member Extranet. Hover over **'Content'** in the top right corner. Click on **'Local Events'** which will appear below.
- Click **'Add'** to add a new event.
- Complete the Event info: Event Name, Date(s), Category, Location, Summary description, website, social media, etc.
- Click **'Submit'**.
- Discover Halifax will be notified automatically the day after you submit your Event for approval. **Your Event details will be reviewed within 1 business day, and the event listing visible on the website following the event approval.** Please contact Adriana or Holly if you have any questions.
- Click **'Edit'** next to the Event if you wish to update any of the Event details.

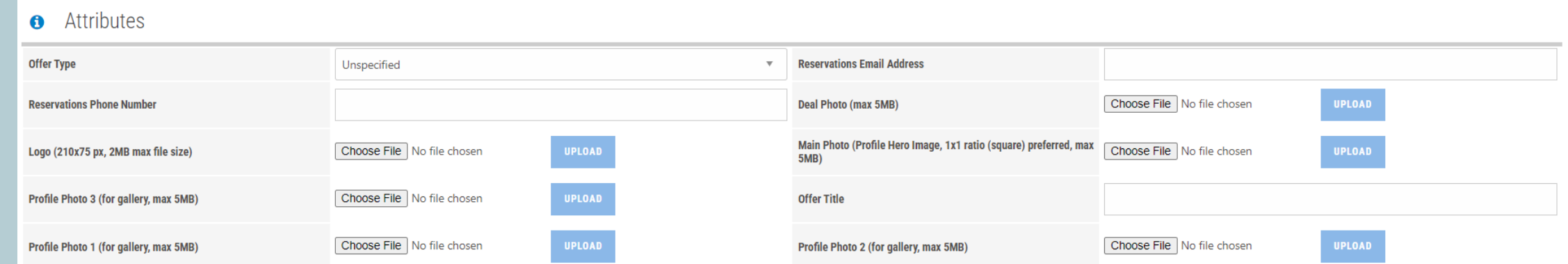
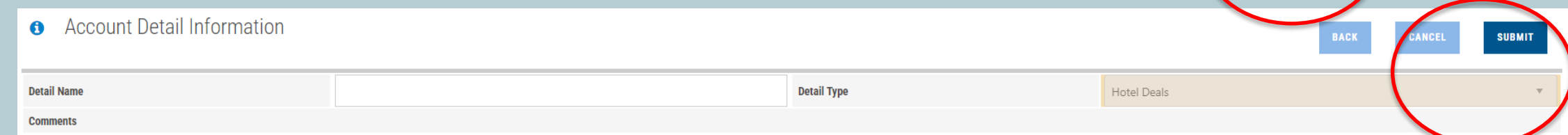
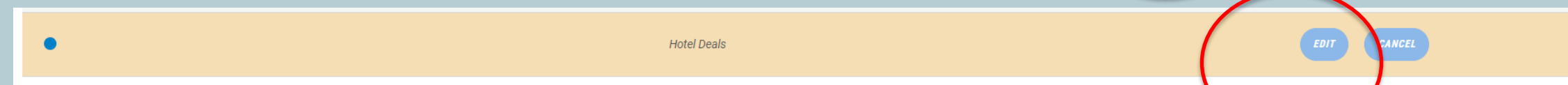
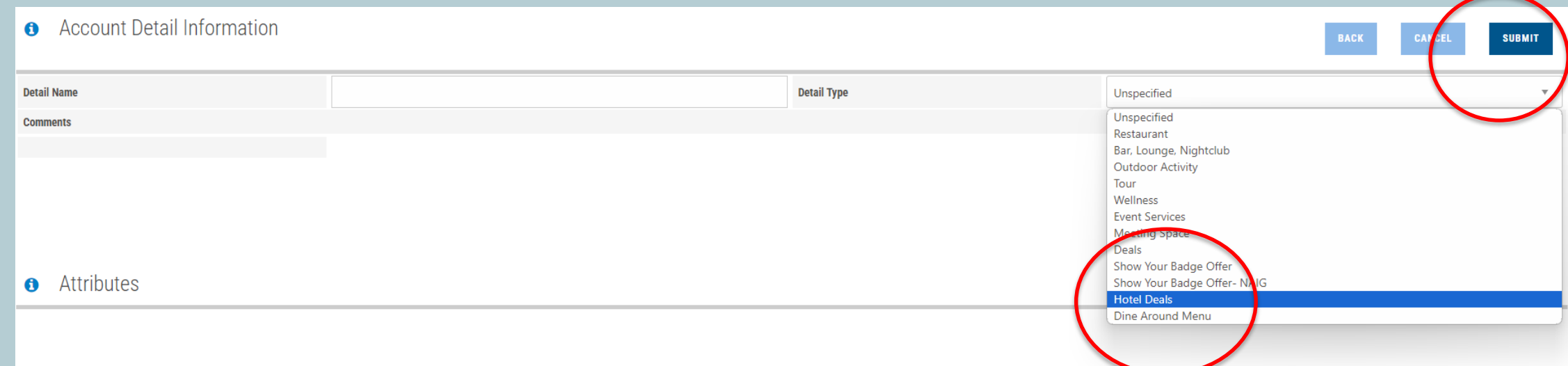
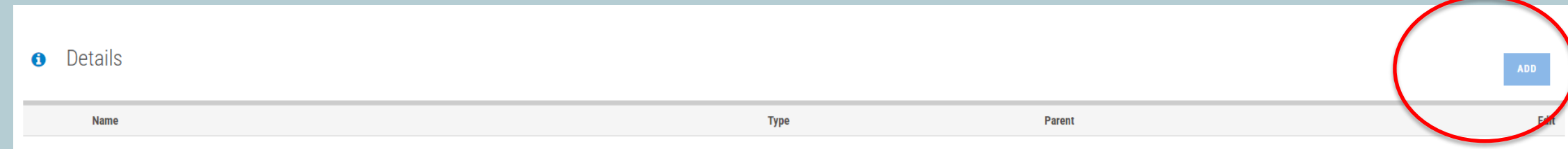


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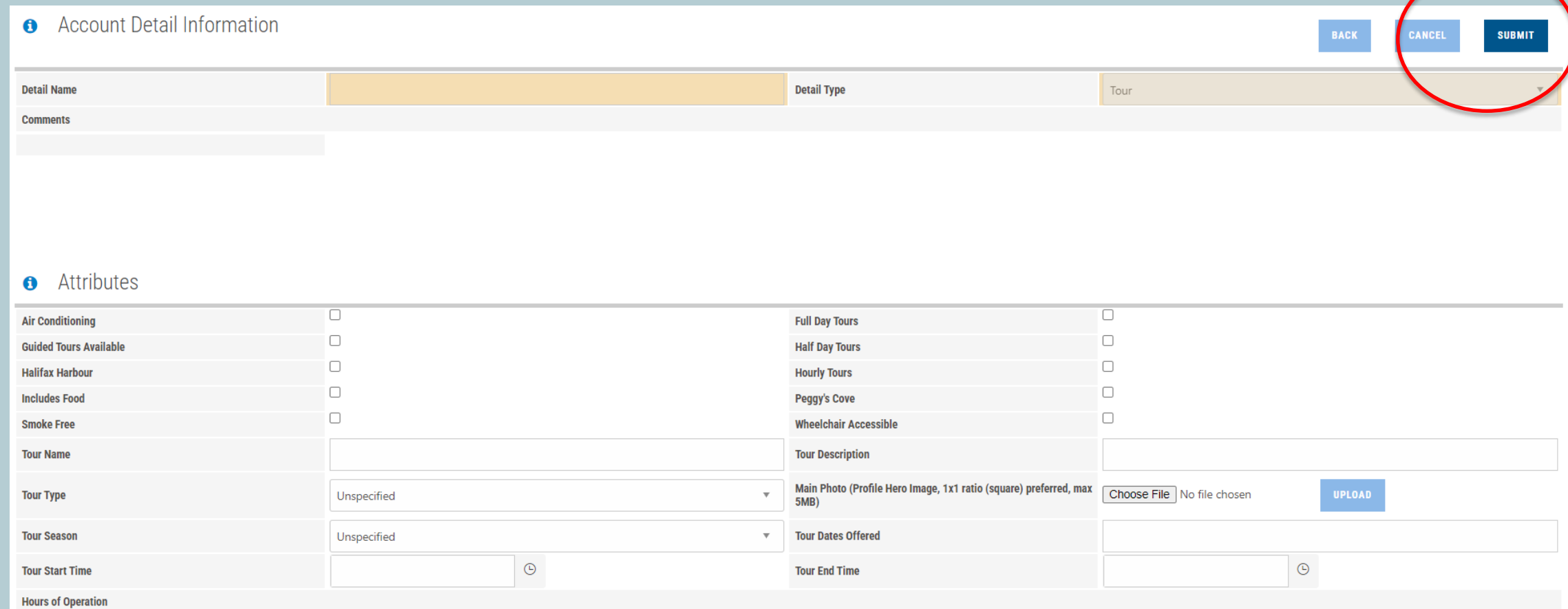
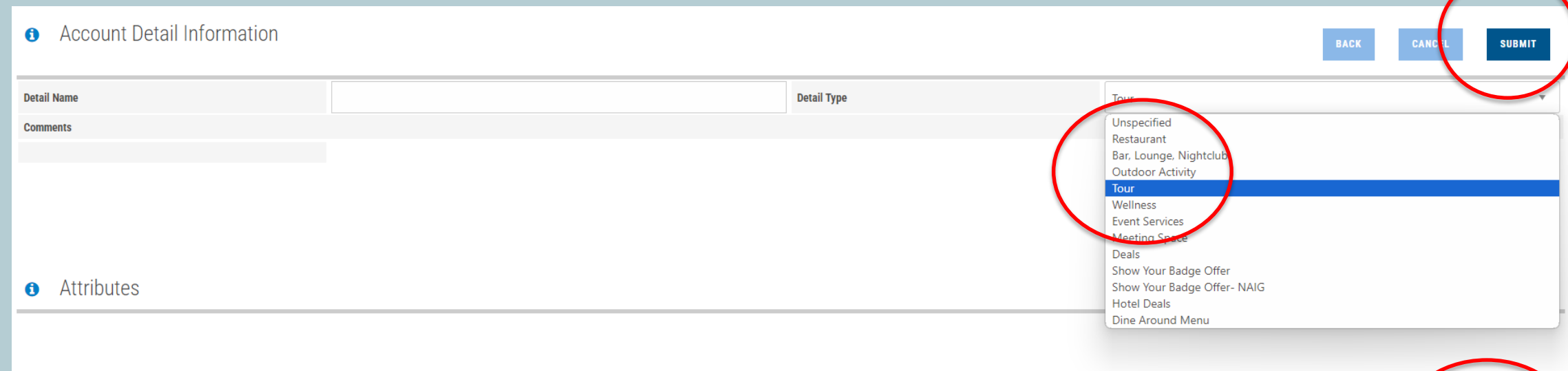
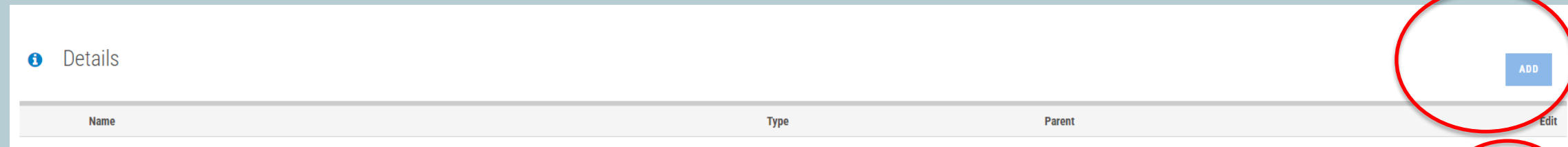
# Submit a Hotel Offer

- After you log in, hover over **'Content'** in the top right corner. Click on **'Account information'**.
- Under the **'Details'** section at the bottom of the page, click **'Add'**. This will open a new page.
- Select **'Hotel Deals'** from the Detail Type dropdown menu. Click Submit.
- This will save the new entry on the main Account Information page under Details. Click **'Edit'**.
- Next, provide all details about the Hotel Offer including Deal Name, how to redeem (reservation phone, email, etc), photos, terms and conditions, etc.
- **Once you have completed the Offer fields, click the 'Submit' button.**
- Discover Halifax will be notified of the hotel offer submission. The offer will be reviewed within 1 business day and appear on the website following approval. Please contact Holly if you have any questions.



# Add a Tour

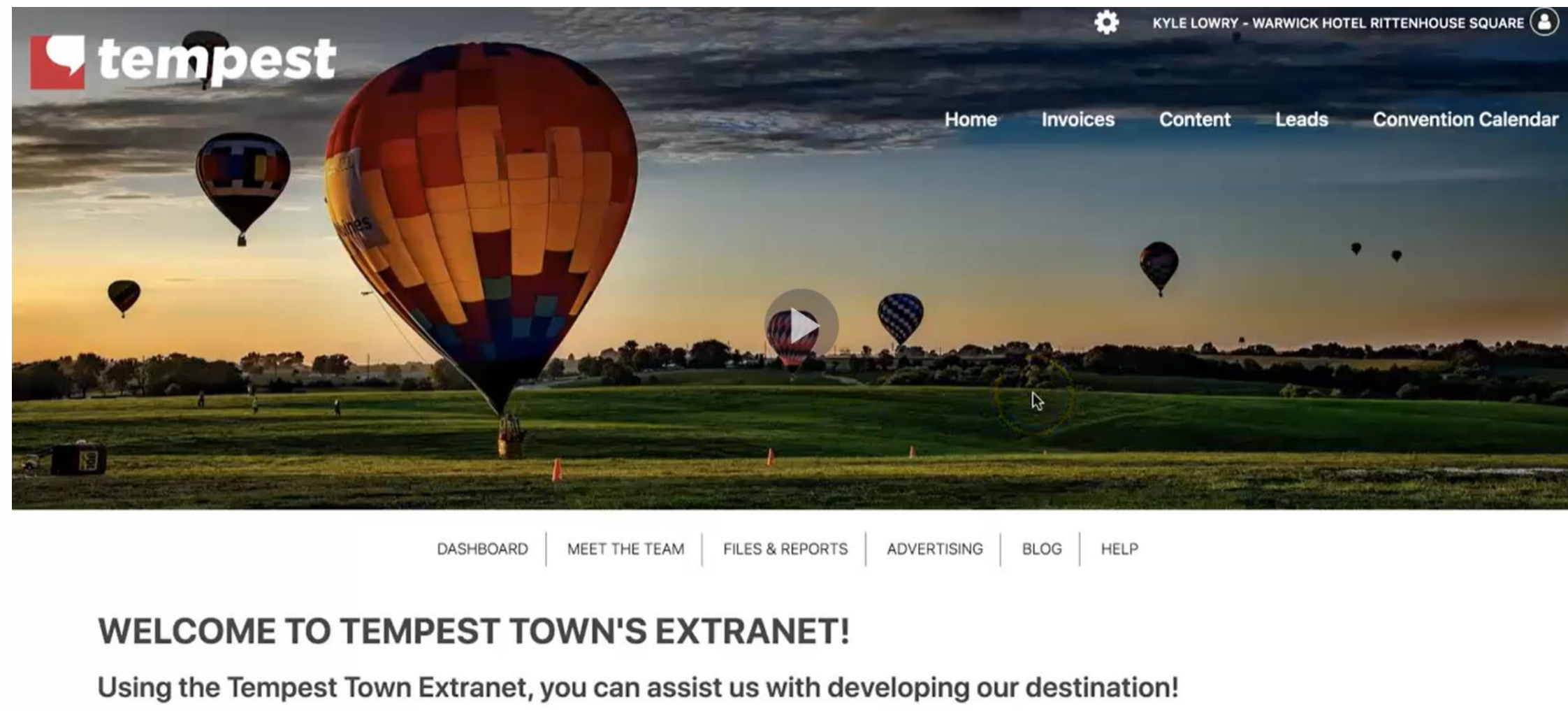
- After you log in, hover over **'Content'** in the top right corner. Click on **'Account information'**.
- Under the **'Details'** section at the bottom of the page, click **'Add'**. This will open a new page. Select **'Tour'** from the Detail Type dropdown menu and add the tour name next to 'Detail Name'. Click Submit.
- This will save the new entry on the main Account Information page under Details.
- Next, provide all details about the Tour including a description, photos, and tour details.
- **Once you have completed the Tour fields, click the 'Submit' button.**
- Discover Halifax will be notified of the Tour submission. The Tour will be reviewed within 1 business day and appear on the website following approval. Please contact Holly if you have any questions.



# How-To Video

iDSS has a How-To video for updating your member account information.

Click below to watch.



# Questions?

If you have any questions, please contact either:

Adriana Santiago at [asantiago@discoverhalifaxns.com](mailto:asantiago@discoverhalifaxns.com) , or

Holly Chessman at [hchessman@discoverhalifaxns.com](mailto:hchessman@discoverhalifaxns.com)

