Managing Destinations

This section provides step-by-step guides for managing destination entries.

Creating a New Destination

1. Navigate to **Destinations** in the admin panel
2. Click the **New Destination** button
3. Fill in the required fields:
   - **Name**: The name of the destination (required)
   - **Slug**: A URL-friendly version of the name (required, must be unique)
   - **Address**: Street address (required)
   - **City**: City name (required)
   - **Zip**: Zip code (required)
4. Fill in optional fields as needed
5. Click **Save** to create the destination

Editing Destination Information

1. Navigate to **Destinations**
2. Click on the destination you want to edit
3. Make your changes
4. Click **Save** to update

Adding Images

Destinations support three types of images:

Main Image:

- The primary image displayed for the destination
- Used in listings and search results
- Recommended size: 500x500 pixels or larger

Header Image:

- A larger image used at the top of destination detail pages
- Recommended size: 1920x600 pixels or similar wide format

Gallery Images:

- Multiple images that can be displayed in a gallery
- Add as many as needed
- Recommended size: 1200x800 pixels or larger

To add images:

1. Open the destination for editing
2. Find the image field you want to use (Main Image, Header Image, or Gallery Images)
3. Click to upload or select an existing image
4. Save your changes

Setting Location and Contact Information

Location Fields:

- **Address**: Street address
- **City**: City name
- **Zip**: Zip code
- **State**: State or province
- **Region**: Regional designation
- **Mailing Address**: Separate mailing address if different
- **Location**: Geographic coordinates (automatically populated when address is geocoded)

Contact Information:

- **Email**: Contact email address
- **Phone**: Primary phone number
- **Toll Free**: Toll-free phone number
- **Fax**: Fax number
- **Website**: Website URL

Adding Categories, Experiences, Activities, and Amenities

To associate a destination with categories, experiences, activities, or amenities:

1. Open the destination for editing
2. Find the field for the type you want to add (Categories, Experiences, Activities, Amenities, etc.)
3. Select one or more items from the list
4. You can select multiple items in most cases

5. Save your changes

Tips:

- Start typing to search for items
- Select multiple items to create multiple associations
- These associations help visitors find destinations through search and filtering

Managing Social Media Links

You can add social media links to destinations:

1. Open the destination for editing
2. Find the social media section
3. Add URLs for:
   - Facebook
   - Twitter
   - Instagram
   - YouTube
   - Pinterest
   - Other social media platforms
4. Save your changes

Setting Operating Hours and Special Features

Operating Information:

- **Operating Hours**: Store hours of operation
- **Call for Appointment**: Checkbox if appointments are required
- **Open Date**: When the destination opened

Special Features:

- **Family Owned**: Checkbox for family-owned businesses
- **Percent Sourced Locally**: Percentage of locally sourced products
- **Associations**: Professional or industry associations
- **Visitor Parking**: Whether parking is available
- **Visitor Restrooms**: Whether restrooms are available
- **Handicap Accessible**: Accessibility information
- **Kid Friendly**: Whether the destination is suitable for children
- **Pet Friendly**: Whether pets are allowed

- **Free WiFi**: Whether WiFi is available
- And many more options

Enabling/Disabling Destinations

To control whether a destination is visible to the public:

1. Open the destination for editing
2. Find the **Enabled** checkbox
3. Check to enable (visible) or uncheck to disable (hidden)
4. Save your changes

Note: Disabled destinations won't appear in public listings or search results, but they remain in the system and can be re-enabled later.

Approving User-Submitted Destinations

When users submit destinations through the API, they need to be approved before going live:

1. Navigate to **Destinations**
2. Look for destinations with the **Approved** checkbox unchecked
3. Review the destination information
4. Make any necessary edits
5. Check the **Approved** checkbox
6. Ensure **Enabled** is also checked
7. Save your changes

Note: Unapproved destinations are not visible to the public, even if enabled.

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