Basil - Restaurant Guide

REGISTER AN ACCOUNT

1. Go to www.hibasil.com/restaurants**.**
2. Click on "Don't have an account? Sign Up!"
3. Type in email, restaurant name and password.

   NOTE: The next step is very important and you need to make sure you enter correct location information so consumers can accurately locate your deal.

4. Type in the exact address of your restaurant in the 'Location' field. You'll see multiple suggestions come up as you type your address, so make sure to choose the one that is your restaurant address. Once you have typed in your address, the map below will put a pin/marker on the exact location of your restaurant.
5. Click on the "Sign Up" button.
6. You'll receive a verification email on the email address you used to sign up. Click on the link in the email to verify your account registration.

CREATE PROFILE:

1. Go to www.hibasil.com/restaurants**.**
2. Log in your account.
3. The first page that is displayed is your restaurant profile page.
4. Click on the 'edit profile' link on the top right corner.
5. Fill out all the information in the Profile section. Some fields need to be filled out with information in a specific format:
6. **Facebook:** Enter the whole URL to your Facebook page. Example: www.facebook.com/hibasil. If you don't have one, then leave blank.
7. **Twitter:** Enter the whole URL to your Twitter page. Example: www.twitter.com/getbasil. If you don't have one, then leave blank.
8. **Phone:** Just enter numbers here. Example: 8131234567
9. **Cuisine:** Select up to 5 cuisine types here relevant to your restaurant. I suggest selecting the primary cuisine first as it'll appear on the deal. Idea is to make deal searchable by up to 5 cuisine types per restaurant. So, if you choose 'Burgers', 'Pizza', 'American', 'BBQ', 'Smoothies-Shakes' as your cuisine types in the profile, 'Burger's will show as the cuisine name on the deal in the Basil app. However, a user looking for 'BBQ' deals using the mobile app will also be able to find your deal as you saved it as one of the cuisine types in the profile section. This way, users will be able to find your restaurant using any of the cuisine types you selected for your restaurant in the profile section.
10. After you have filled out the profile, click on the Save button.

11. At bottom you'll notice an 'Images' section. I highly recommend that you upload multiple photos of your restaurant and/or food as it entices users to give your restaurant a try. You can always go back and delete existing photos and upload new/additional photos. But make sure to upload at least one photo for app users to see.

CREATE A DEAL:

1. Click on the 'Deals' link on the top left corner.
2. Click on the '+Add Deal' button.
3. Type in a name for the deal in the 'Name' field. Keep it concise and simple. You'll enter more details about the deal in the 'Description' field.
4. In the 'Redemption Attempts (Default 1)' field, specify number of times a consumer can use that deal. For instance, if you enter '3', a consumer can use that deal up to 3 times at your restaurant.
5. In the 'Description' field, enter any additional details about your deal, fine print, etc. Examples: Deal is only good for dine-in. Deal cannot be combined with other offers and specials. Drinks not included.
1. Also, feel free to add any details about the food that is part of the deal. Example: Fresh salmon marinated in a combination of hot spices and aromatic herbs. Served wood-grilled or fried with a side of rice and beans.
6. Enter price in the following format (Example: 11.99, 5.00, 3.45, etc.). Do not enter the '$', just the numbers. If your deal doesn't have a price, then leave the field blank. Such as, '50% Off Your Entire Bill', 'Buy One, Get One Pizza', etc. You don't need to enter price for these deals. Instead, specify the details in the 'Description' field.
7. Select the deal start date/time and end date/time. You can also schedule deals ahead of time. They'll only become active/redeemable at the date/time you specify.
8. Click on the 'Upload' link to upload a photo for that deal. If you do not upload a photo, then the first photo from your restaurant profile will be used. I suggest using photos of food relevant to the deal to increase consumer interest in your deal/restaurant.
9. Click on the 'Save' button to create the deal.
10. You may always go back to change deal details, photos, redemption limits, dates/times, delete and deactivate the deals, etc.

Feel free to email us at team@hibasil.com, if you experience any issues or to provide feedback.