

KCRW Website Listing Overview

This guide covers how to log in, update your restaurant listing, save your work, and submit changes for review in the KCRW admin system.

1. Log In

- Use the login link provided by the KCRW team.
 - <https://www.kcrestaurantweek.com/admin/>
- Sign in with the username or email address associated with your restaurant account.
- If you do not remember your password, use the password reset link on the login screen.
- There is only one account per restaurant, so please make sure anyone who helps manage the listing has the current login information.

2. Go To Your Listing

- After logging in, the dashboard will show all restaurants connected to your account under Your Restaurants.
- Click Preview Restaurant to review the current public listing or preview draft content.
- Click Edit Restaurant to make updates. If a draft revision is already in progress, the system will reopen that existing revision automatically.

3. Edit Restaurant Details

- Use the Restaurant Details area to update the description, address, hours, phone number, website, and delivery or carryout links.
- Cuisine Type and Specialty Diets should reflect your KCRW Restaurant Week offering, not your everyday menu.
- Some fields may appear read-only. Those are managed by the KCRW team. If one of them needs to be changed, leave a note in Editorial Comments.

4. Add Or Update Menus

- Open the menu section you want to edit, then click Add Menu.
- Choose the correct meal and menu price for that menu: Brunch, Lunch, or Dinner with the appropriate Restaurant Week price point. (*Note: Sorting will auto apply based on meal + price*)
- Add your first course, then use Add Course Items to enter each dish and description for that course.
- Click Add Course to begin the next course, and continue until the full menu has been entered.
- If you manage multiple locations and need to copy a menu to another listing, use Sync to Locations when that option is available.

5. Other Menu Information

- Use the Other Menu Information area for drink pairings, featured dishes, reservation notes, or any other details guests should know before booking.

6. Save And Submit

- Click Save Draft at any time to keep your work in progress.
- Use Preview to check your listing before sending it for review.
- When everything is ready, click Submit for Review.
- Your updates will not go live immediately. The KCRW team will review the revision and publish it after approval. If anything needs attention, they will follow up with you directly or through Editorial Comments.

7. Helpful Notes

- Only one in-progress revision can exist for a listing at a time, so returning to Edit Restaurant will usually reopen the draft you were already working on.
- Submitted changes remain separate from the live listing until they are approved.
- If you only need to flag an issue instead of changing content yourself, Editorial Comments is the best place to leave that note.

Questions or missing access? Contact the KCRW team before the review deadline so updates can be completed on time.