

# Local Food Directory/Map Guide

Food Action Society is pleased to provide the North Okanagan Local Food Directory / Map, which lists producers, processors and distributors / retailers of local North Okanagan food. Instructions are available in this document and on the website, which is located at <http://www.foodaction.ca>.

You can browse or view the website as a visitor, without having to **Login**. You will need to **Login** as a registered user to add or edit listings. If you want to add or edit listings and have not yet registered, please **Register** now. To do so, click on the '**Register**' link found at the top right of the Food Action Society website, and complete the registration form.

When you are ready to begin, open the Local Food Directory / Map:

- >Click on '**Local Food Directory / Map**' at the left of the Home page
- >Click on '**Local Food Directory**'

Use the links shown in Figure 1 below to '**Add Listing**', '**Search**', '**View Listings**' or '**View the Map**'. These links are visible in all sections of the directory and map.

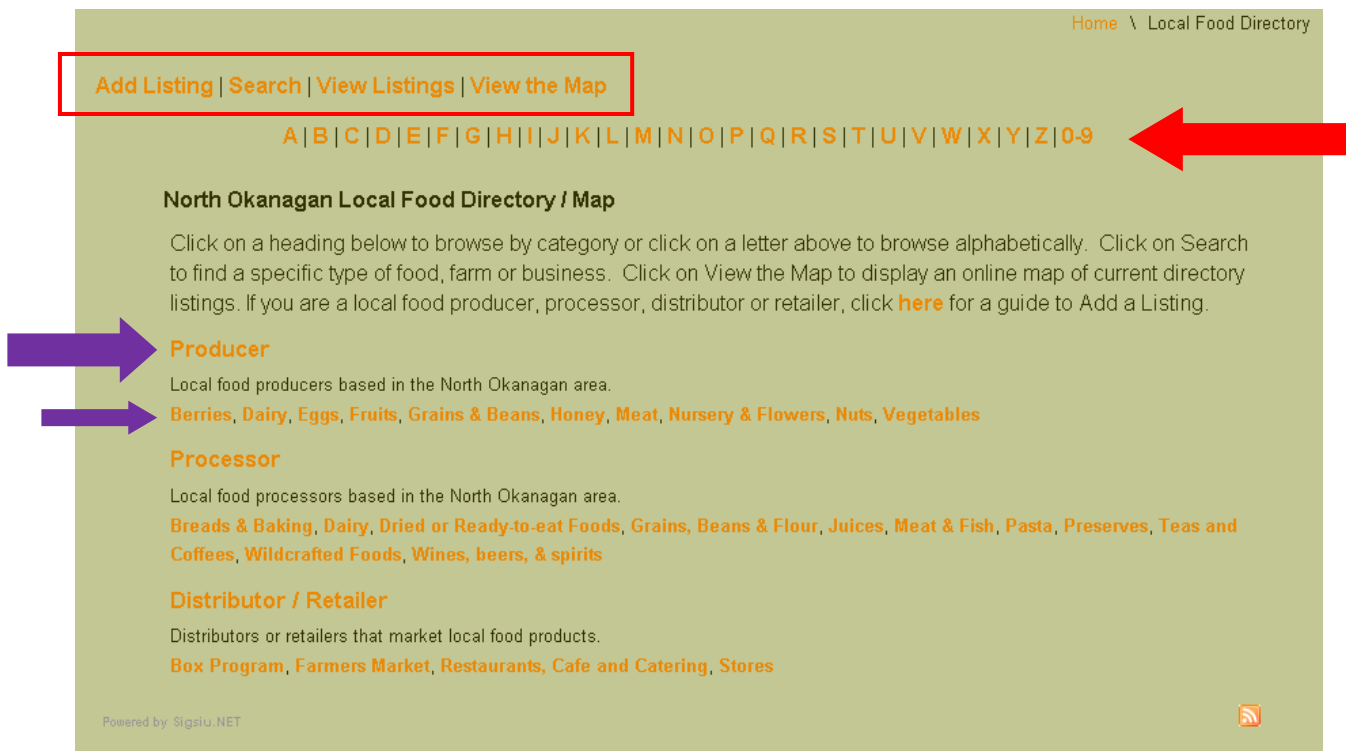


Figure 1 – Click on Local Food Directory / Map options (red box), or browse alphabetically (red arrow on right) or by category or subcategory (purple arrows on left).

# 1. Viewing listings

- a. There are three ways to browse or view multiple listings in the directory:
  - i. **By Category/Subcategory:** Click on a category such as Producer, or subcategory such as Berries (see large and small purple arrows on left, see Figure 1).
  - ii. **Alphabetically:** Click on an alphabet letter at the top (see large red arrow on right, see Figure 1).
  - iii. **Search:** Click on the Search link (see Figure 1), then type in a key word in order to try to search for product or business of interest to you.
- b. or, View the Map:

Click on ‘**View the Map**’ link (see Figure 1) to switch to map view. You are now looking at the Map of food producers, processors and distributors/retailers from the Local Food Directory (see Figure 2).

>Click on ‘**Home**’ tab (see red arrow on the left, see Figure 2) for a **Quick Start Guide to browsing the map**. Click on ‘**Attributes**’ to see food categories again.

>Click ‘**Open**’ under each main **Category** to display a list of **Sub-Categories**. You may click on ‘**Close**’ to close up the displays.

>Click on **On/Off toggles** to turn food **Categories** on and off. Click on the **checkboxes** to select which **Sub-Categories** you would like to view. This will enable you to limit the number and type of the businesses that you view on the map.

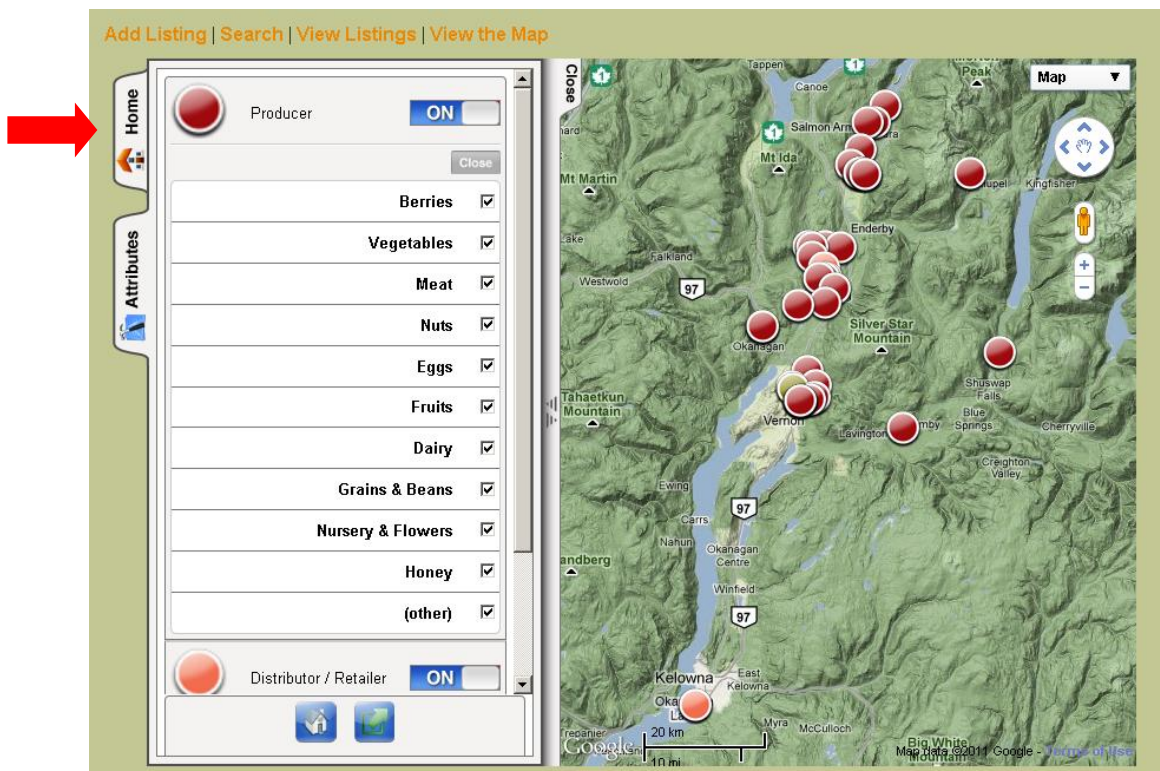


Figure 2 – Click on a map marker to see details for a single business, or select business Categories and Subcategories to view in the Local Food Map using the On / Off toggles and checkboxes.

## 2. Add a listing

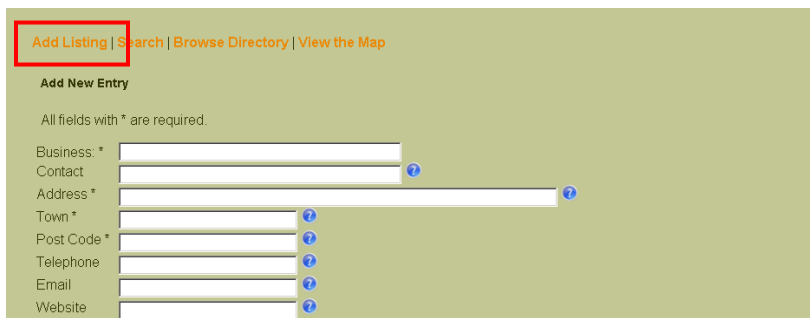
- a. Login at top right by typing your username or email and password.

>**Click on ‘Login’**. The first time you login, you will start on the Website Administration page, where you can view and manage your user profile and account settings. The page can be reached again from the ‘Website Administration’ link at the bottom of the website.

- b. Listings require a business name, address, and product details. When you are ready:

>**Click on ‘Add Listing’ to open the form (Figures 3 to 6)**.

Complete your basic business contact details (Figure 3). Click on the circular blue “?” symbols for tips.

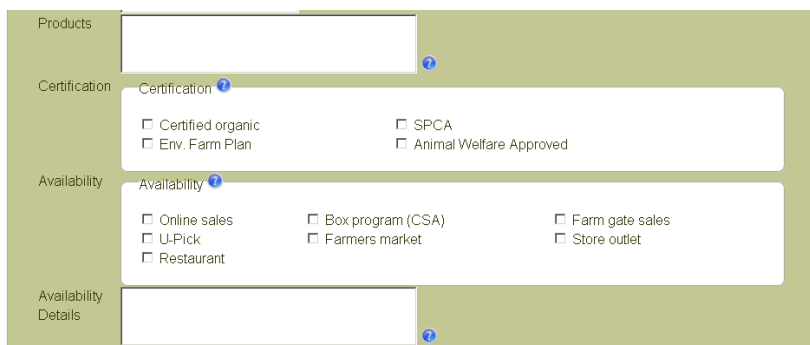


The screenshot shows a web form titled 'Add New Entry' with a navigation bar at the top containing 'Add Listing | Search | Browse Directory | View the Map'. The 'Add Listing' link is highlighted with a red box. Below the title, it says 'All fields with \* are required.' The form contains several input fields: 'Business: \*', 'Contact', 'Address \*', 'Town \*', 'Post Code \*', 'Telephone', 'Email', and 'Website'. Each field has a blue question mark icon to its right for tips.

Figure 3 – Enter general contact details.

- c. Complete your product, certification and availability details (Figure 4).

- i. **Product details:** Although you will select from the list of general directory categories to help sort your listing (step e. below), please also list your products details in the ‘Products’ text box. eg. **Raspberries, Blueberries and Preserves.**
- ii. **Certification details:** Select certifications that apply to your business, and the availability of your product. eg. **Certified Organic, U-Pick, Farmer’s Market.**
- iii. **Availability details:** List where and when your product is available eg. **Vernon Farmer’s Market, Thursdays only; U-Pick in July, contact us for details.**



The screenshot shows a form with four sections: 'Products' (a text input field with a blue question mark icon), 'Certification' (a section with a blue question mark icon containing four checkboxes: 'Certified organic', 'Env. Farm Plan', 'SPCA', and 'Animal Welfare Approved'), 'Availability' (a section with a blue question mark icon containing six checkboxes: 'Online sales', 'U-Pick', 'Restaurant', 'Box program (CSA)', 'Farmers market', and 'Farm gate sales'), and 'Availability Details' (a text input field with a blue question mark icon).

Figure 4 – Enter products, certification and availability details.

- d. Enter your Latitude and Longitude using the Coordinates Map tool (Figure 5). This set of Latitude and Longitude coordinates determines the map location of your directory listing.

**> Click on the Coordinates Map**

Use the tools to get as close as you can to find your location, as follows:

- +/- to Zoom In/Out
- Left/Right and Up/Down arrows to recenter the map.

**>Click on the exact location of your business or farm (or as close as possible).**

Notice when you click that coordinates are then entered for the place where you clicked. You can click again to change the location.

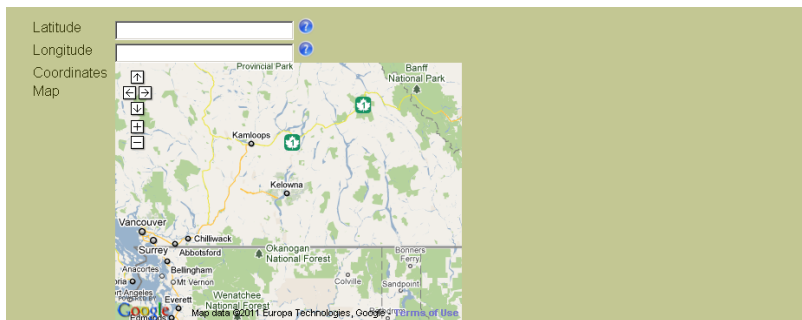


Figure 5 – Coordinates map tool.

- e. Select Categories and Sub-Categories in order to help the public to find your business through your specific services and food products in the Local Food Directory and Map.

There are three main Categories: Producers, Processors and Distributors/Retailers. If your business is a Distributor/Retailer of local food as well as a Producer or Processor of food products, you should make a separate ‘Add Listing’ entry for your business as Distributor/Retailer, another for your business as a food Producer and/or Processor.

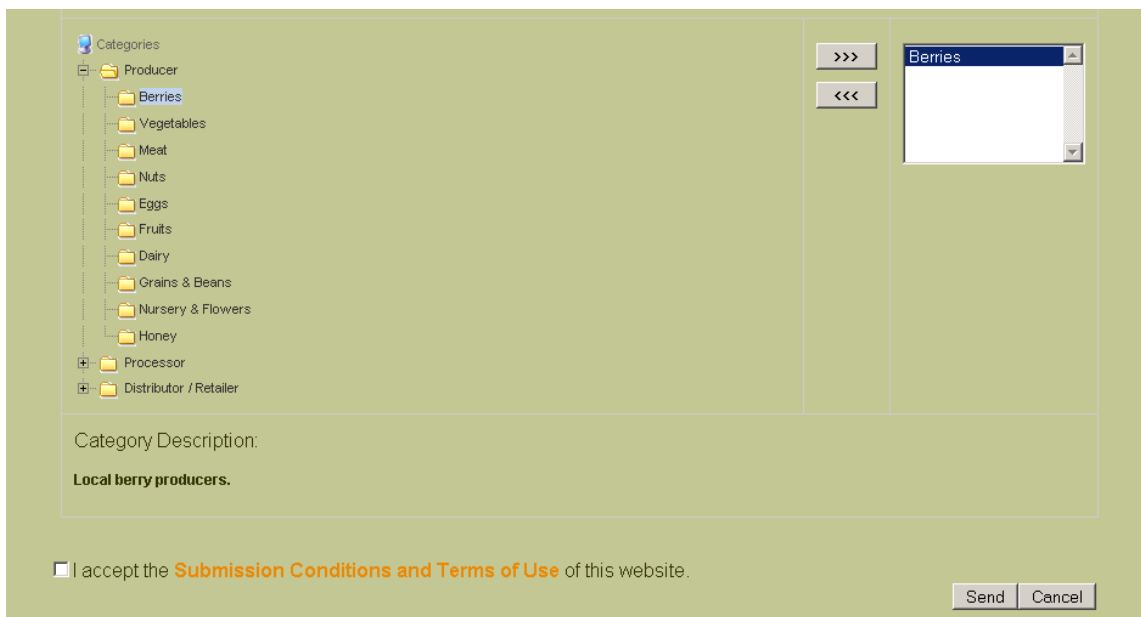


Figure 6 – Select business Categories and Sub-Categories.

Please select the Sub-Categories that apply to your business.

>**To open a list of Sub-Categories, click on a ‘+’ sign in front of one of the three main Categories (Figure 6).**

>**After the list opens, you may select a Sub-Category by clicking on the appropriate folder or word, and then by clicking on the button on the right that is labelled ‘>>>’.**

This will add your selected Sub-Category to your list of choices in the box to the right.

You may select more than one Sub-Category by repeating step ii, but you may not select more than 5 of these Sub-Categories due to limitations of the software program (sorry!).

The Category is determined automatically by selecting the Sub-category. The Categories and Subcategories are used for two main purposes: 1) to organize the directory headings and search features, and 2) to organize the map into layers. Listings sharing common Categories and Sub-Categories are grouped together in the directory and in the map, allowing the public to find specific information.

f. Save the new listing in the directory.

>**Click on the ‘Send’ button (bottom right).**

**\*Note:** If you entered map coordinates in step d. above, you will be added to the small map inset on the detailed directory listing. If you also entered at least one Sub-Category in step e. above, your listing will be added to these same layer(s) in the Local Food Map.

### 3. Edit a listing

Edit existing listings easily. You can only edit a listing that you created. To edit listings, you must log in to the website with the same account used to create the listing.

a. **Login** now if necessary (enter your login and password at the top right).

b. Find the listing that you want to edit in the directory.

> **Click on Local Food Directory / Map, then click on Local Food Directory.** Browse alphabetically, by category or search by name (see step c. above) to find the listing.

> **Click on the Edit button at bottom right (Figure 7).** The Add listing form will reopen from step 2. Click on ‘Send’ to complete your changes.



Figure 7 – Edit and Delete directory listings.

**\* Note:** If you have been unable to Edit or Delete or otherwise cannot access a listing created in the past, please email the website administrator at [fasnowwebsite@gmail.com](mailto:fasnowwebsite@gmail.com) to request to be reconnected. In your email, please include the name of your directory listing, and your username or email address from your account on foodaction.ca.