

**VineCrawl
Winery User
Manual
Version 1.1**

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General Information

Administration (first tab)

This is where your basic winery information can be updated as needed. When you are finished, click “update” to save your changes. If your winery changed names legally, email support@vinecrawl.com to have it change.

Account Settings (second tab)

You can change who the admin is and the email address. Note: you have to verify the new email address first before you can use it.

Press “Update” when finish.

If you want to change your account password. First, type the current password, then type the new password and just to be sure, you must type the new password again. Press “Change Password” when finish.

Password requirements

- Must be 8 character long or more
- Must contain 1 lower and 1 UPPER case character
- Must contain 1 number
- Must contain 1 special character

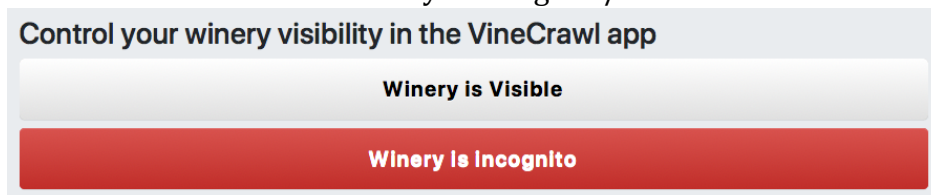
App Content (menu)

Winery Appearance (First menu item)

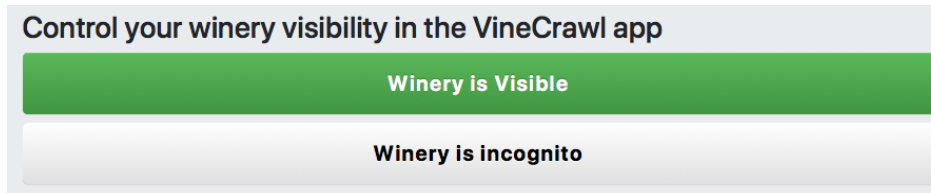
App Visibility

VineCrawl make it easy for you to show or hide your winery from the app! **By default, your winery is incognito.** Under “Control your winery presence in the VineCrawl app,” click on the one that you want.

When winery is incognito/hidden



When winery is visible



Winery's name that is visible in the app

Although not important to change, you may not prefer to have the winery's legal name as the name that every one sees in the app. You can change the visible name whenever you would like.

A screenshot of a form titled "Winery's display name". It contains a text input field with the placeholder text "Name for display" and a character count "16 / 30" in green on the right. Below the input field is a large purple button with the text "Save Winery's Display Name" in white.

Winery's AVA

Select your winery's AVA and push "Save Winery's AVA."

A screenshot of a form titled "Winery's AVA". It features a dropdown menu with "Santa Rita Hills" selected and a small downward arrow on the right. Below the dropdown is a large purple button with the text "Save Winery's AVA" in white.

Main image for the winery

The main image is for the list of wineries in the VineCrawl app. It is there

To upload a new image for either one, click on "Select an Image." Chose an image file from you computer. If necessary, position and resize the crop selection over the desired area. When finished, check the authority box and press "Upload Image."

Select Image



I have the authority to use this image on the VineCrawl app and web site.

Cancel

Upload Image

About Our Winery (Second menu item)

This is where you tell customers about your winery. Enter a title (i.e. "Welcome" or something more fitting) and a description. You can also put your social media on by filling the fields out. Remember to push "Save" when finish.

About Josh's Winery
This is what your customers will see first when they select your winery.

Title

About Text:

Social Connections
(if you have them)

Facebook:

Twitter:

Instagram:

Snapchat:

website:

Save

Tasting Rooms (Third menu item)

VineCrawl is set up to have multiple tasting rooms for your winery. To edit a tasting room for your winery, click on the “Edit” button; or to permanently delete the tasting room, click on the “Delete” button. To add a new tasting room, select “Add a tasting room location.”

Tasting Room Location

First, fill out the location, and the phone number. These are visible in the app. Also, customers can call from the app. The name, wine trail and disclaimer are optional.

Location

Location Name:

The location name is optional

Phone*:

Address*:

Address 2:

City*:

State*:

Zip*:

Wine Trail(optional):

Disclaimer(optional):

For example: Having six or more people requires an appointment

Tasting Room Fees

Second, fill the tasting room fees. VineCrawl provides you with three categories for wine drinking: tastings, per glass, and by bottle. With them, they each can have a price range, flat price, or N/A.

Prices

| Tasting | By the Glass | By the bottle |
|--------------------------------------|--------------------------------------|--------------------------------------|
| From \$ <input type="text"/> | From \$ <input type="text"/> | From \$ <input type="text"/> |
| To \$ <input type="text"/> | To \$ <input type="text"/> | To \$ <input type="text"/> |
| <input type="button" value="Range"/> | <input type="button" value="Range"/> | <input type="button" value="Range"/> |
| <input type="button" value="Flat"/> | <input type="button" value="Flat"/> | <input type="button" value="Flat"/> |
| <input type="button" value="N/A"/> | <input type="button" value="N/A"/> | <input type="button" value="N/A"/> |

Tasting Room Hours

Third, fill out the hours of the tasting room. Here, you can be open and set the hours, just be open by appointments, or be closed on any day of the week.

Hours

| Day | Open | Closed | Options |
|------------------|------------|------------|--|
| Sunday | 1 : 00 PM | 4 : 00 PM | <input type="button" value="Open"/> <input type="button" value="Closed"/> <input type="checkbox"/> Available by appointment |
| Monday | 12 : 00 AM | 12 : 00 AM | <input type="button" value="Open"/> <input type="button" value="Closed"/> <input checked="" type="checkbox"/> Available by appointment |
| Tuesday | 12 : 00 AM | 12 : 00 AM | <input type="button" value="Open"/> <input type="button" value="Closed"/> <input type="checkbox"/> Available by appointment |
| Wednesday | 4 : 00 PM | 9 : 00 PM | <input type="button" value="Open"/> <input type="button" value="Closed"/> <input checked="" type="checkbox"/> Available by appointment |
| Thursday | 12 : 00 PM | 6 : 00 PM | <input type="button" value="Open"/> <input type="button" value="Closed"/> <input type="checkbox"/> Available by appointment |
| Friday | 5 : 00 PM | 9 : 00 PM | <input type="button" value="Open"/> <input type="button" value="Closed"/> <input checked="" type="checkbox"/> Available by appointment |
| Saturday | 4 : 00 PM | 5 : 00 PM | <input type="button" value="Open"/> <input type="button" value="Closed"/> <input type="checkbox"/> Available by appointment |

When you have entered all the tasting room information, be sure to push “Add Tasting Room” or “Update Tasting Room.” To remove the tasting room, push “Remove Tasting Room.”


Wine List (Fourth menu item)

To add a wine, click “Add a Wine,” or to modify a wine that you have already click “Edit Wine” under the wine that you want to edit. To remove a wine, click “delete wine.”

1. You can upload an optional image of the wine by clicking “Select Image”
 - a. Crop the image
 - b. Check the authority check box
2. Enter a name for the wine
3. Enter the alcohol percentage without the % (optional)
4. Enter the vintage (optional)
5. Enter a description of the wine
6. Click “Save Wine”

Add Wine ×

Default Image



I have the authority to use this image on the VineCrawl app and web site.

Select Image

Wine Name

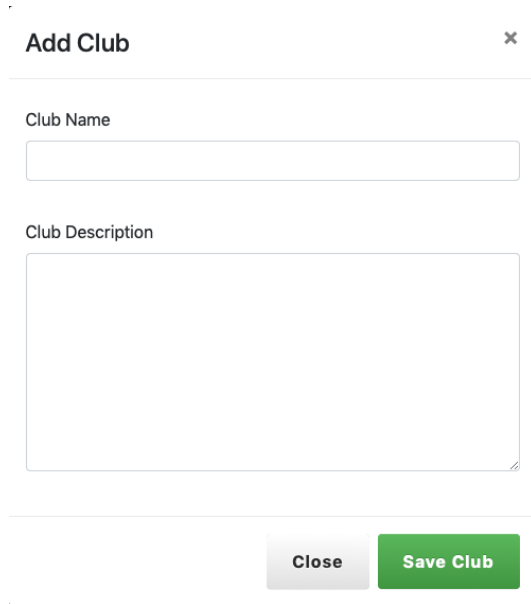
Alcohol: % Vintage:

Description:

Wine Club (Fifth menu item)

To add a wine, click “Add Club,” or to modify a club that you have already click “Edit” under the wine that you want to edit. To remove a club, click “Delete.”

1. Enter a name for the club
2. Enter a description of the club
3. Click “Save Club”



The screenshot shows a modal window titled "Add Club" with a close button (x) in the top right corner. The form contains two input fields: "Club Name" (a single-line text box) and "Club Description" (a larger multi-line text area). At the bottom of the form, there are two buttons: a grey "Close" button and a green "Save Club" button.

Events (Sixth menu item)

VineCrawl allows you to add and edit events that your winery might have. Go to “About Winery,” then click on Events. Past events will be hidden by default; however, to see past events click on “View Past events.” New events cannot be made in the past.

To add an event:

1. Click “Add an Event” or edit an event, click “Edit” under the event.
2. Enter a title, start date, start time, end date, end time, a location (optional), and a description of the event
3. Click “Save Event”

Add Event ×

Event Title

Start Date

Start Time
 :

End Date

End Time
 :

Location (optional)

Description:

To remove the event, click “Delete” under the event.

Food List (Seventh menu item)

To add a food item, click “Add Food,” or to modify a food item that you have already click “Edit” under the food item that you want to edit.

1. You can upload an optional image of the food by clicking “Select Image”
 - a. Crop the image
 - b. Check the authority check box
2. Enter a name for the food
3. Enter a cost (optional)
4. Enter a description of the food
5. Click “Save Food”

To remove a food item, click “Delete” under the food item.

Activities List (Eight menu item)

To add an activity:

1. To add an activity, click “Add Activity,” or to modify an activity that you have already click “Edit” under the food item that you want to edit.
2. Enter a name for the activity
3. Enter a description of the activity
4. Click “Save Activity”

To delete an activity, click “Delete” under the activity.

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