

## 2024 KCRW Website Listing Overview

1. Login page: <https://www.kcrestaurantweek.com/user/login>
  - Returning Users:
    - Username: email address used when registering
    - Password: same as last year. If you can't remember click "Reset your password"
  - New users:
    - Username: Email you registered as your menu contact
    - Password: **#2024KCRW!** (can be changed on home page by clicking on your email address)
      - *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 \$55)
    - iii. 1<sup>st</sup> course will appear automatically, begin adding the 1<sup>st</sup> dish and dish description for the 1<sup>st</sup> course. To add additional dishes, click on the 'Add Course

Items' buttons. Continue with this until all dishes for the 1<sup>st</sup> course have been added.

- iv. To begin 2<sup>nd</sup> course, click the 'Add Course' button.
- v. Continue this process until entire menu has been added for lunch and/or dinner.

**c. Other Menu Information**

- 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.