



Discover Kerry Extranet Guide

www.discoverkerry.com

Introduction

Join the Kerry story by adding your business to DiscoverKerry.com. By listing your business, you'll be part of a dynamic platform that highlights the very best of what Kerry has to offer. Whether you're a local shop, a restaurant, an attraction, a start-up or large enterprise, your listing helps showcase the rich tapestry of businesses that make Kerry a special destination for visitors and residents alike. Be a part of the community that drives Kerry forward—add your business today and help us tell the world what makes Kerry special.

Important Information for NEW LISTING

If your organisation is not yet added to our site, you will need to fill out [this form](#) which will be reviewed by our DiscoverKerry team and will be in touch with you to advise on next steps. Once approved, you will be able to complete the steps within this document to complete your new business listing.

Important Information for EXISTING LISTING

If your organisation is already listed but you don't have access to edit the information, please email listings@discoverkerry.com with a valid email address associated with your business so we can get you access to your listing

Accessing the discoverkerry.com Extranet

Once you have been approved as a listing, you can start updating your listing profile through our discoverkerry.com extranet.

To access your listing, please click on the url link:

<https://extranet-eire.newmindets.net/App/Extranet/Login.aspx>

For first time login, enter your email address provided and select 'Forgot Password'. A reset password link will be emailed to the email address you provided to Kerry Tourism Industry Federation, from this email address: support@newmind.co.uk.

Click on the link to reset your password from within the e-mail. This will take you to a page where you will be asked to enter a new password. Once this is completed you can login and edit your product details.

Once logged in, you will see your business listed. If you have more than one business, then you will see each of them listed. To update a listing, click on the business name.

Select Product / Organisation

Below is a list of products and organisations linked to your name. Please select a product or an organisation.

Search Products

Test Training Product

Accommodation modified by: mbonner 07/08/2020 10:48:05

[Show archived](#)

If you think there is a product or organisation missing from this list, or a product, or an organisation appears that shouldn't, please contact your local DMO/VIC.

A summary screen of your business listing will then be displayed:

Training Product Actions ▾

Address	Address Field 1 Address Field 2 Address Field 3 Town Field County Field	Email	Not provided.
Postal code	AA0 1BB 📍	Web	Not provided.
Country	United Kingdom	Booking web	Not provided.
Telephone		Type	Attraction
Telephone 2		Organisation	
Fax			

Modified	10 November 2021 15:16
Modified by	mbonner
Created	10 November 2021 13:56
Created by	mbonner

Categories

Art Gallery

Text Type Values

Estate	Name	Language	Preview
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Channels

Provider Edit

To update your listing details select 'Actions' and 'Edit Product'

Training Product	
Address	Address Field 1 Address Field 2 Address Field 3 Town Field County Field
Postal code	AA0 1BB
Country	United Kingdom
Telephone	
Telephone 2	
Fax	
Email	Not provided.
Web	Not provided.
Booking web	Not provided.
Type	Attraction
Organisation	

Actions ▾
Edit Product
Print

You will now be able to see the different tabs for editing your details. Select the relevant tab to make your edits/updates.

Note: Each product type will show different tabs for editing your details.

Once you are happy with your changes select 'Save' before exiting.

Telephone Number Convention to follow:

+353 66 71XXXXXX
+353 87 9021046

Product Details

Product Details

Name: Training Product

Country: United Kingdom

Address: Address Field 1, Address Field 2, Address Field 3

Town: Town Field

County: County Field

Postal code: AA0 1BB

Location: Select location

Latitude Longitude: [] []

Map Zoom Level: Urban

Telephone: []

Telephone 2: []

Fax: []

Email: []

Website: []

Keywords: []

Visit duration: Not set

Extranet Type: Product Edit

Modified by: []

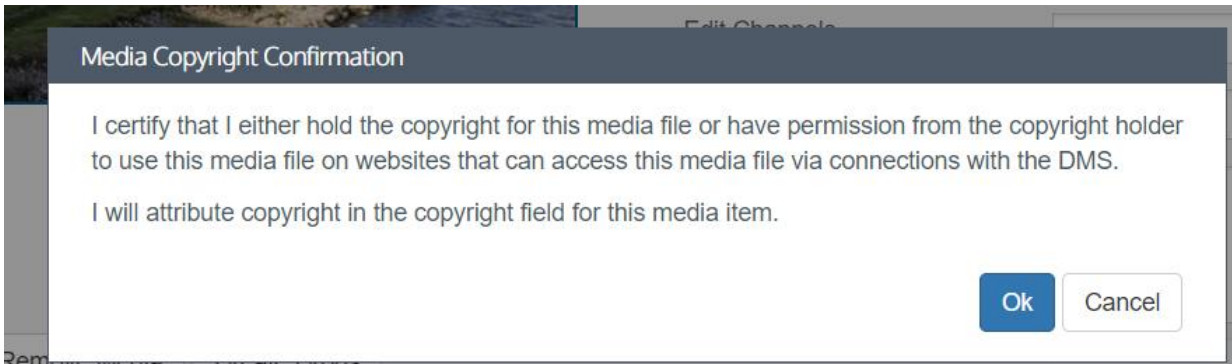
Created by: []

Estate: []

Save Close

Media Image Permissions & Declaration

When you upload images you will be required to indicate that you have received the necessary permissions to upload the media, and that you will attribute copyright for the media item.



Please upload the initial images in landscape format for product display purposes.

Our dimension recommendation would be 1750px wide by 848px height to ensure the image is high quality on the page. Image dimensions can differ as long as this ratio is adhered to. (Tip – you can open your images in Paint and check the pixel width and height, and resize accordingly.)

Tips

If you are copying over text from another source, please paste in 'clear formatting'.

Map Publisher

Discoverkerry.com will be using the Map Publisher facility and as such we will be able to create custom maps by product listing, category, place etc.

To ensure your product is shown on maps such as these please ensure that you enter the latitude and longitude and select your location from the additional drop down menu in the details panel.

Submit Your Event

Use the Submit an Event Form here

<https://www.discoverkerry.com/whats-on/submit-an-event/>

Image requirement:

Landscape Format, ideally 1750 x 848 px minimum.

Image will be cropped to centre as it is displayed throughout the site – see below examples.



Ex. 1



Ex.2



Ex. 3

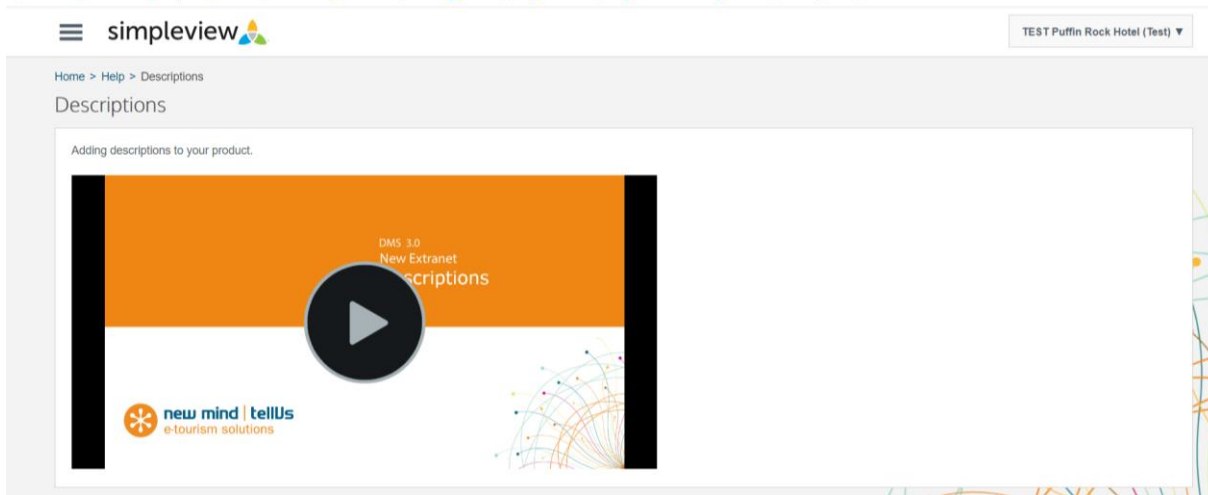
White Frame - Square
Carousel Frame

Green Frame -
Landscape Hero
Image Frame

If you are a venue / bar and hold many recurring events or have a timetable of gigs / plays etc. you can use your listing to also detail your programme and link to social media etc.

Extranet Help

To access the Help section, click on the menu on the top left of the simpleview logo and select Help, for support videos.



Contact Us

For any questions or support please reach out to Kerry Tourism Industry Federation on marketing@ktif.ie