How to upload your Dine Around Menu

Using Discover Halifax's Member Extranet

(IDSS)

Contents

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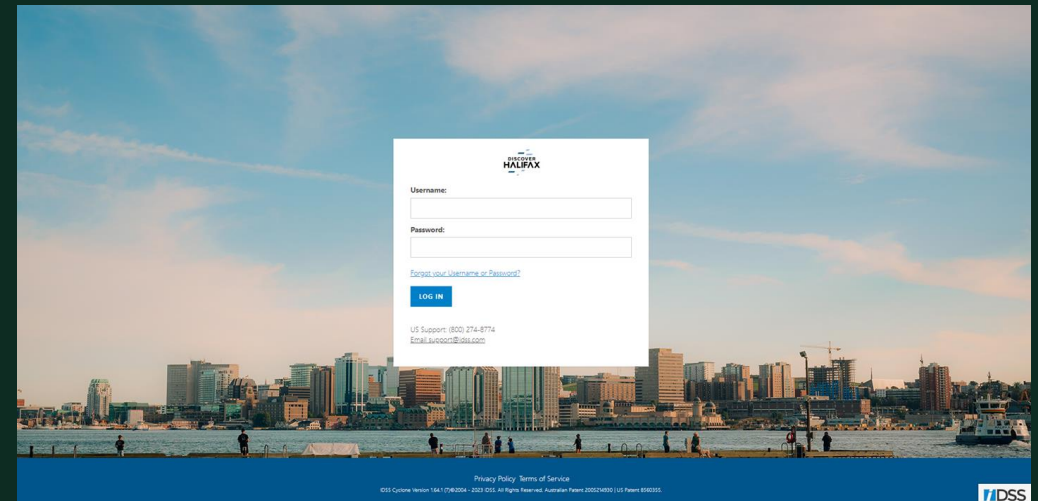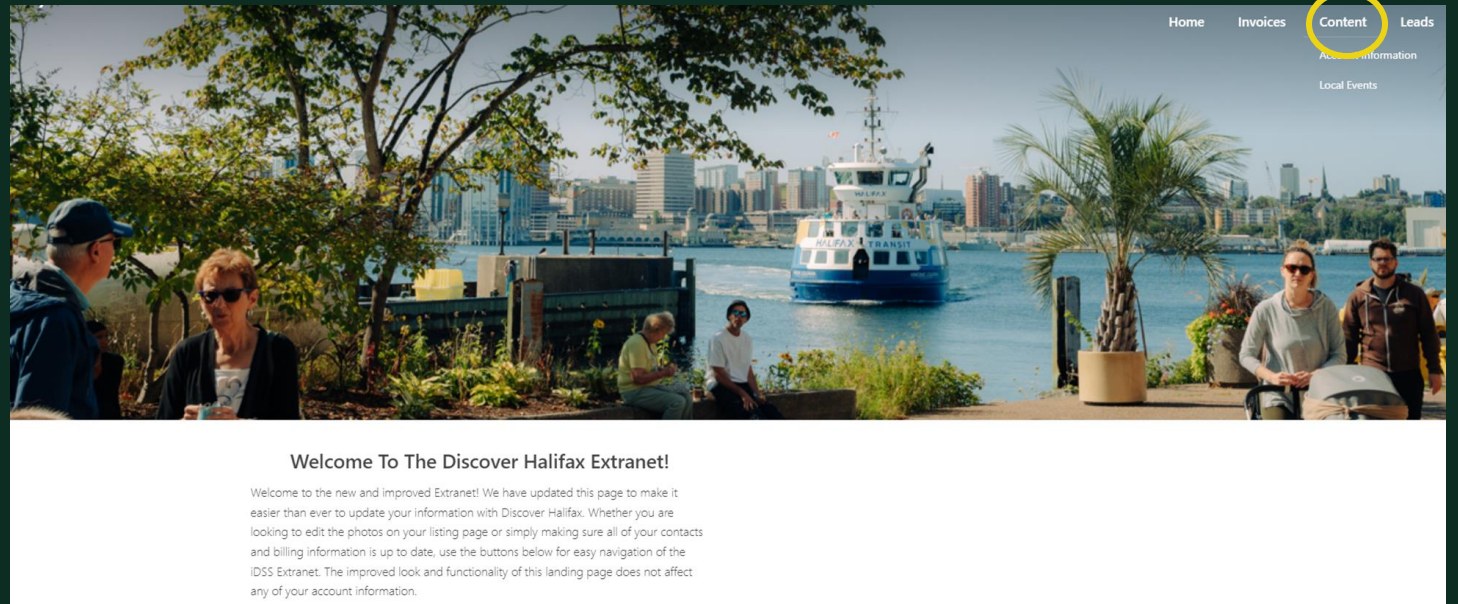
Step 1a – Don't have an account login with Discover Halifax yet?

Sign-up FOR FREE <u>here</u>.

Step 2 – Access the Account Information Area

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

- Hover over '**Content**' in the top right corner.

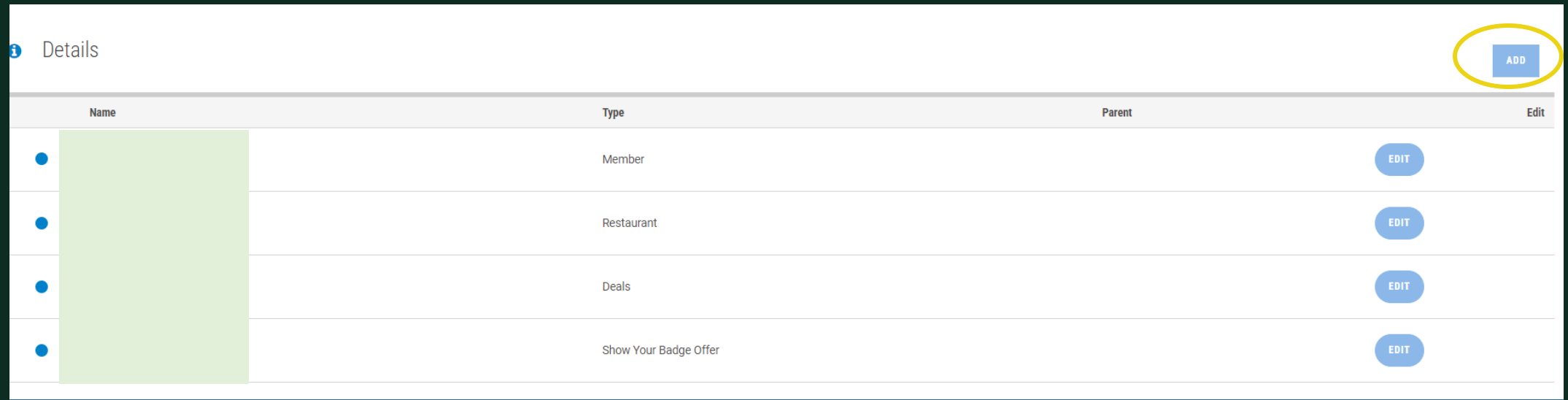- Click on '**Account Information**' from the dropdown that appears below.

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.

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

Step 3 – Add a Dine Around Offer Detail Type

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

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"**

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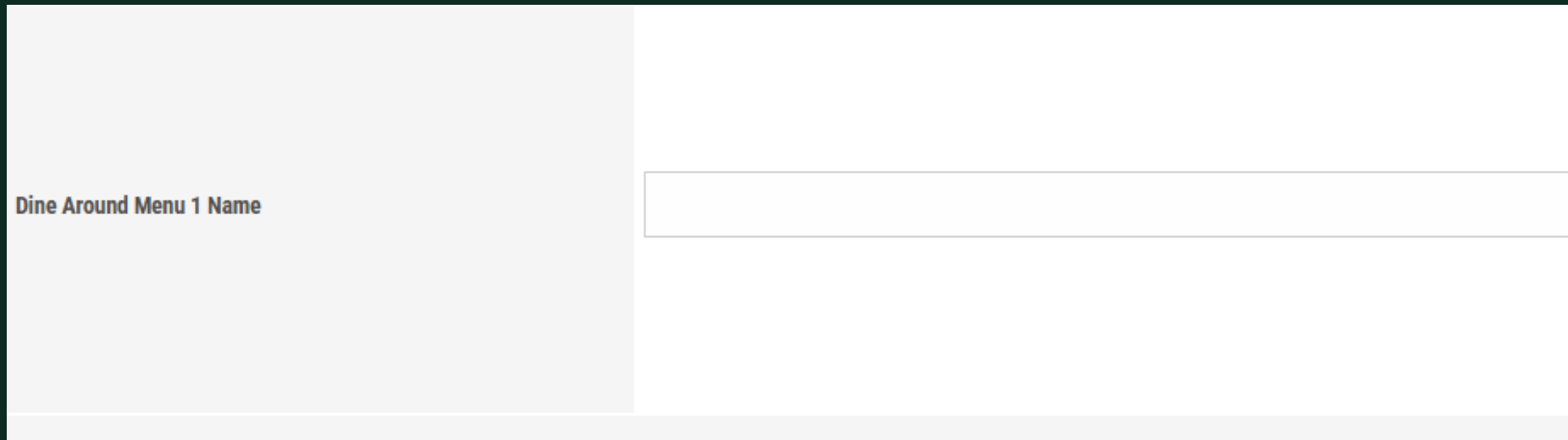
Step 6: Upload your Dine Around Offer(s)

- **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!

Dine Around Menu 1 Name

**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.

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**."

Sapori Italian Street Food
$20
3-Course Meal for $20
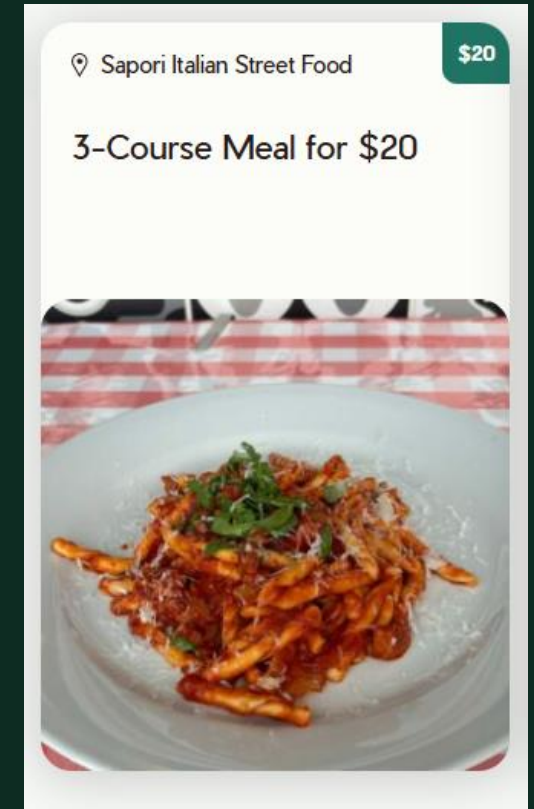
| Please indicate whether you wish to donate a portion of your Dine Around proceeds to Feed Nova Scotia: | Unspecified ▼ | Deal Photo (max 5MB) | Choose File No file chosen | UPLOAD |
| Logo (210x75 px, 2MB max file size) | Choose File No file chosen | UPLOAD | Does your restaurant have blackout dates? | Unspecified ▼ |

Please indicate Blackout Dates (if applicable)

Do you offer gift cards for purchase? | Unspecified ▼

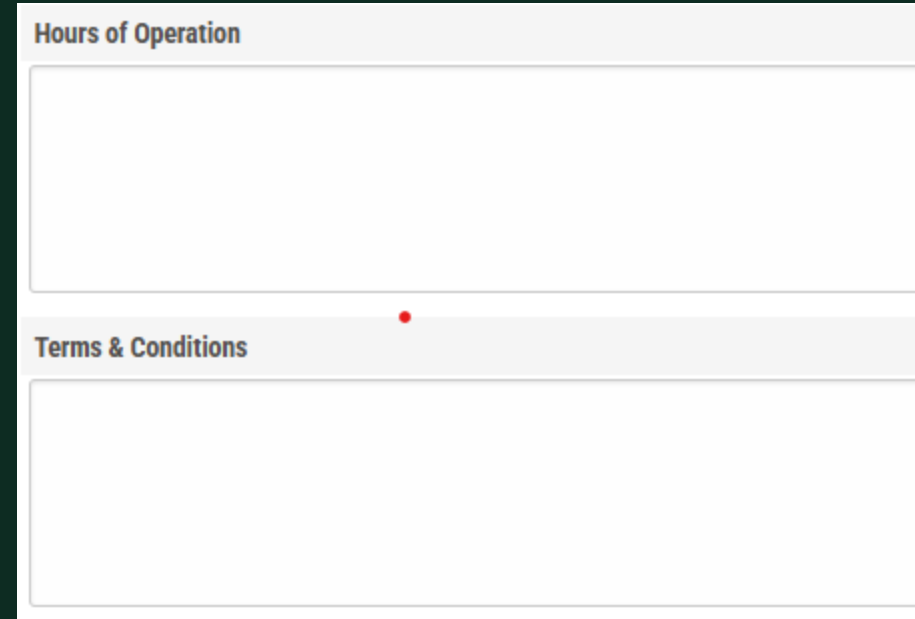Link or booking phone number to purchase gift cards

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.

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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
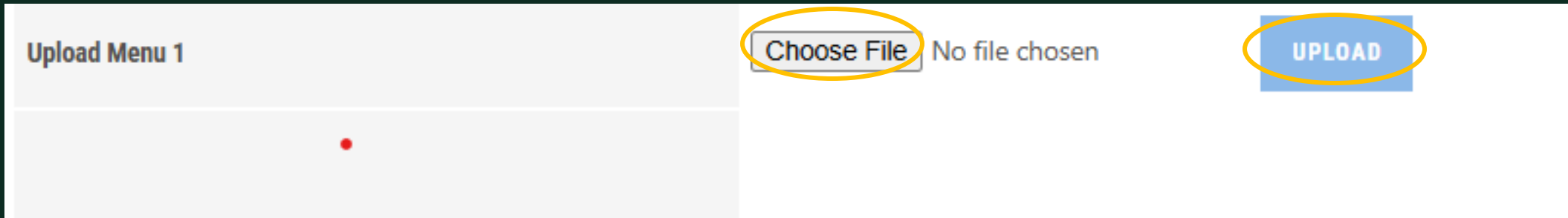
Step 9: Upload More Photos (optional)

- **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.

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.

| Upload Menu 1	Choose File No file chosen	UPLOAD
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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 our or delivery
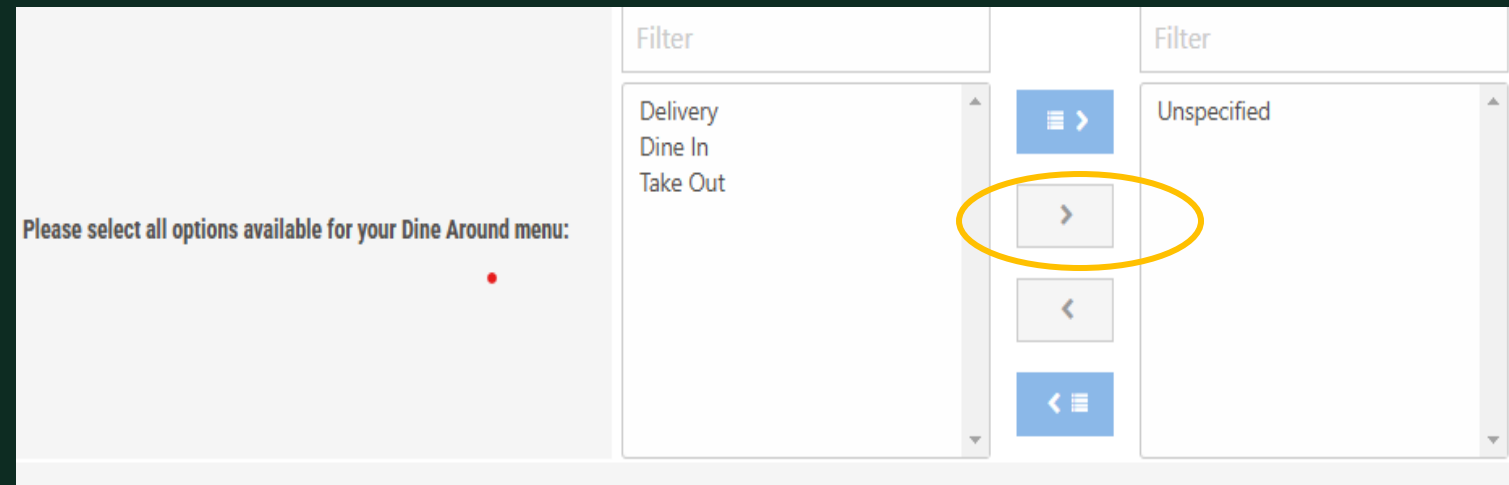
Step 11: Submit Offer

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

Questions?

If you have any questions, please contact either:

- Stacey Mungur at smungur@discoverhalifaxns.com or
- Katie Conklin at kconklin@discoverhalifaxns.com