2023 KCRW Website Listing Overview

1. Login page: https://www.kcrestaurantweek.com/user/login

   - Username: email address used when registering

   - Password: **#KCRW2023!** (can be changed on home page by clicking on your email address)

        o *Only one account per restaurant, so if you change the password make sure everyone who needs access is made aware.*

2. Once logged in, all restaurants registered under your email address will appear on the home page.

   a. To view listing, click on your restaurant's name under the "Title" column

   b. To edit listing, click on the 'Edit' button under the "Operations" column

3. When viewing the 'Edit Business Listing' page, you will see the following tabs: Restaurant Details, Lunch Menu, Dinner Menu, Other Menu Information.

   a. **Restaurant Details**

        i. Here is where you will edit all the information about your restaurant. Description, address, hours, etc. You can also add links for delivery/carryout (if offering)

            1. **Cuisine Type and Specialty Diets**

                 a. Should be filled out according to what your KCRW menu is offering, not the everyday restaurant menu

   b. **Lunch and Dinner Menu** (same process for both)

        i. Click 'Add Menu'

        ii. Select 'Menu Price' dropdown ($20, $40, or $50)

        iii. 1st course will appear automatically, begin adding the 1st dish and dish description for the 1st course. To add additional dishes, click on the 'Add Course Items' buttons. Continue with this until all dishes for the 1st course have been added.

        iv. To begin 2nd course, click the 'Add Course' button.

        v. Continue this process until entire menu has been added for lunch and/or dinner.

      c. <u>**Other Menu Information**</u>

           i. Please add any unique menu additions here: Drink pairings, featured dishes, notes of importance, etc.

4. Final Step

    a. Once you have everything added and ready, click on the dropdown at the bottom of the page next to 'Change to:'

    b. Select 'In Review' and then click save.

    c. I will review, check for any errors, and then publish the listing. If there are any issues, I will email you directly with what needs to be updated.