



the  
**Happiest Hour**

# Venue Manager Guide



# Register

If you don't have a venue manager account, create one in less than a minute

I'm a customer

I'm a venue manager

Email Address\*

First Name\*

Last Name\*

Password\*

Confirm Password\*

City\*

Postcode\*

Suburb

Street and number

I agree to the [Terms & Conditions](#) and [Privacy Policy](#)\*

Register

# Log in

Log in to your venue manager account

Email Address

Password

Remember me

Sign In

[Forgot password?](#) [Create new account](#)

If you've forgotten your password use this feature to reset your password

# Venue dashboard

Once logged in you will see your venue manager dashboard









Access all your venues here

Create new venues here

Request access to a venue here

Venues Add New Request access to a listed venue

Showing all 2 results

Image	Name	City	Region	Address	Status	Views	Action
	The Venue	Sydney	City	123 George Street, Sydney, 2000	Published	3 432	  
	Rooftop Rock	Melbourne	North	40 Fitzgerald Street, Melbourne, 1000	Published	5 534	  

Edit venues here

To edit your specials, events & trivia click into the venue here

# Edit your venue details

Back

Venue Details

Specials

Events

Trivia

Favourites

Feedback

Access Manager

Group managers can assign venue managers here

**i** Your venue is now published, but to make it display to users you need to add at least one food/drink special, trivia, or event.

Edit specials, events & trivia here

See everyone that favoured your venue and private feedback

Edit Venue

View listing

Venue city goes here

Venue Name\*

Test Venue

City\*

Sydney

Venue name goes here

Street number and name\*

123 George Street

Suburb\*

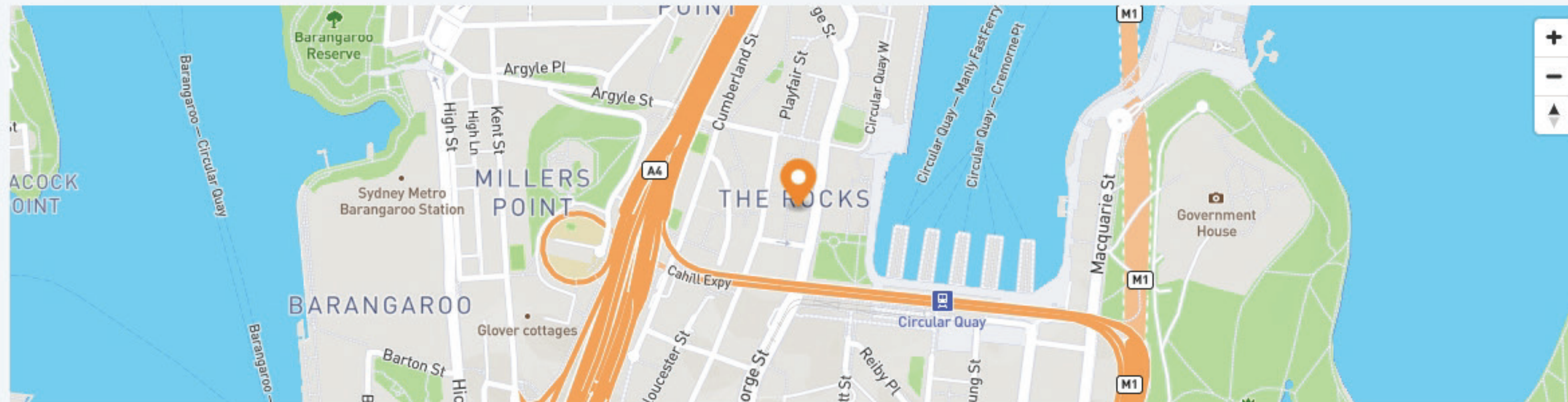
CBD

Postcode\*

2000

Venue address goes here

Maps



**i** Map automatically updates when you enter your address

Description

This is where you can add a brief description of your venue

A short venue description goes here



Description

This is where you can add a brief description of your venue

Public facing email goes here

Phone

0123456789

Venue phone number goes here

Generic Venue Email\* (this email address is publicly shown on The Happiest Hour platform)

venues@thehappiesthour.com

! These emails can be the same. They don't have to be different.

Website URL address

https://www.thehappiesthour.com

Venue website goes here

Non-public facing email goes here

Contact Name\*

THH Venue Manager

Venue contact name goes here

Contact Email\* (this email will be used for communications from The Happiest Hour)

venues@thehappiesthour.com

Venue Features

Beer garden x Family friendly x Child friendly x Dog friendly x

Select venue features here

! If you don't find a feature you need leave it blank and let us know what feature you want us to add.

Main Venue Image\*



Main venue image goes here

! Images in landscape format works best here

Additional Venue Images for Gallery



Add Images

OR select from library

Additional venue images go here

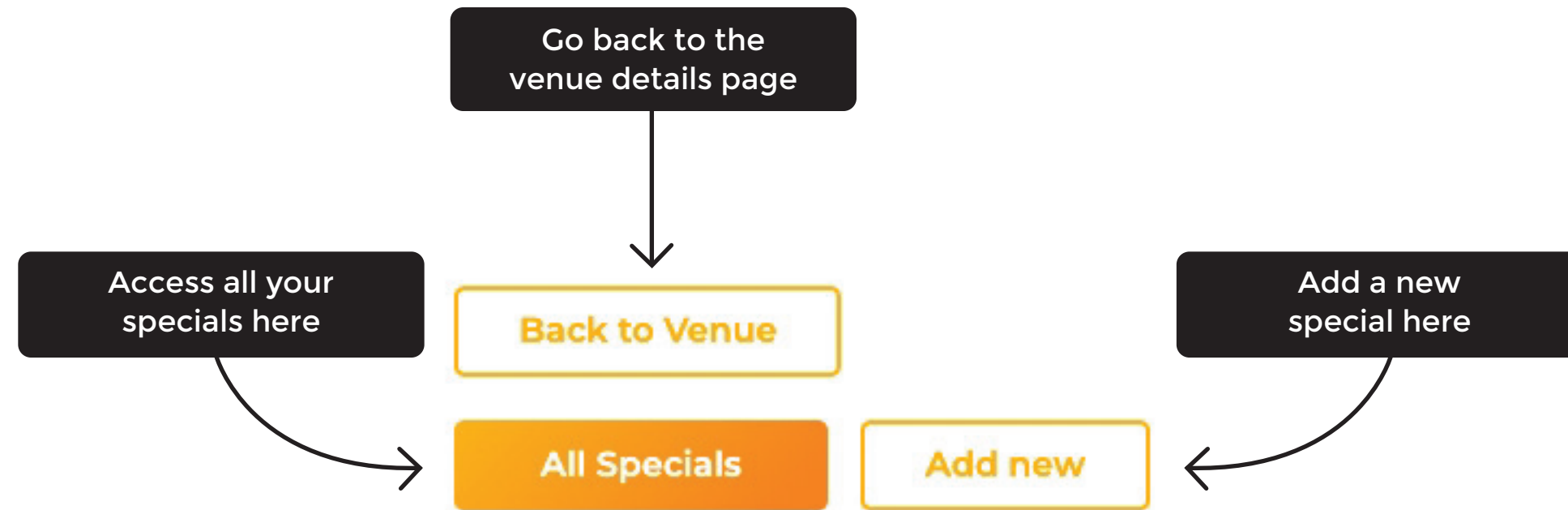
! Images in landscape format works best here

! TIP Profiles with at least 4 images stand out from the rest.

OR select from library

SAVE CHANGE


# Specials list



Showing the single result

Image	Name	Price	Category	Status	Last Updated	Action	Clicks   Impressions
	\$16 Schnitzel and beer	16.50AUD	Beer	Draft	June 22, 2023 11:23 AM	 	All time <input type="text" value="0"/>   <input type="text" value="0"/>

**Edit specials here**

 To edit your special click into the special here

# Edit your special details

## Edit Special

Special name

\$16 Schnitzel and beer

Special name goes here

Price

16.00

Special price goes here

Special additional info

\*Note: Keep description to a max of of 20 words to optimise appearance of special

Come and enjoy a premium lager and a schnitzel any time and day of the week

This does not currently display to users, but we'll use this for future features

Special description goes here

Image\*



**TIP**  
Specials with an image representing the actual special perform best  
Example: \$16 Schnitzel and beer should show the Schnitzel and/or beer

Special image goes here

Images in square format works best.  
1080x1080px is ideal

OR select from library

Category\*

Beer x

Choose categories for this specials

Available Day

Monday x Tuesday x Wednesday x Thursday x Friday x  
Saturday x

Choose the available days for this special

Start

12:00 PM

End

03:00 PM

This is an optional field and you can leave the default values if not applicable to this special

If applicable at the start and end time

This help users find your specials and it is very important to select all the relevant options

Category\*

Beer x

Available Day

Monday x Tuesday x Wednesday x Thursday x Friday x  
Saturday x

Start

12:00 PM

End

03:00 PM

Time Slots

Day: Monday

Start: 12:00 PM End: 02:00 PM

Start: 04:00 PM End: 06:00 PM

+ Add new

Day: Tuesday

Start: 12:00 PM End: 02:00 PM

Start: 05:00 PM End: 06:00 PM

+ Add new

+ Add new

Status

Published

SAVE CHANGE

Time slots go here

! If you have different time slots per day or days of the week add them here

Choose the status for this special

! If you want this status to be live, choose Published



Everyone deserves a little more happy  
[thehappiesthour.com](http://thehappiesthour.com)