



STEP-BY-STEP TUTORIAL

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INTRODUCTION

In this short step-by-step tutorial we will introduce you with detailed instructions on how to use *Derigo.me* website in order to create and manage *Points of interest / Day trips / Discounts*. The main idea of *Derigo.me* website is by providing information / tips about special events (for instance live music events at special place), discounts (e.g. Thursdays is all you can eat day at X restaurant), or your personal insights (e.g. food is really local or this bar is famous for its special atmosphere) etc. which are located at your home countries to help tourists to feel as they would be at home. In this *Derigo.me* tutorial we have tried to cover all the basics and few advanced topics about the platform.

STEP 1. CREATING NEW USER'S PROFILE

In order to start using *Derigo.me* platform, first you have to create a new user's profile The procedure for creating an account is the following.

1. First you have to type *www.derigo.me* on internet browser (see Figure 1).

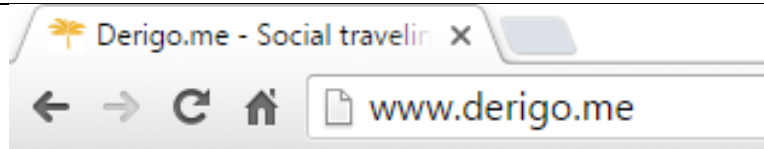


Figure 1. Reaching Derigo.me website

2. Then, on the top right of the website you should see *Sign up* (see Figure 2) button. Click on it

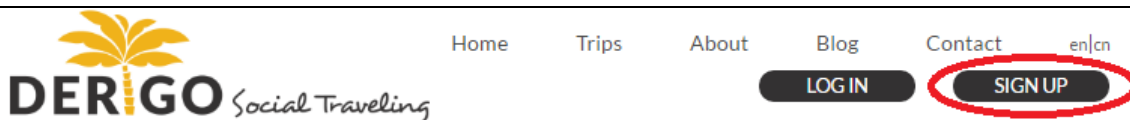
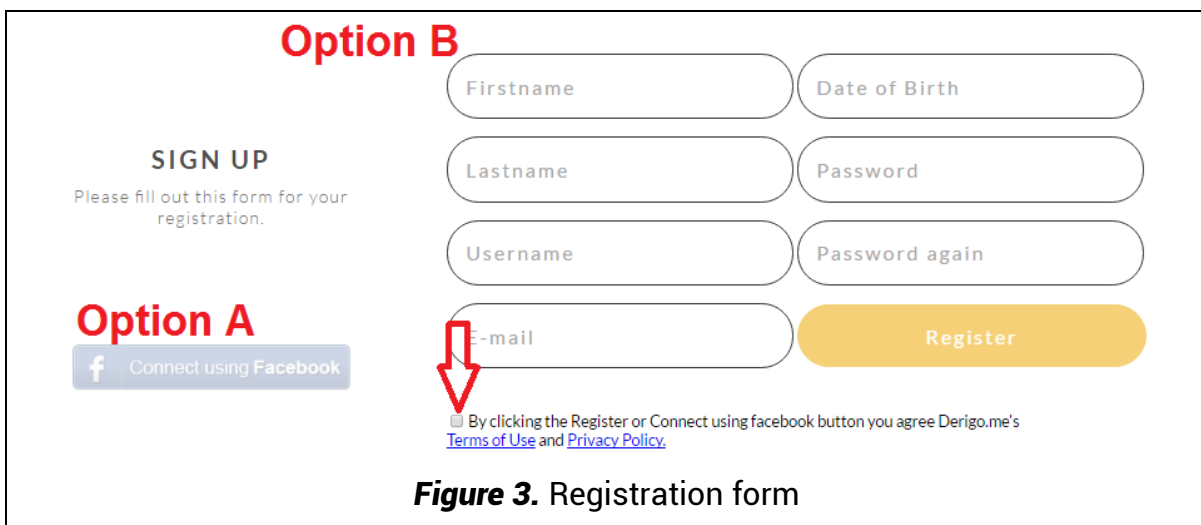


Figure 2. Clicking on sign up button

3. Then you will have 2 options to create a new profile (see Figure 3):
 - **Option A:** To use your *Facebook* account credentials to create new profile
 - **Option B:** you will be asked to fill out a simple form with your personal information.



Option B

SIGN UP
Please fill out this form for your registration.

Option A
Connect using Facebook

Firstname Date of Birth
Lastname Password
Username Password again
E-mail Register

By clicking the Register or Connect using facebook button you agree Derigo.me's [Terms of Use](#) and [Privacy Policy](#).

Figure 3. Registration form

IMPORTANT: Despite the registration option (A or B) you are going to choose, you still have to agree with term and conditions (see Figure 3).

STEP 2. ACCESSING ADMINISTRATOR'S MENU

Before you have started uploading touristic places to the website, go to www.derigo.me to see if another intern has already added your chosen place to Derigo.me. In order to check this type, the name of city in which the touristic place is located (see Figure 4). If it appears in the results section, it means another person has already initiated a listing.

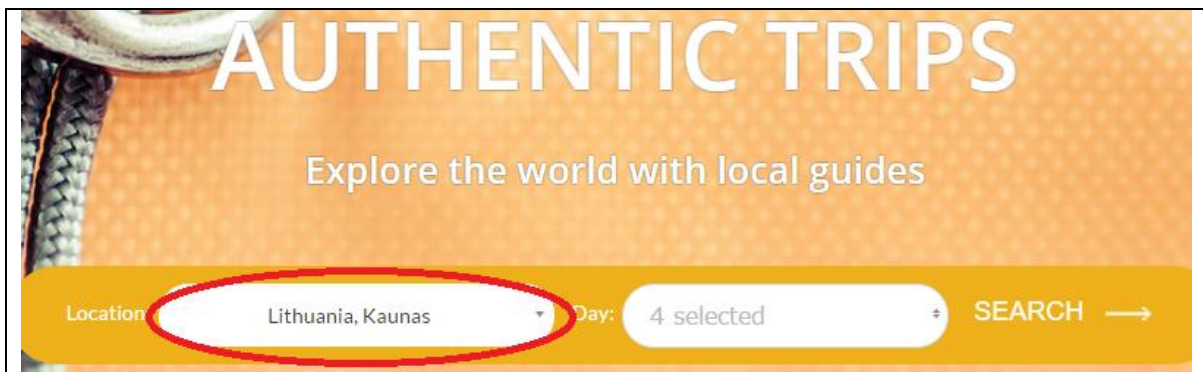


Figure 4. Checking already uploaded touristic places on Derigo.me

1. If you cannot find a place on the website, it means no one has initiated a listing yet. So brace yourself and upload this place to the *Derigo.me*! In order to do that, you have to find a *Trip creator* button which is located on the top of the website (see Figure 5).

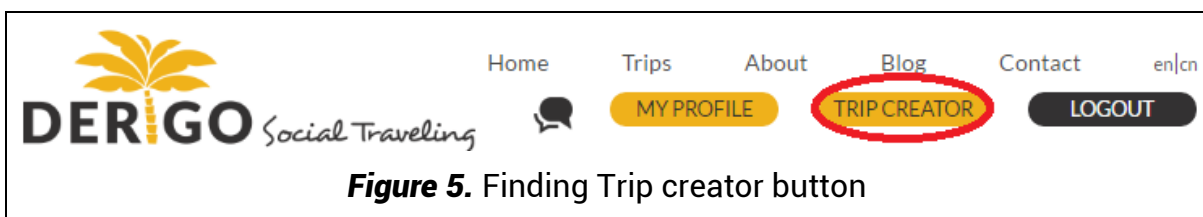


Figure 5. Finding Trip creator button

IMPORTANT: If you cannot find the place in the list, ask for help!

2. After you click on this button, you will be taken directly to the *Dashboard* area. In the *Dashboard* section, click on the *Trips and bookings* at the left of the screen.

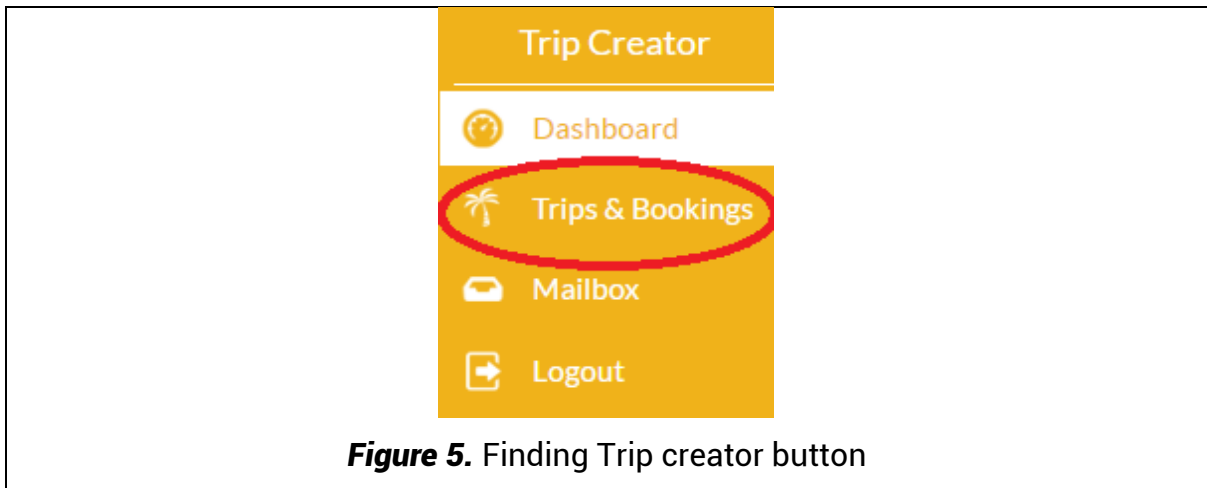


Figure 5. Finding Trip creator button

3. After clicking *Trips and bookings*, you will be taken to your created *Points of interest / Day trips / Discounts*. In order to create a new place will need to click on *Create new trip* button (see Figure 6).

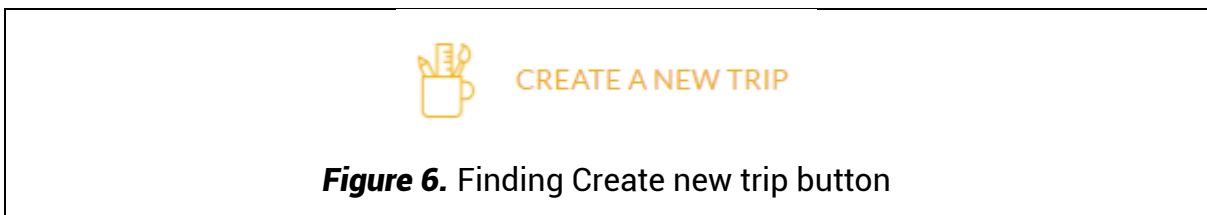


Figure 6. Finding Create new trip button

STEP 3. ADDING NEW PLACES

In order to add your chosen touristic place from your home-country, first you will have to find the information for this specific place. To get all necessary data you can may need to look for the place's web page or social media profile (like *Twitter* or *Facebook*). *Derigo.me* administrator will not approve any new places without at least the name and address and any other information of the place. Once you will have all necessary data, type the following information (see Figure 7):

- **Area A:** in this box you will have to type the place's name;
- **Area B:** type a short description of their activities 10-15 words;
- **Area C:** choose the country and the city where the place is located;
- **Area D:** add some tags (4-5 tags are enough) that would describe their activities and location (e.g. burger place, American food, Kaunas city, Lithuania). Use commas to separate the tags.
- **Area E:** select the one or more categories that describe your chosen place;
- **Area F:** choose the type of the place;
- **Area G:** Select days of the week that are really special (e.g. this place on Sundays is offering 99% discount for drinks. If this place is not offering anything special, select which days are working days for this place.

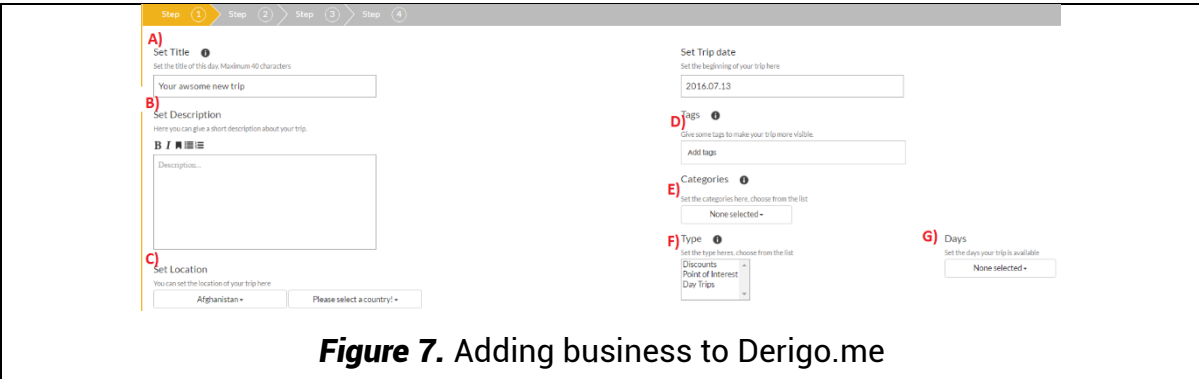


Figure 7. Adding business to Derigo.me

IMPORTANT: *Tags* are being used to optimize *Derigo.me* website for more efficient indexing of the content by search engines and easier sharing on social networks.

IMPORTANT²: For these new businesses to be searched for on the *Derigo.me* website, *Derigo.me* moderators will first check this business, and will list it after 48-72 hours.

STEP 4. WRITING A DESCRIPTION

After you finish entering basic information of the place, you will be taken to the area where you will be asked to repeat the name of the place (look for area A in Figure 8). Once you will do that hit the *Add the program* button (look for area B in Figure 8)

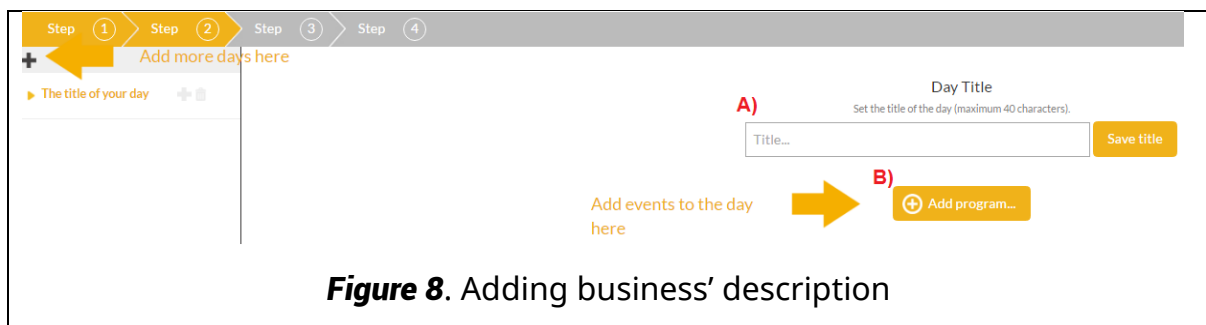


Figure 8. Adding business' description

After clicking *Add the program*, you will be directly taken to the section where you will have to describe your chosen place in more detailed way. Here you will have to type the following information (see Figure 9):


- **Area A:** in this box you will have to come up with a name why this place is so special (e.g. *Serene luxury monastery!*);
- **Area B:** does this place offer special discounts at certain periods of the day? Maybe it organizes live music events on Fridays? If so, just enter the time when these special events are being held! If no... Well then leave this area unchanged.
- **Area C:** please write detailed description about this business, why it is so special and why the tourists should go there. If you have personal recommendations (e.g. this place is making best cheeseburgers and fries in town), please share them!
- **Area D:** add some good looking and convincing pictures.


IMPORTANT: Do not forget to click *Save* button (see Figure 9). Otherwise you will have to repeat this whole procedure. And you really do not want this to happen. Do you? 😊

A) Event Title ⓘ
Set the title of the event (maximum 40 characters).

B) Event Schedule ⓘ
Set the time for the event. (for example: 09:10 - 16:45)
 -

Event Description
Give the exact description of the current event.

C) 



Event Pictures


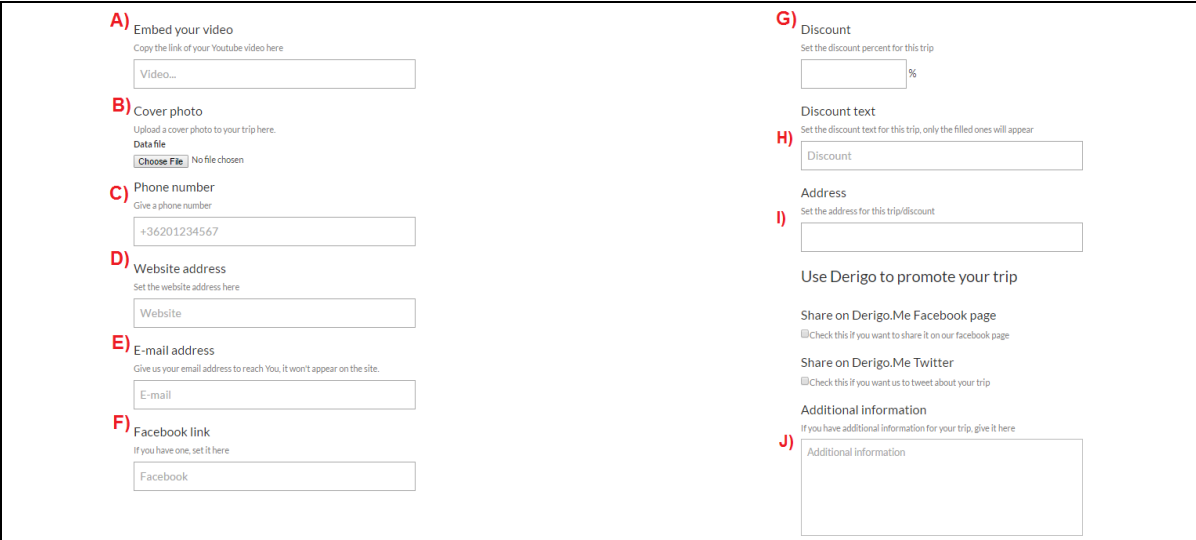
D) 

Figure 9. Adding detailed business' description

STEP 5. FINAL PART

Once you will have all necessary data, type the following information (see Figure 10):

- **Area A:** does this place have fancy commercial about what it does? Great! Just enter the *Youtube* link into this box;
- **Area B:** upload the best looking and highest quality picture;
- **Area C:** enter place's phone number;
- **Area D:** enter place's website address here;
- **Area E:** enter place's email address here;
- **Area F:** enter place's *Facebook* link here;
- **Area G:** does this place offer special discount? If so, enter the discount percent which this place is offering. This field **only accepts numbers**, but no signs, no letters nor any text;
- **Area H:** enter the discount text here;
- **Area I:** enter the place's address here;
- **Area J:** all special information (like opening hours, products price range).



The screenshot shows a form with the following fields and labels:

- A) Embed your video**: Copy the link of your Youtube video here. Input field: Video...
- B) Cover photo**: Upload a cover photo to your trip here. Data file. Choose File. No file chosen.
- C) Phone number**: Give a phone number. Input field: +36201234567
- D) Website address**: Set the website address here. Input field: Website
- E) E-mail address**: Give us your email address to reach You, it won't appear on the site. Input field: E-mail
- F) Facebook link**: If you have one, set it here. Input field: Facebook
- G) Discount**: Set the discount percent for this trip. Input field: [] %
- H) Discount text**: Set the discount text for this trip, only the filled ones will appear. Input field: Discount
- I) Address**: Set the address for this trip/discount. Input field: []
- Use Derigo to promote your trip**:
 - Share on Derigo.Me Facebook page: Check this if you want to share it on our facebook page
 - Share on Derigo.Me Twitter: Check this if you want us to tweet about your trip
- J) Additional information**: If you have additional information for your trip, give it here. Input field: Additional information

Figure 10. Adding detailed business' description

IMPORTANT: Please note, Youtube links has to be entered using following format:

- <https://www.youtube.com/watch?v=rymUSbYQjw8>

These links are provided in a wrong format:

- <https://youtu.be/rymUSbYQjw8> or
- <youtube.com/watch?v=rymUSbYQjw8> or
- <www.youtube.com/watch?v=rymUSbYQjw8>

IMPORTANT²: Please leave Facebook and Twitter checkboxes (see image bellow) empty, unless you will be asked to check them by *Derigo.me* administrator.

Share on Derigo.Me Facebook page

Check this if you want to share it on our facebook page

Share on Derigo.Me Twitter

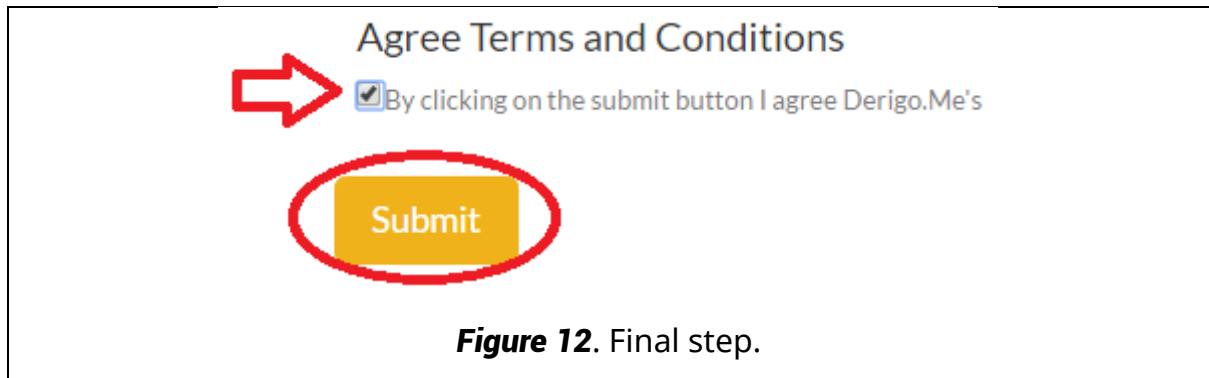
Check this if you want us to tweet about your trip

After filling all the information just click on the Go to Step 4 button which is located on the top right side of the site (see Figure 11). You will be taken to Place's summary screen. Please double check if all information you have entered is correct.



Figure 11. Going to place's summary screen

If all the information fields are correct, click on 'Agree Terms and Conditions' box (see Figure 12) and submit this place for administrator's review.



IMPORTANT: You can always check how your uploaded place would look on *Derigo.me*. In order to do that, just check the ID of the place, that you can see in the browser's search bar. For example, let's take a look at this trip <http://derigo.me/tripcreator/tripedit/36/step1>. In this case, place's ID is 36 (bolded text in the link). If you put this ID together with this text: <http://derigo.me/trip/PREVIEW/36> then you can check it.