



# How to upload your Dine Around Menu

Using Discover Halifax's Member Extranet  
(IDSS)



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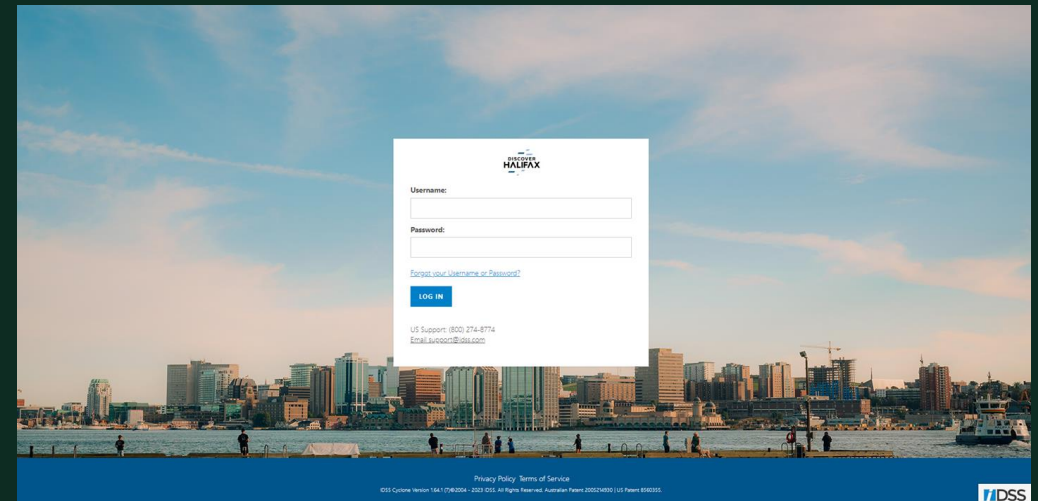
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# Step 1 – Login to the Member Extranet

- Login here: <https://discoverhalifax.idss.com/>
- Username: Usually your email address. If you're unsure, contact Holly for assistance.
- Password: Set by you. If it's your first time logging in, use the password setup link emailed to you.

If you forget your password, click 'Forgot your Username or Password?' and follow the instructions in the email you'll receive (check your junk folder if you don't see it).

- Note: The password reset link is time-sensitive and expires after 1 hour. We cannot manually reset your password for security reasons.



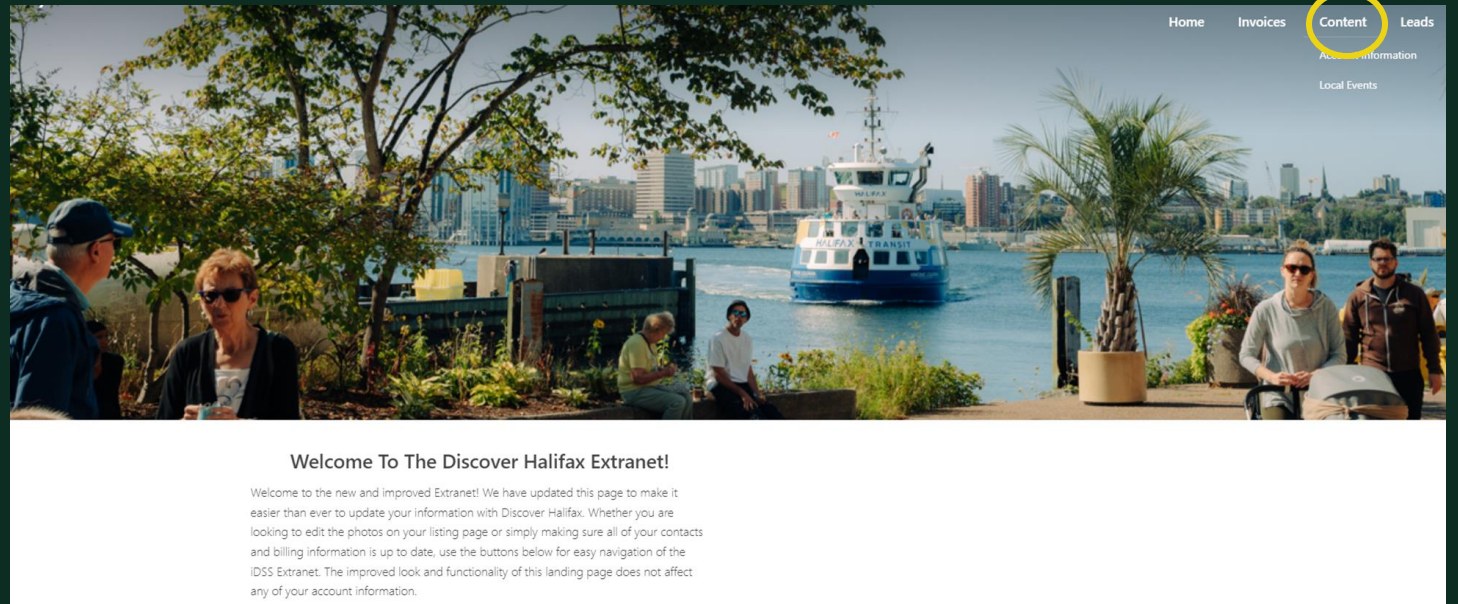
Step 1a – Don't have an account login with Discover Halifax yet?

Sign-up FOR FREE [here](#).

# Step 2 – Access the Account Information Area

After logging in, you'll see the home screen.

- Hover over **'Content'** in the top right corner.
- Click on **'Account Information'** from the dropdown that appears below.

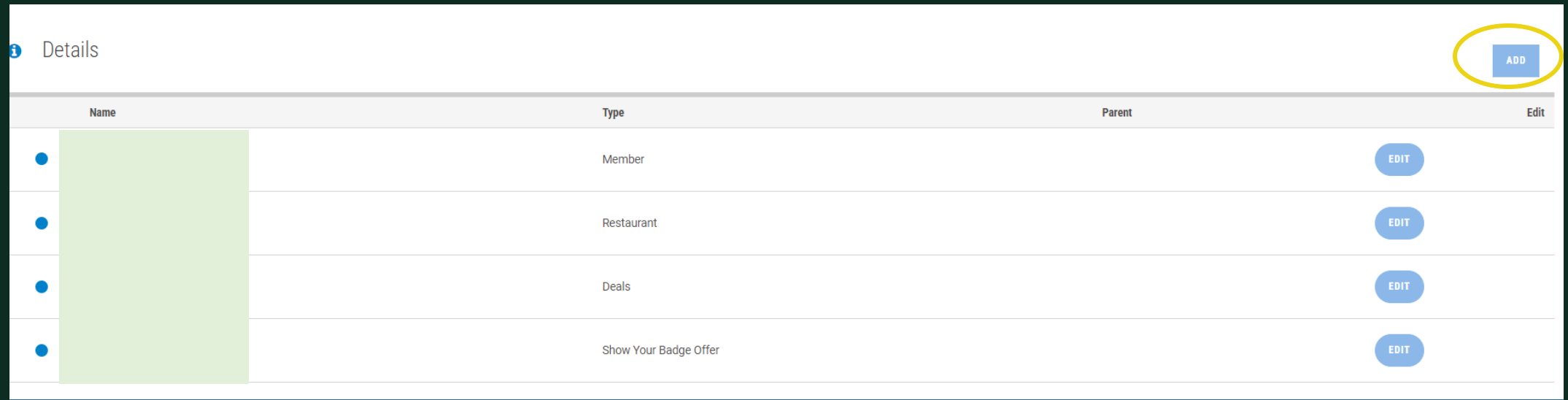


Note: When editing your member profile, be sure to use the 'Submit' button to save your changes.

Most content can be updated here, but the changes must be accepted by the Discover Halifax membership team before they are reflected on the website.

# Step 3 – Add a Dine Around Offer Detail Type

- Scroll down to the "Details" section and click "Add"



Name	Type	Parent	Edit
	Member		EDIT
	Restaurant		EDIT
	Deals		EDIT
	Show Your Badge Offer		EDIT

# Step 4: Add your Dine Around Account Detail Information

- **Detail Name:** Set as 'Dine Around Menu'
- **Detail type:** Click the drop-down and choose Dine Around Menu
- **Click SUBMIT – IGNORE THE POPUP and click "CLOSE"**

The screenshot shows a web form titled "Account Detail Information". At the top right, there are three buttons: "BACK", "CANCEL", and "SUBMIT". The "SUBMIT" button is circled in yellow. Below the title bar, there are three input fields: "Detail Name", "Detail Type", and "Comments". The "Detail Name" field is empty. The "Detail Type" field has a dropdown menu open, showing a list of options. The "Dine Around Menu" option is highlighted in blue and circled in yellow. Below the input fields, there is an "Attributes" section with an information icon and the text "Attributes".

Detail Name	Detail Type	Comments
	Unspecified	

Attributes

# Step 5: Choose your Type of Cuisine

- **Please select which type(s) of cuisine you offer**

Click on the options that apply to your Dine Around menu (e.g., "Greek") and click the arrow to move them to the right-hand column.

**Attributes**

Please indicate the type of cuisine

filter

- African
- Chinese
- Greek**
- Indian
- Italian
- Japanese
- Japanese
- Korean
- Mexican
- North American

Filter

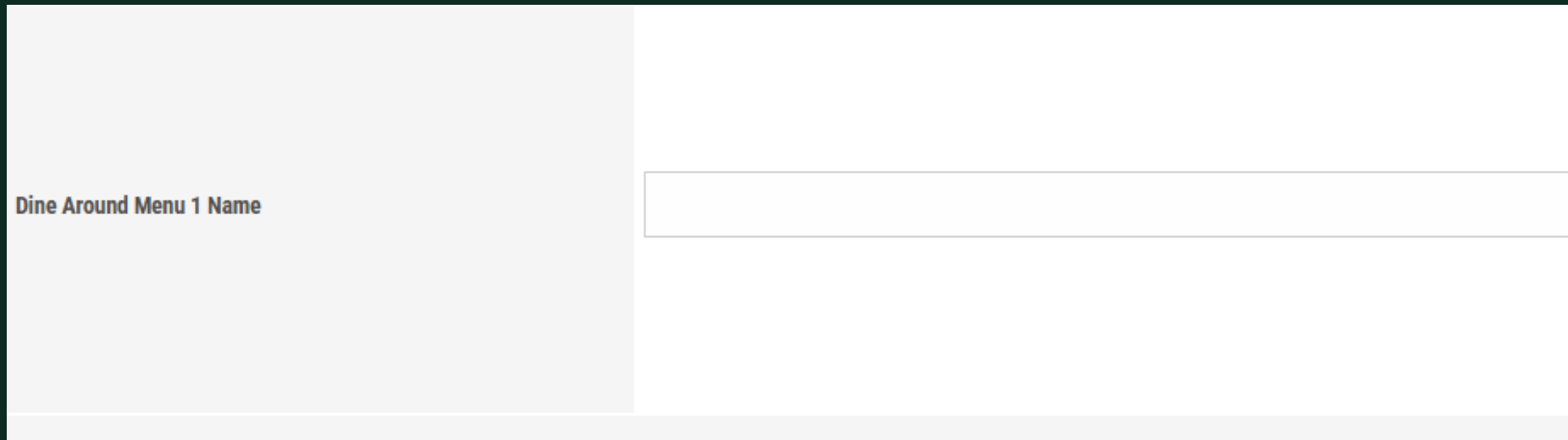
Unspecified

Dine Around Menu 1 description



# Step 6: Upload your Dine Around Offer(s)

- **Dine Around Menu Name (1):** This is the name that will appear on the website. Keep it short and descriptive, like:
  - "3-Course Meal for \$30"
  - "Seafood Dinner for \$40"
  - "Coffee + Dessert"
- Feel free to get creative while keeping it clear and concise!



A screenshot of a web form. On the left, there is a light gray vertical bar containing the text "Dine Around Menu 1 Name" in a dark font. To the right of this bar is a large, empty white rectangular input field with a thin gray border.

\*\* Members are allowed to upload 3 separate Dine Around offers (i.e., a Lunch, Dinner and Breakfast menu)

# Step 7: Upload your Dine Around Offer(s)

- **Menu Price (1):** Select the prix-fixe price from the dropdown.
- **When is your menu available? (1):** Select the meal-time(s) and click the arrow to move them over.
- **Menu Features (1):** Choose all applicable features and use the arrow to move them over.

The screenshot displays a configuration interface for a Dine Around Offer. It is divided into three main sections:

- Menu Price (1):** A dropdown menu is set to 'Unspecified'. Below it is a 'Filter' box and a list of meal times: 'Breakfast/Brunch', 'Lunch', and 'Dinner'. A blue button with a right-pointing arrow is circled in yellow.
- When is this menu available? (1):** This section is currently empty.
- Menu Features (1):** A 'Filter' box is above a list of features: 'Includes a drink', 'Meal for 2', 'Vegetarian or Vegan', 'Gluten Free', and 'Other'. A blue button with a right-pointing arrow is circled in yellow.

Each section also includes a 'Filter' input field and navigation buttons (left arrow, right arrow, and a list icon).

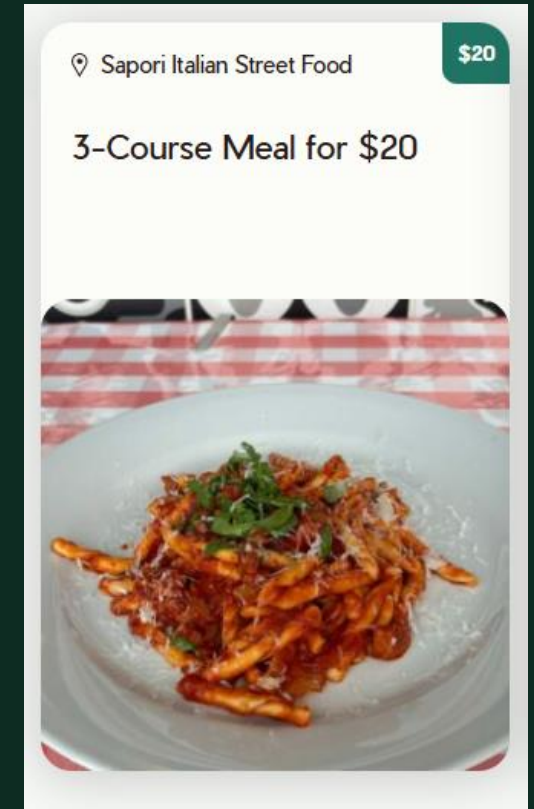
**Note:** To select multiple options, hold down the CTRL key, click your choices, and then click the arrow to move them over.

# Step 7 (optional)

- Repeat this process if you are having a second or third dine around offer

# Step 8: More Information on Offer

- Donation: Choose **\$1** or **\$2** if you wish to donate a portion of your Dine Around menu to charity. Otherwise, select **N/A**.
- Deal Photo (max 5MB): This is the photo that will appear on the Dine Around homepage and your offer. Click "**Choose File**" and then "**Upload**."
- Logo: Upload your logo. Click "**Choose File**" and then "**Upload**."



Please indicate whether you wish to donate a portion of your Dine Around proceeds to Feed Nova Scotia:	Unspecified	Deal Photo (max 5MB)	Choose File No file chosen	UPLOAD
Logo (210x75 px, 2MB max file size)	Choose File No file chosen	Does your restaurant have blackout dates?	Unspecified	
Please indicate Blackout Dates (if applicable)				
<div style="border: 1px solid #ccc; height: 40px;"></div>				
Do you offer gift cards for purchase?	Unspecified			
Link or booking phone number to purchase gift cards				

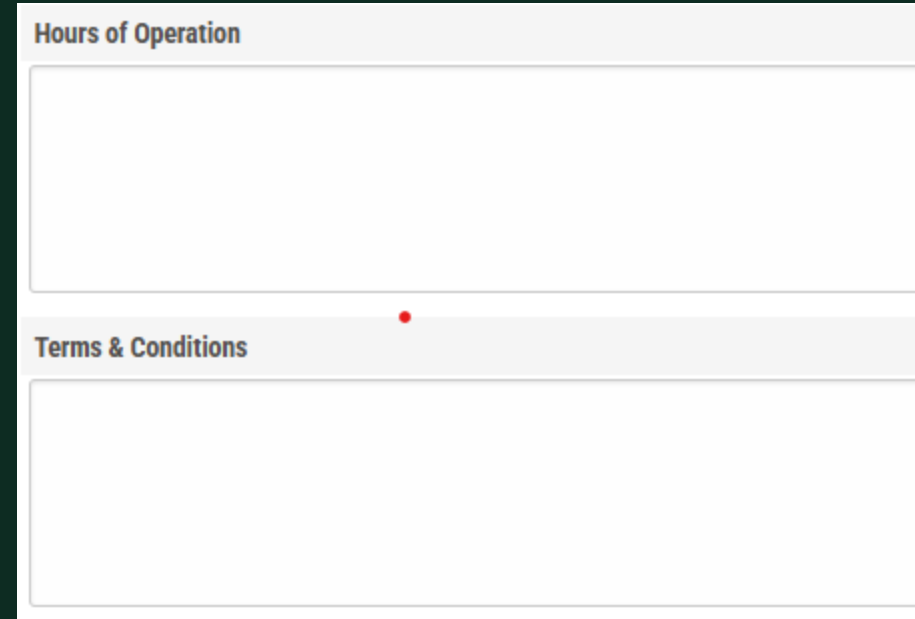
# Step 8: More Information (Con't)

- Does your restaurant have blackout dates? **Choose Yes or No.**
- Blackout Dates: If there are specific dates you don't want to offer your Dine Around menu (e.g., Valentine's Day), enter the date here, such as "February 14, 2025."
- Gift Cards: Use the dropdown to choose **"Yes" or "No."**
- Link or Number: Copy and paste the link or phone number for purchasing gift cards easily.

Please indicate whether you wish to donate a portion of your Dine Around proceeds to Feed Nova Scotia:	Unspecified	Deal Photo (max 5MB)	Choose File No file chosen	UPLOAD
Logo (210x75 px, 2MB max file size)	Choose File No file chosen	UPLOAD	Does your restaurant have blackout dates?	Unspecified
Please indicate Blackout Dates (if applicable)				
<div style="border: 1px solid #ccc; height: 100px;"></div>				
Do you offer gift cards for purchase?	Unspecified			
Link or booking phone number to purchase gift cards				

# Step 8: More Information (Con't)

- **Hours of operation:**  
Example:  
9 am - 5 pm (Monday – Friday), 10 am - 8 pm  
(Saturday – Sunday)
- **Terms and Conditions:**  
Example: Alcohol and tips are not included in the price



The image shows a screenshot of a form with two sections. The first section is titled "Hours of Operation" and contains a large empty text area. The second section is titled "Terms & Conditions" and also contains a large empty text area. A small red dot is visible on the right side of the "Terms & Conditions" section.

# Step 9: Upload More Photos (optional)

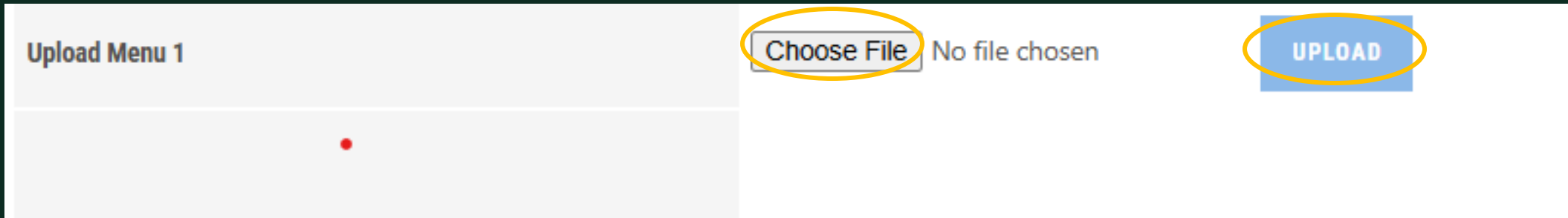
- **General photos:**

You can upload up to 5 general photos of your restaurant. Click "**Choose File**" and then "**Upload**" for any or all of these options. This will appear as an image gallery on your listing.

Upload General Food/Restaurant Photo 1	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>
Upload General Food/Restaurant Photo 2	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>
Upload General Food/Restaurant Photo 3	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>
Upload General Food/Restaurant Photo 4	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>
Upload General Food/Restaurant Photo 5	<input type="button" value="Choose File"/> No file chosen	<input type="button" value="UPLOAD"/>

# Step 9: Upload Menu PDFs (optional)

- **Menu PDFs:** If you have PDF versions of your Dine Around menu(s), you can upload them here. Click "Choose File" and then "Upload" for any that apply.



The screenshot shows a user interface for uploading a menu PDF. On the left, there is a header 'Upload Menu 1' above a large empty area with a small red dot in the center. On the right, there is a 'Choose File' button (circled in yellow) followed by the text 'No file chosen'. To the right of this is a blue 'UPLOAD' button (also circled in yellow).

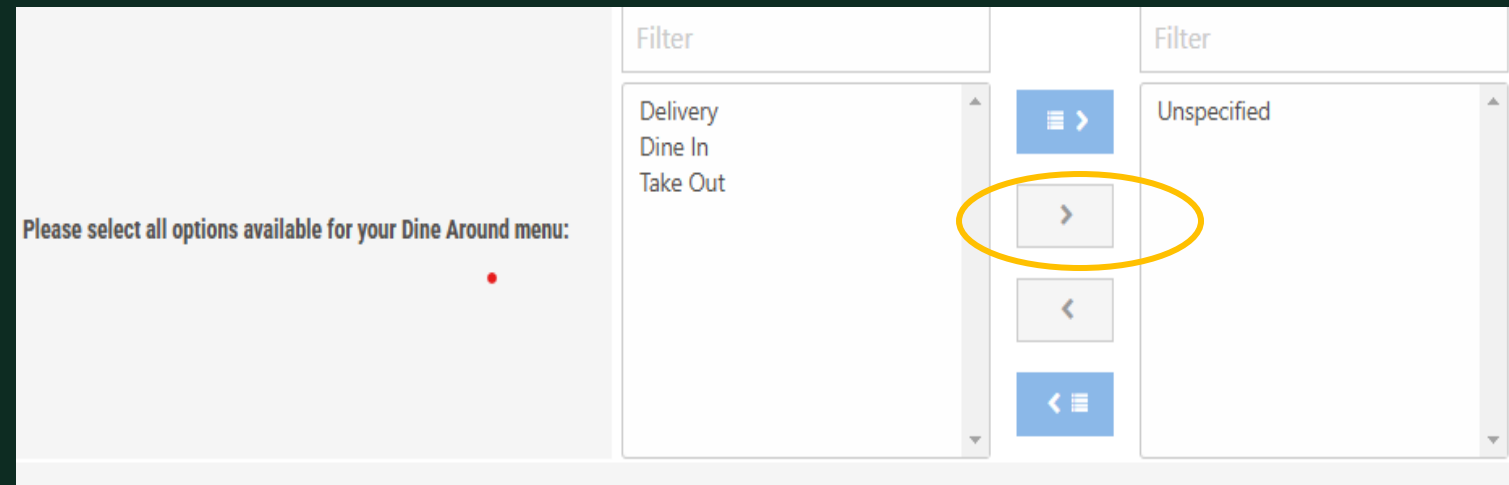


# Step 10: Reservations and Delivery

**Dining options:** Click on the dining and delivery options that apply and use the arrow to move them over one at a time

**Reservation link:** Copy and paste your reservation booking link or your phone number here

**Delivery link:** Copy and paste your online order links or your phone number here for take out or delivery

A screenshot of a form with two main sections. The top section is titled "Make Reservations: Provide a link to book online (e.g. OpenTable) or a phone number to call" and contains a large empty text input field with a red dot in the center. The bottom section is titled "How to Order: Provide an online order link (e.g. UberEats, SkipTheDishes), a phone number, or other options for takeout or delivery" and contains another large empty text input field with a red dot in the center. Two yellow arrows point from the text on the left towards these input fields.

# Step 11: Submit Offer

Once all your Dine Around Menu details are entered, scroll back to the top of the page and click "SUBMIT."

Account | Dine Around Menu [Dine Around Menu]

Type in a Detail Name, select a Detail Type and click the Submit button to view the attributes.  
Complete the attribute fields and click Submit AGAIN to complete.

**i** Account Detail Information BACK CANCEL **SUBMIT**

Detail Name	Dine Around Menu	Detail Type	Dine Around Menu
Comments			

# Questions?

If you have any questions, please contact either:

- Stacey Mungur at [smungur@discoverhalifaxns.com](mailto:smungur@discoverhalifaxns.com) or
- Katie Conklin at [kconklin@discoverhalifaxns.com](mailto:kconklin@discoverhalifaxns.com)