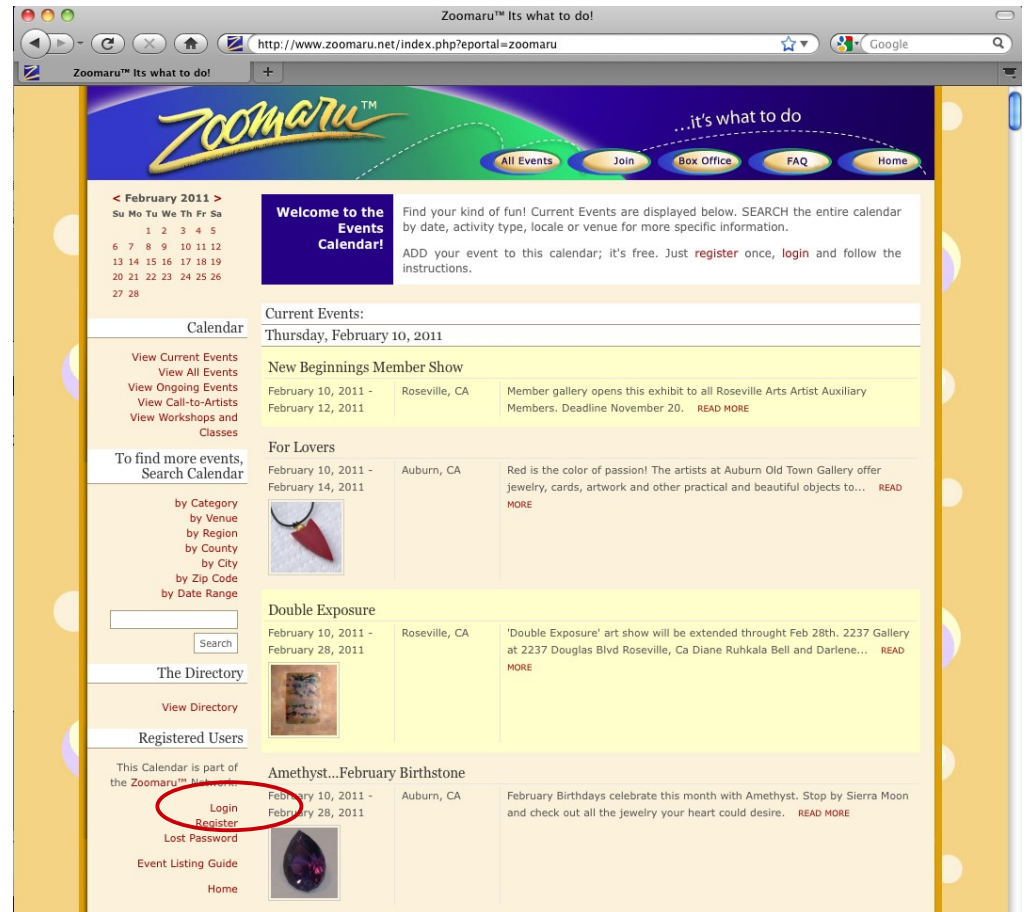


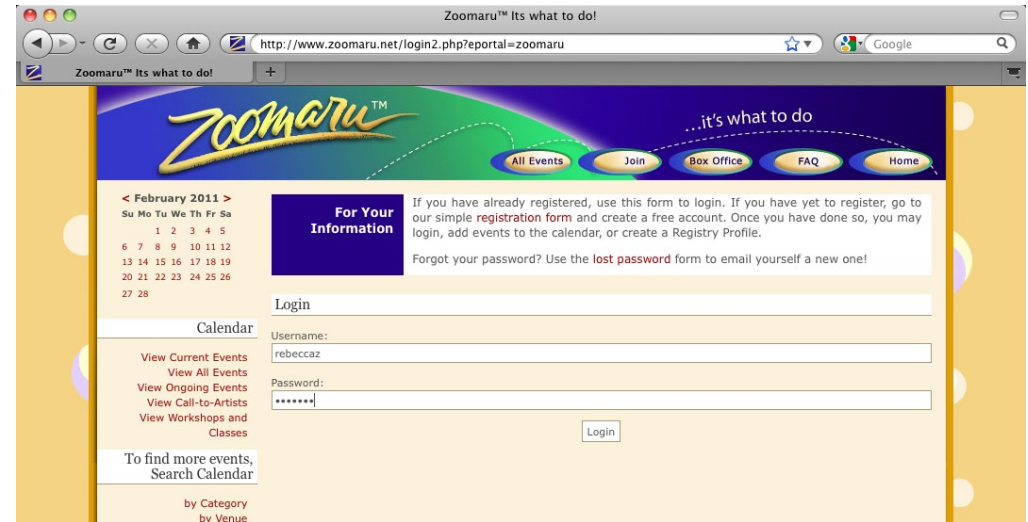
Using the Zoomaru™ Tour Manager

Please note that this guide uses the Zoomaru site for illustration purposes only.

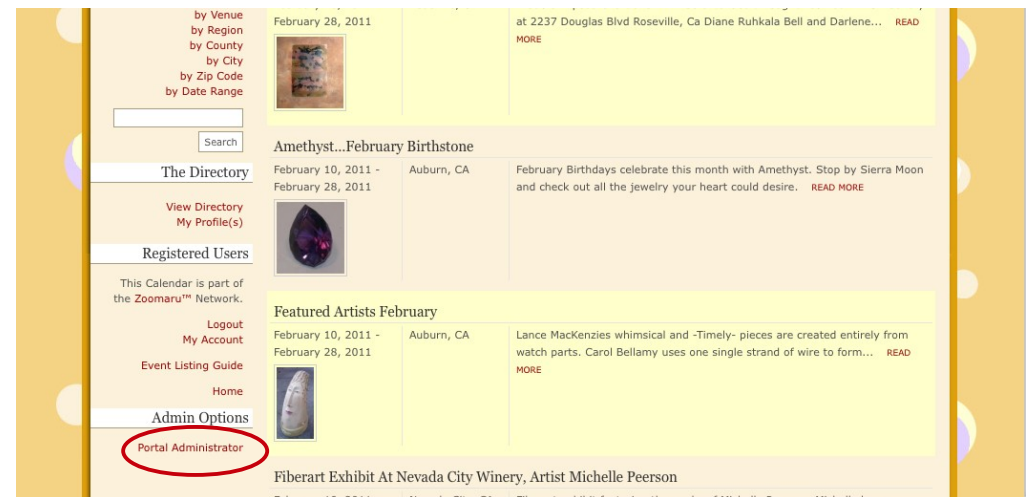
You must go to and log on to your own portal site to create and manage your Tours.



- Log on



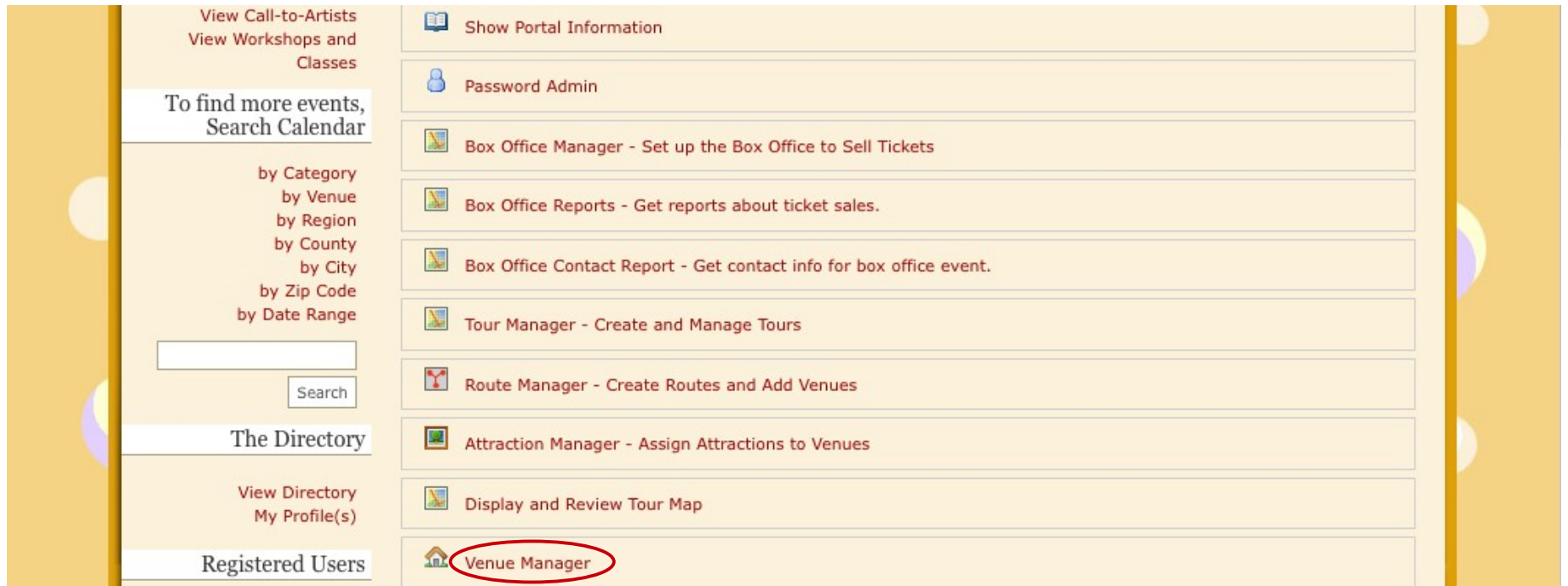
- Select Portal Administrator



4 Steps: V T R A

- You will be following 4 Steps:
 1. Venue setup
 2. Tour
 3. Route
 4. Attraction

Venue Setup



- 1 This is where you will set up your venues (also called waypoints or locations)
- 2 Select Venue Manager

1. Venue Setup

< February 2011 >
Su Mo Tu We Th Fr Sa
1 2 3 4 5
6 7 8 9 10 11 12
13 14 15 16 17 18 19
20 21 22 23 24 25 26
27 28

Welcome, rebeccaz!

[Add An Event](#)
[Edit An Event](#)

Calendar

[View Current Events](#)
[View All Events](#)
[View Ongoing Events](#)
[View Call-to-Artists](#)
[View Workshops and Classes](#)

To find more events,
Search Calendar

[by Category](#)
[by Venue](#)
[by Region](#)
[by County](#)
[by City](#)
[by Zip Code](#)
[by Date Range](#)

Edit Venue Information

20th St. Art Gallery

Add

- Barnes & Noble
- Barry Walton
- Bartley Ranch
- Barton Gallery
- Basement Wines**
- Bassett Furniture Store - Roseville
- Bayside Adventure Sports-Bayside Church
- BC Brooks
- Beale Air Force Base
- Bear River High School
- Beaver Park - Martinez
- Beckwourth-Nervino Airport on Highway 70
- Bee Art Show
- Beermann Plaza - Lincoln
- Bell Memorial Auditorium - CSU Chico
- Bell Road Baptist Church
- Bella Fine Arts and Gifts
- Bella Sera Italian Restaurant and Vino
- Belvedere Community Center
- Bernhard Museum

1. Select your Venue from the drop down menu. If the Venue is not on the drop down list, you may “Add Venue” instead.

2. ROUTE (Add/Edit Venues)

The screenshot shows a web interface for editing a venue. The form is titled "Edit Venue" and includes the following fields and elements:

- Calendar:** A calendar for February 2011 is visible in the top left.
- User/Access:** "User:rebeccaz" and "Access:admin" are displayed.
- Venue ID:** 75
- Venue:** Basement Wines
- Phone:** NULL
- Address 1:** 27 S. Main St.
- Address 2:** (empty)
- City:** Colfax
- State:** CA
- Zip:** 95713
- County:** Placer
- Map ID:** NULL
- Map Section:** NULL
- Map X:** 0
- Map Y:** 0
- Lat,Long:** (empty)

Three red annotations are present:

- A red circle with the number "1" is placed over the "Venue" field.
- A red circle with the number "2" is placed over the link "Click Here to Get Latitude and Longitude".
- A red circle with the number "3" is placed over the "Lat,Long:" field, with a red arrow pointing to it from the right.

1. Whether adding a new venue or updating an existing venue, fill in the blanks down to "County." This is important.

2. Click on the link to "Get Latitude and Longitude" This will take you to a website (<http://itouchmap.com/latlong.html>) which finds the coordinates when you type the address into the space provided on the site. Highlight and copy the coordinates

3. Paste the coordinates in the Lat, Long space. **Click SUBMIT EDITS to save.**

2. TOUR Manager

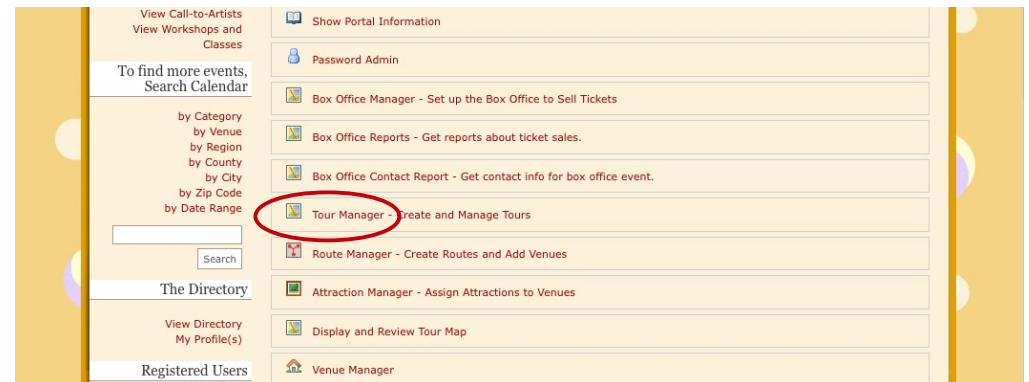
- From Portal Admin,
Select Tour Manager

1. Venue setup

2. **Tour**

3. Route

4. Attraction



2. TOUR Manager

The screenshot shows the 'Tour Manager - Create and Manage Tours' interface. At the top, there are navigation links: All Events, Join, Box Office, FAQ, and Home. Below this is a calendar for February 2011. The main form area is titled 'Tour Manager - Create and Manage Tours' and includes a 'ROUTE MANAGER' button. The form contains several input fields and buttons:

- 1**: 'Add Tour' button (circled in red)
- 2**: 'Tour ID: 20' field (circled in red)
- 3**: 'Tour Start' field (2011-02-10) and 'Tour End' field (2011-05-21) (circled in red)
- 4**: 'Google Map = yes' dropdown menu (circled in red)
- 5**: 'Colfax' location field (circled in red)
- 6**: 'Save' button (circled in red) and 'Select Tour' link (circled in red)

1. Add a tour.
2. Name your tour
3. Give it a start and end date
4. Select a map. Unless you have a customized map, leave the map at the .googlemap default.
5. Specify a location by City OR by County (ie Placer County).
6. **Click the SAVE button** then the Select Tour link

3. ROUTE Manager

The screenshot shows the 'Route Manager - Create Routes and Add Venues' page. At the top, there are navigation buttons for 'All Events', 'Join', 'Box Office', 'FAQ', and 'Home'. Below this is a calendar for February 2011. The main header area displays 'Tour: Colfax Tour' and 'Tour City: Colfax'. A '1' is placed over this header. Below the header is an 'Add Route/Venue' button, with a '2' next to it. To the right of the header are checkboxes for 'Sort Venue' (checked), 'Sort Seq', 'Display All', and 'Display Route', along with a 'Display' button. Below the header is a 'Welcome, rebeccaz!' message. The main form area has a '3' next to the 'Sequen' input field, a '4' next to the '.Venue' dropdown menu, and a '5' next to the 'Route Name' input field. Below the form are fields for 'x=0', 'y=0', 'lat=', 'long=', and 'Icon'. At the bottom, there are buttons for 'View Current Events', 'View All Events', 'Save', 'Select Route', and 'Delete Route/Venue'. The 'Save' button is circled in red.

1. You have now been taken to the Route Manager. Note the name of your Tour and the Tour City appear in the header.
2. Select Add Route/Venue.
3. "Sequence" will be the number or symbol assigned to this Route or Venue on the Map. You may edit this number later, but you should put a value in here so that your location shows up.
4. Select a venue from the drop down list of venues. (If your venue isn't there, go to Venue Manager and add it.)
5. Name the Route. This is particularly useful if you have different kinds of venues in your tour such as places to eat, places to see art, etc.
6. Check for lat=number and long=number. If they are missing go to the Venue Manager but **click SAVE first!**

3. ROUTE Manager

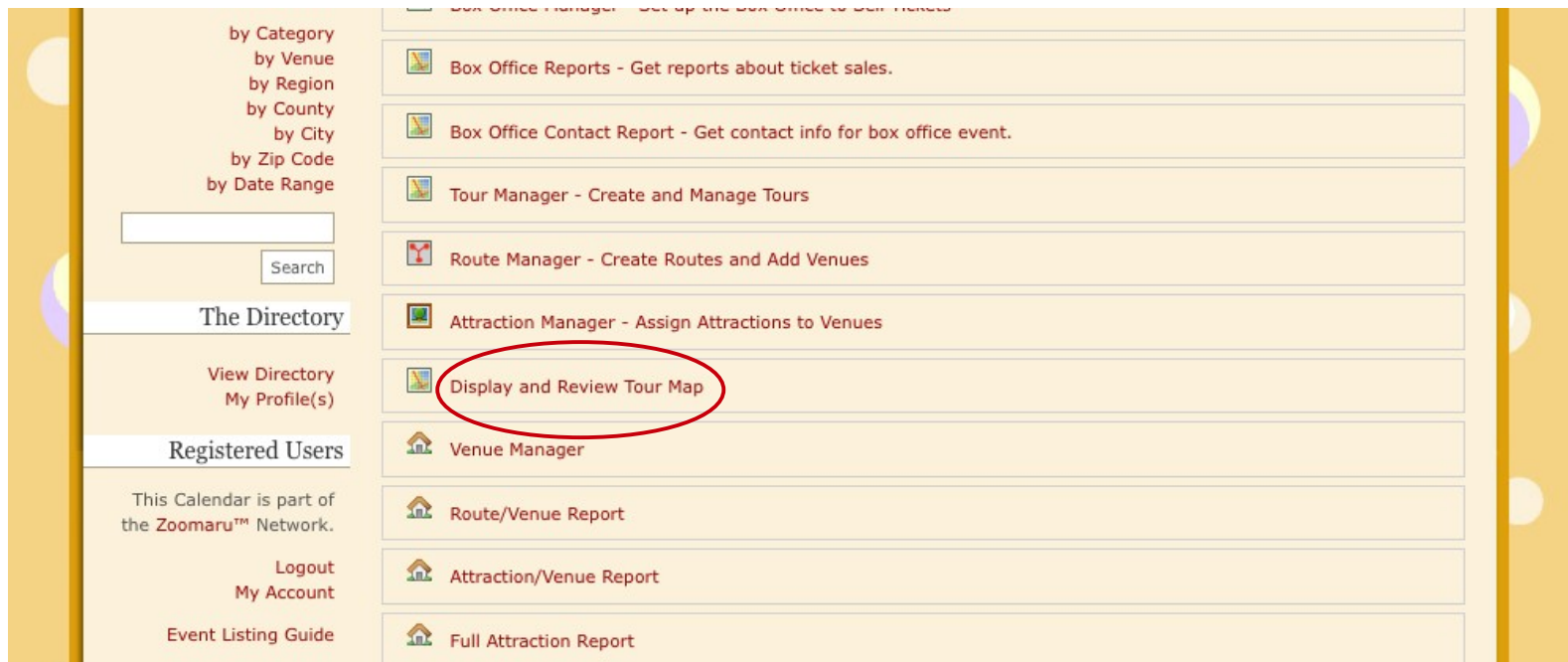
The screenshot displays the ROUTE Manager interface with three numbered callouts:

- 1:** A red circle highlights the "Route/Venue Report" link in the "Registered Users" sidebar menu.
- 2:** A red circle highlights the "Colfax Tour" link in the "Tour Selection" section of the sidebar.
- 3:** A red circle highlights the "Save" button in the "Route Manager - Create Routes and Add Venues" form.

The main content area shows the "Route Manager - Create Routes and Add Venues" page for the "Colfax Tour". It includes a calendar for February 2011, a "Tour Selection" sidebar, and a form for adding venues. The form contains fields for "Sequen", "Colfax Tour", "Basement Wines", "Highlights of Colfax", "x=0", "y=0", "Icon", "lat= 39.099872589111", "long= -120.953788757324", and "Rte ID:389". There are also buttons for "Add Route/Venue", "Save", "Select Route", and "Delete Route/Venue".

1. Add as many venues as needed to your Route, saving each one

2. ROUTE Manager



1. To check the progress of your map you may want to open a new window and from Portal Admin select “Display and Review Tour Map”.

4. ATTRACTIONS



1. Each Venue (or “waypoint”) on your map should have at least one attraction. Attractions are where you can add detailed information about the stop, including a website link.
2. Use the Attraction Manager to add Attractions. Make sure you have the correct Tour, Route and Venue selected before adding details.