



How to manage your PREMIUM supplier account on www.thestaffcanteen.com

First of all you need to understand what type of supplier account you want to sign up for and how you can get the most out of your listing.

Below is a brief summary showing the difference between the accounts available.

NB. You can **UPGRADE** your account at anytime by **CLICKING** on the **UPGRADE TODAY** or **CALL US ON 01202 612123.**

FREE SUPPLIER ACCOUNT

- Company name
- Company logo
- Contact telephone number

STANDARD SUPPLIER ACCOUNT

- Company name
- Company logo
- Contact telephone number
- Postal address
- Web address
- Overview of the company

PREMIUM SUPPLIER ACCOUNT

- Company name
- Company logo
- Contact telephone number
- Postal address
- Web address
- Overview of the company
- Interactive with members
- Link your profile on The Staff Canteen with your other Social Networking sites
- Add content: images, video, recipes, news, events



INDEX

Title	Section
Sign Up	3
Adding/changing Company information and/or password	4
Adding/changing company logo	7
Adding content - overview	8
Adding a STATUS	8
Adding an ALBUM (image)	9
Adding an EVENT	10
Adding a VIDEO	13
Adding a NEWS	14
Adding a RECIPE	16
The Wall	18
Chef +, the first APP for Professional Chefs	19





Section 1 - How to Sign Up

First of all you need sign up for a **supplier account**.

NB. You can have a MEMBER as well as SUPPLIER account, but each MUST have a UNIQUE email address for each.

NB. If you already have a SUPPLIER ACCOUNT, just **LOG IN** using your **email address and password**

SIGN UP as a supplier



Complete all the boxes; on the account type SELECT SUPPLIER using the drop down arrow. Then click SIGN UP.

Sign up
The Staff Canteen

First Name:

Surname:

Email:

Repeat email:

Password: ?

Repeat password: ?

Net in UK:

Postcode: ?

Account type:

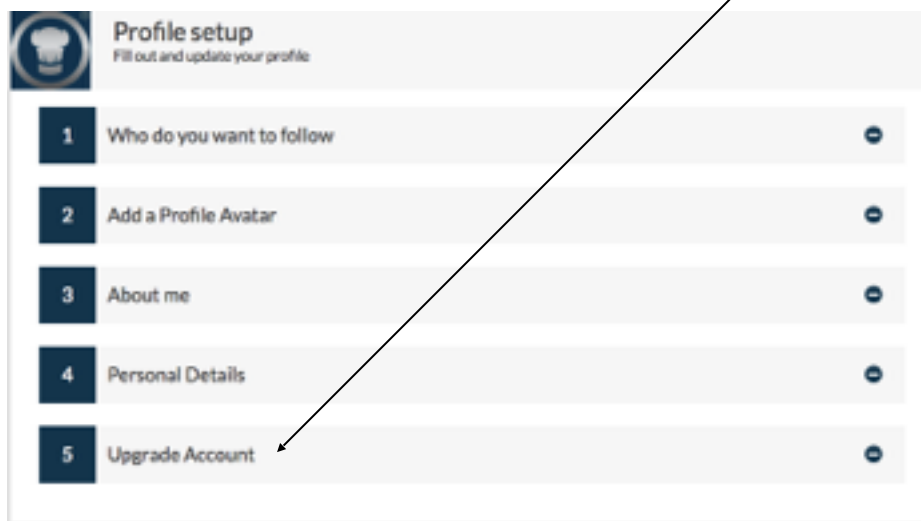
Company name:

Sign Up



This process has signed you up as a FREE SUPPLIER listing.

TO UPGRADE CALL US ON 01202 612123 OR EXPAND SECTION 5 WITHIN YOUR PROFILE FOR MORE DETAILS



As a DEFAULT you will be taken to your PROFILE, now you need to add further INFORMATION about your company. (see section 2)

Section 2 - How to add/change your COMPANY INFORMATION and/or PASSWORD

NB. you can revisit this information at any time and update/amend by clicking on MY ACCOUNT.

AS A FREE SUPPLIER ACCOUNT THE ONLY INFORMATION REQUIRED IS:

- Company name
- Telephone number



Once you have added all the information CLICK SAVE CHANGES at the bottom right of the screen.

AS A STANDARD SUPPLIER ACCOUNT THE INFORMATION REQUIRED IS:

- Company name
- Contact name
- Telephone number
- Contact email address
- Postal address
- About

Below is an example of a STANDARD supplier listing as it is seen on the site by USERS



AS A PREMIUM SUPPLIER ACCOUNT THE INFORMATION REQUIRED IS:

- Company name
- Contact name
- Telephone number
- Contact email address
- Postal address
- Supplier description
- About

Click on the TEXT to expand the appropriate section requiring UPDATING.





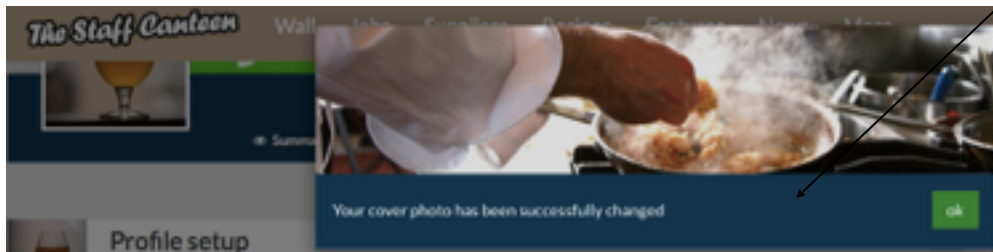
UPDATE/ADD the necessary information and then CLICK SAVE or UPDATE. Once changes have been saved a POP UP will confirm this.

You can also ADD your SOCIAL NETWORKING sites to The Staff Canteen, this can be found in section 5 “about me”

Social settings

Twitter Page	Facebook Page
Blogger Page	LinkedIn Page

By default you will return to the top of the page and if all changes have been saved you will get a message confirming this.



IF THIS MESSAGE DOES NOT APPEAR SCROLL DOWN AND ISSUES THAT NEED YOUR ATTENTION WILL BE FLAGGED IN RED.



Section 3 - How to add or change your COMPANY LOGO (Avatar) and/or COVER IMAGE

Click on the TEXT to expand the area.

Add PROFILE AVATAR & COVER photo

You can UPLOAD your own images or choose from our STOCK IMAGES. Click on the relevant box to upload/choose an image.



NB. if you choose to upload your own the recommended sizes indicated on the right.

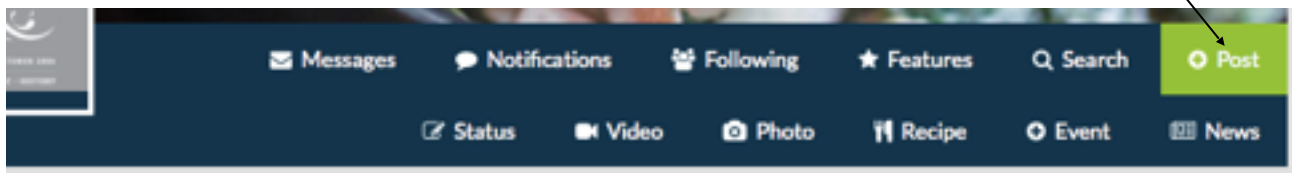
Once your image has been added you will see a NOTIFICATION on the screen telling you it has be updated.

Section 4 - How to add CONTENT (PREMIUM SUPPLIERS ONLY)

As a PREMIUM supplier you can add VARIOUS FORMS of CONTENT to The Staff Canteen website.

All CONTENT is added via your PROFILE or MY ACCOUNT. CLICK POST to ADD CONTENT

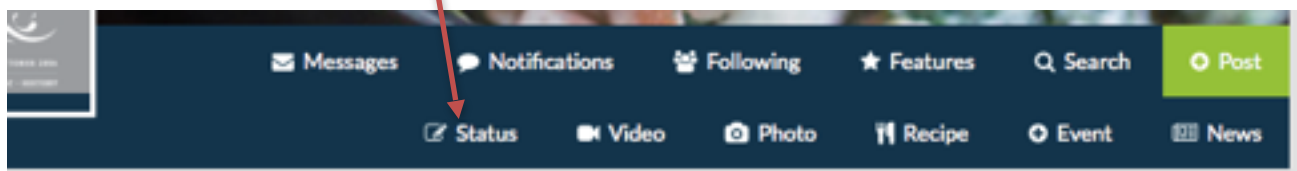
A row of ICONS identify the type of content you can add.



How to add each TYPE of CONTENT is detailed in the following SECTIONS

Section 5 - How to add a STATUS (PREMIUM SUPPLIERS ONLY)

To ADD a STATUS, CLICK the ICON.



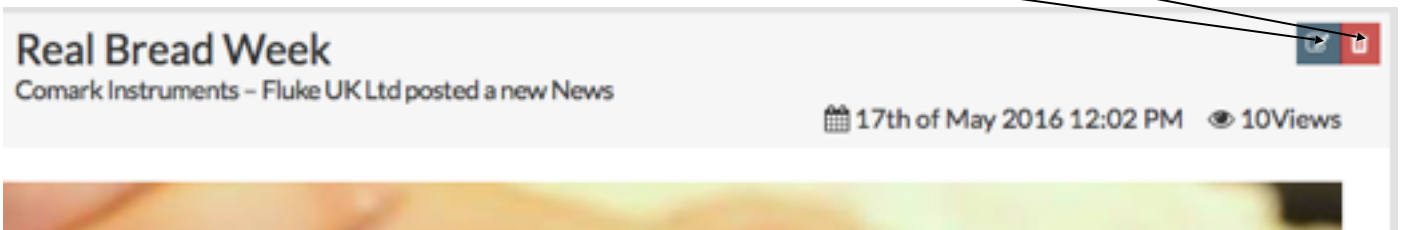
A drop down box will appear and you FREE TYPE what you want to say, then POST

Iss May 16

8 of 19



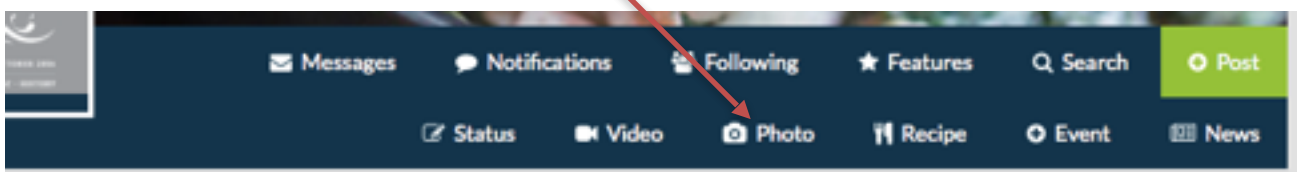
To AMEND/DELETE your post HOVER OVER THE POST and CLICK EDIT or DELETE



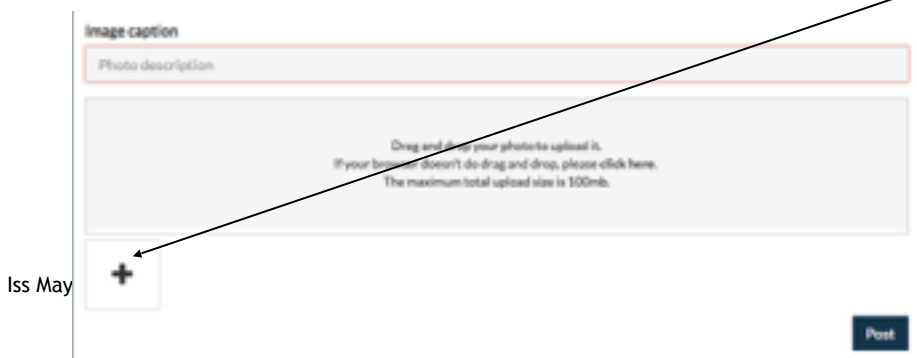
NB. If you have made some AMENDMENTS, don't forget to SAVE your changes.

Section 6 - How to add a PHOTO or an ALBUM (PREMIUM SUPPLIERS ONLY)

To ADD an ALBUM (or image), CLICK the ICON.



A drop down box will appear, CHOOSE your files by CLICKING on CHOOSE YOUR FILES (or dragging and dropping)



15th May

9 of 19

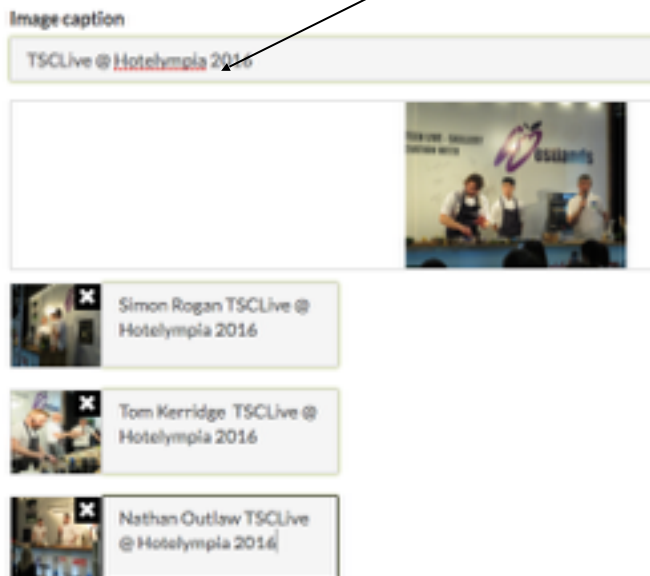




NB. You can select more than one image at a time (this is dependant on your operating system)

Once all images have uploaded, you need to NAME each IMAGE

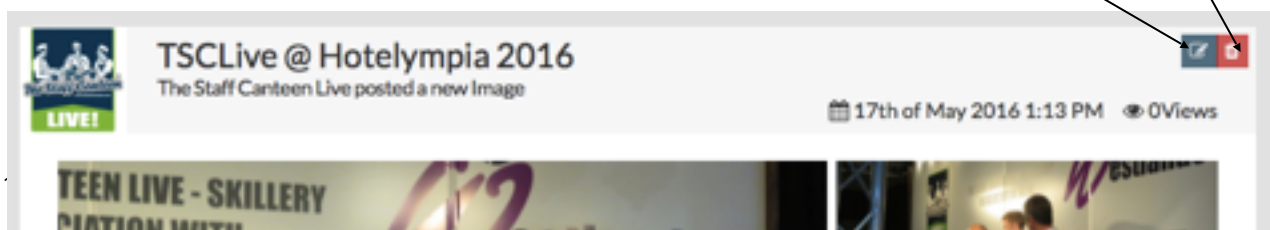
NB. When adding an ALBUM the FIRST image you add will DEFAULT to the MAIN image for the ALBUM.



NB. If you have uploaded an image by mistake, it can be deleted by CLICKING the CROSS

When you have added all your images, click POST

To AMEND/DELETE your post HOVER OVER THE POST and CLICK EDIT or DELETE



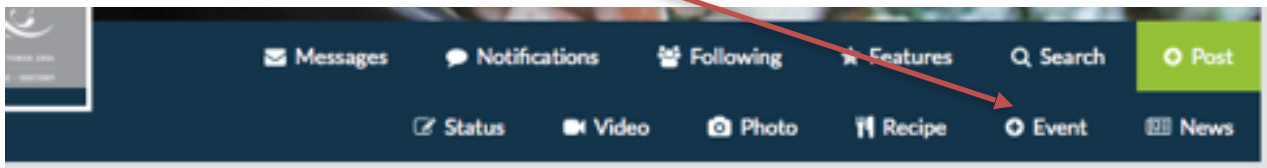
Iss May





Section 7 - How to add an EVENT (PREMIUM SUPPLIERS ONLY)

To **ADD** an **EVENT**, **CLICK** the **ICON**.



A drop down box will appear

Complete ALL the boxes - to add the start and end date/time **CLICK** the **CALENDAR**

CLICK NEXT to **ADD IMAGES** (and/or to **POST** the **EVENT**)



To add your image(s) CHOOSE your files by CLICKING on CHOOSE YOUR FILES (or dragging and dropping)

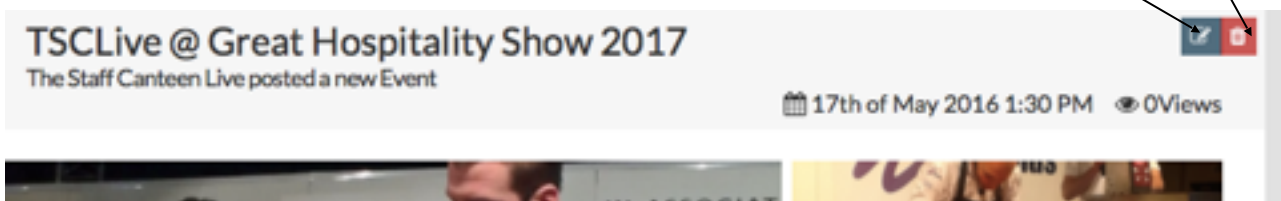


Once all images have uploaded, you need to NAME each IMAGE

NB. When adding more than one image the FIRST image you add will DEFAULT to the MAIN image for the EVENT.

ADD a DESCRIPTION of the event, then CLICK POST.

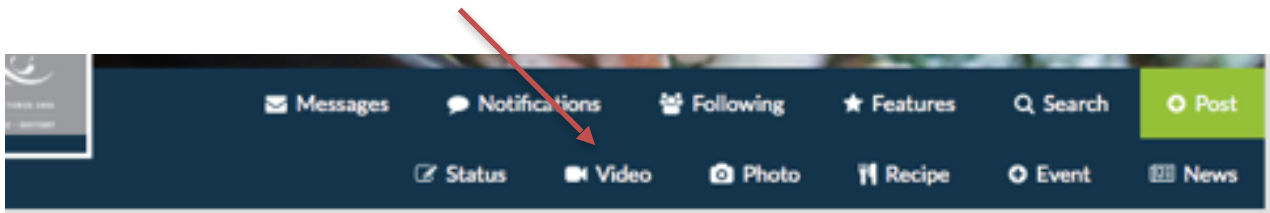
To AMEND/DELETE your post HOVER OVER THE POST and CLICK EDIT or DELETE





Section 8 - How to add a VIDEO (PREMIUM SUPPLIERS ONLY)

To **ADD** a **VIDEO**, **CLICK** the **ICON**.



A drop down box will appear

COPY & PASTE the **YOUTUBE URL** of the **VIDEO** you wish to **ADD** into the first box

Upload Video

Copy & paste your Youtube URL here...

Video Title

Write a description...

Post

The **TITLE** and **DESCRIPTION** will automatically be populated (if they are present on Youtube)

Upload Video

https://youtu.be/MOnme_GfMmEI

TSCLive @ Hotelympia 2016 Presentation video

TSCLive @ Hotelympia 2016 promotional video

Post



NB. Title and description can be amended.

Upload Video

https://youtu.be/MOnme_GNmEI

TSCLive @ Hotelympia 2016

The Staff Canteen Live brought 16 of the UK's best chefs, with 24 Michelin stars between them, together with a host of industry sponsors all working together to create a live and interactive show case of great skill and great fun. We used Twitter, Instagram, Facebook and YouTube to extend the audience reach and participation to make The Staff Canteen Live a leading live chef event.

TSCLive @ Hotelympia 2016
The Staff Canteen Live brought 16 of the UK's best chefs, with 24 Michelin stars between them, together with a host of industry sponsors all working together to create a live and interactive show case
Youtube

Post

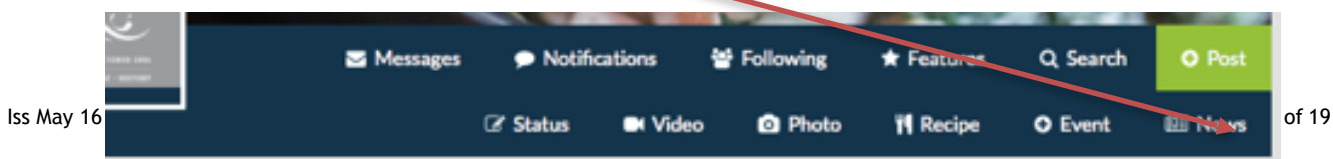
Once all the details have been added CLICK POST

To AMEND/DELETE your post HOVER OVER THE POST and CLICK EDIT or DELETE



Section 9 - How to add a NEWS ITEM (PREMIUM SUPPLIERS ONLY)

To ADD a NEWS ITEM, CLICK the ICON.



Iss May 16

of 19





A drop down box will appear

Publish your news story

*Name your news story

*Click here to write your news story

Drag and drop your photo to upload it.
If your browser doesn't do drag and drop, please click here.
The maximum total upload size is 100mb.

+

Post

ADD a TITLE and the CONTENT can be copied and pasted from a word document.

ADD IMAGE(S), CHOOSE your files by CLICKING on CHOOSE YOUR FILES (or dragging and dropping)

Image caption

Photo description

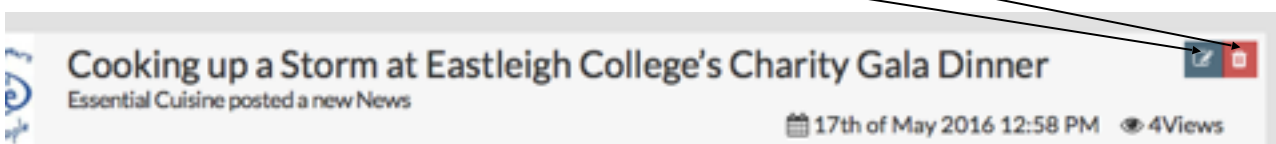
Drag and drop your photo to upload it.
If your browser doesn't do drag and drop, please click here.
The maximum total upload size is 100mb.

+

Post

Once all the details have been added POST your news item.

To AMEND/DELETE your post, CLICK EDIT or DELETE



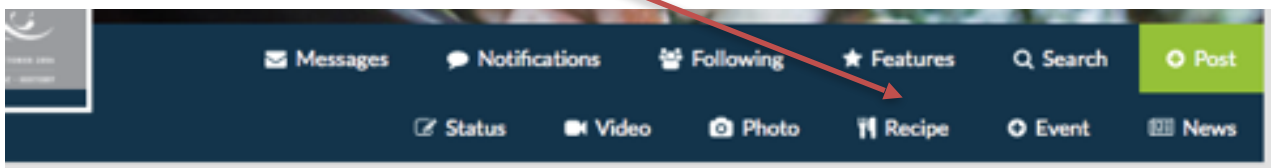
Iss May 10

13 01 17



Section 10 - How to add a RECIPE (PREMIUM SUPPLIERS ONLY)

To ADD a RECIPE, CLICK the ICON.



A drop down box will appear

COMPLETE ALL the BOXES, then CLICK STEP 2.

NB. You MUST use a NEW LINE for each INGREDIENT; You MUST use a NEW LINE for each STEP within the METHOD TOO.



ADD a VIDEO for the recipe by COPY & PASTING the URL from YOUTUBE and add in the same way as previously described.

New recipe

Upload Images

Image description

+

Step 1 - Information

Post

Upload Video

<http://youtube.com/watch?v=3t9b2ye7LEY>

Prawn and pickled fennel salad with saffron dressing
Chef Russell Brown from Creative About Cuisine, shows us how to make a salad using Wild Atlantic Prawns, with pickled fennel and a saffron dressing. See more Wild Atlantic Prawn recipes here: [http:// Youtube](http://Youtube)

ADD IMAGE/IMAGES for the recipe by CLICKING the + SIGN and add in the same way as previously described.

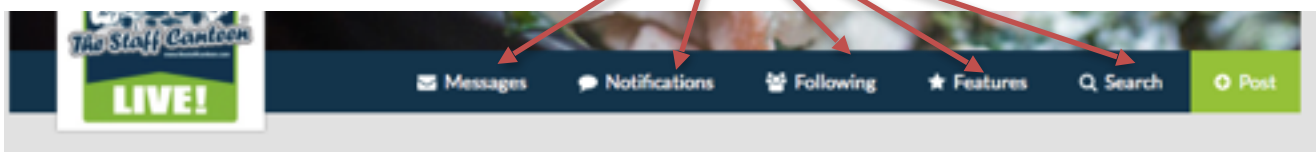
Once IMAGES and/or VIDEO has been added CLICK POST.
To AMEND/DELETE your post, CLICK EDIT or DELET





Section 11 - FROM your PROFILE - what can you see? (PREMIUM SUPPLIERS ONLY)

From your PROFILE, CLICK to view MESSAGES, NOTIFICATIONS, FOLLOWERS/
FOLLOWING, FEATURES and SEARCH



The MOST EFFECTIVE way to find a member is to go to FOLLOWING and SEARCH
by their NAME



When you have found the member you are looking for HOVER on their PROFILE IM-
AGE and CHOOSE to BLOCK, FOLLOW or SHOW PROFILE.

Section 12 - Chef+, the 1st APP for Professional Chefs

As a PREMIUM Supplier you can download **Chef +** and interact with our members for
FREE





The application's rich media galleries will allow chefs to create recipes from their phone and to upload and share video and images which can then be reviewed and rated by other members. **Chef+** will be fully integrated with all social media platforms but with enhanced functionality created specifically for chefs.

Chef+ is available on iPhone and Android platforms.

Download Chef+ on [iPhone](#)

Download Chef+ on [Android](#)

Log in using the SAME EMAIL ADDRESS and PASSWORD as you do for the WEB-SITE.

NB. Only PREMIUM SUPPLIER have FULL access to CHEF+