How Do I:

- Create A New Itinerary?
- Change The Venue Name?
- Add Venues To My Itinerary?
- Edit Venues?
- View Sample Itineraries?
- Make a Copy or Edit Existing Itineraries?
- Make a Printable View of My Itinerary?

Landing Page:



This is the page that will load when you open the website. From here you can:

- 1. Create a new itinerary by giving it a name in the box on the left.
- 2. View a sample itinerary by clicking on the links below the box on the left
- 3. Search for an existing itinerary by typing in the itinerary name or ID in the box on the right
- 4. Search through a list of existing itineraries by clicking the link below the box on the right.

Create New Itinerary:

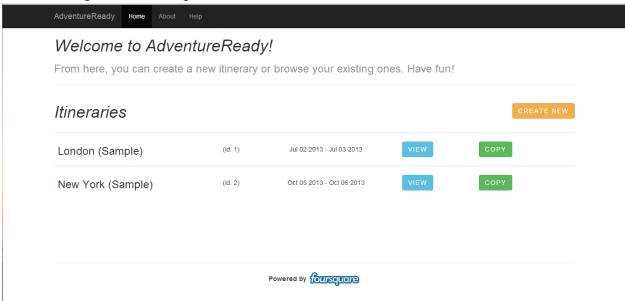
You can create a new Itinerary in two different ways.

1. From the Landing Page



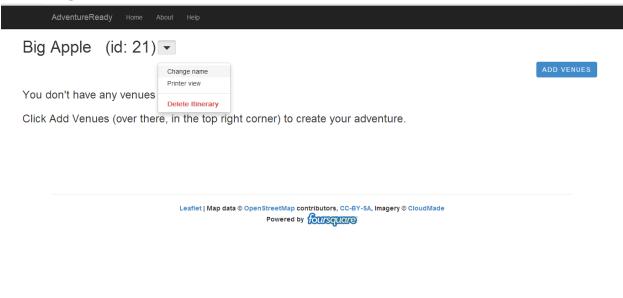
Type in the name of your adventure and then hit 'enter' or click the 'Create New' button.

From Existing Itineraries Page:

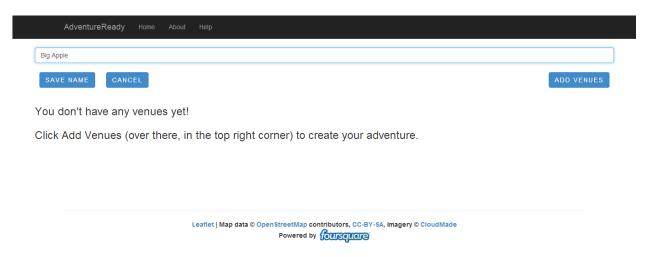


Click the orange 'Create New' button.

To Change the Venue Name:

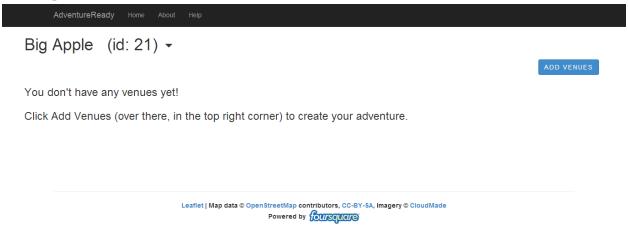


Click the caret next to the id number and click Change Name

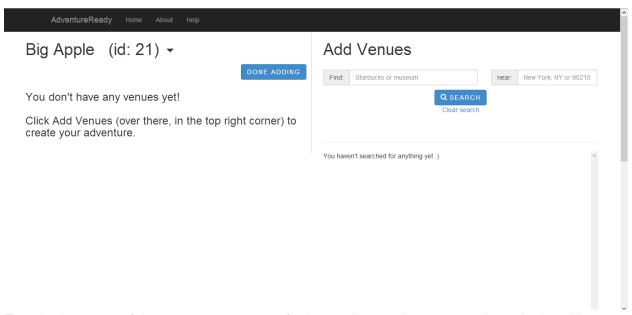


Type in the name of your adventure, and then hit 'enter' or click 'Save Name'.

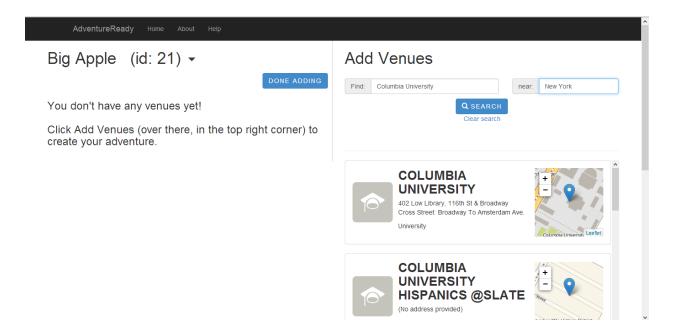
Adding Venues:



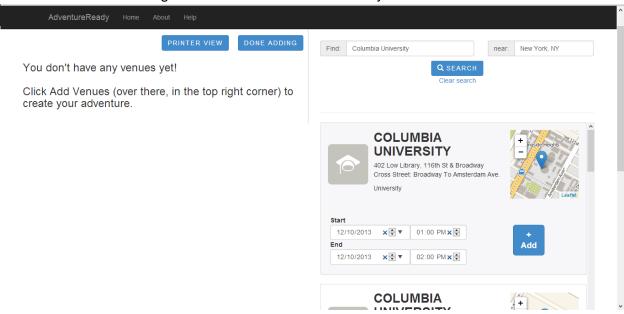
Populate your itinerary by clicking 'Add Venues'.



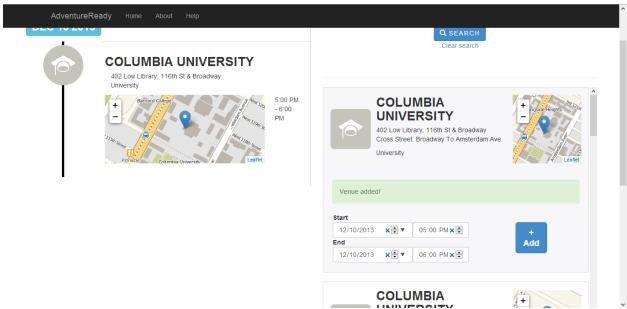
Type in the name of the venue you want to find as well as a city name or zip code then hit 'Search' or 'enter'.



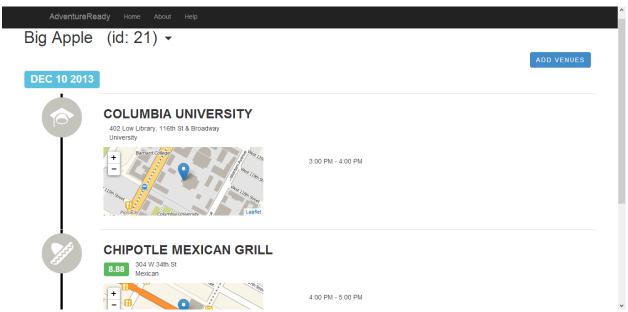
You can now scroll through the results and select the one you want.



Clicking on the venue will drop down an add section.

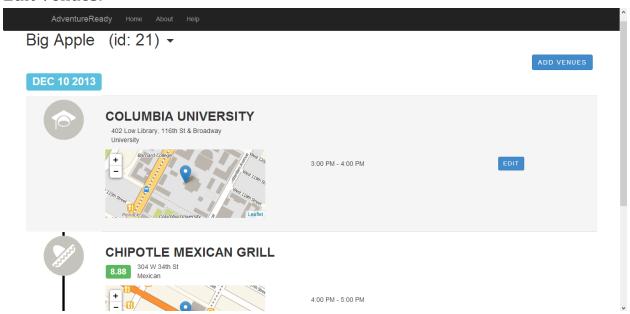


You can change the time and date by typing it in or clicking the arrows on the side of the boxes. When you are ready, click add, and your selected venue will appear in your itinerary on the left side of the screen.

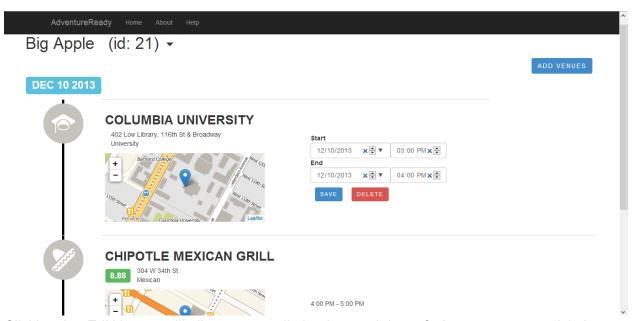


When you finish adding venues, you can click 'Done Adding' to see a full screen view of your itinerary. You can click 'Add Venues' any time to add more venues.

Edit Venues:



When you hover over any of the items in your itinerary, an 'edit' button will show up.



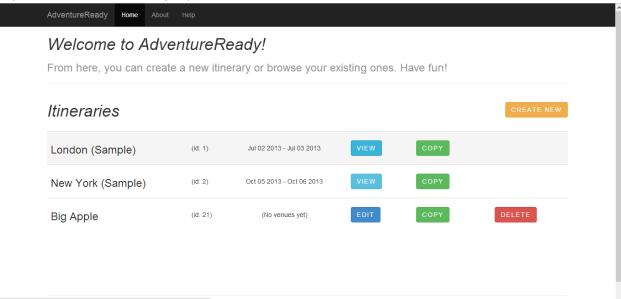
Clicking the 'Edit' button will allow you to edit the time and date of when you want to visit the venue. You can also delete the venue from your itinerary from here.

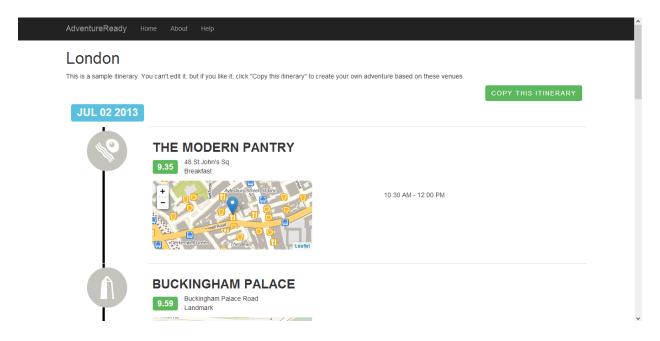
View Sample Itinerary:



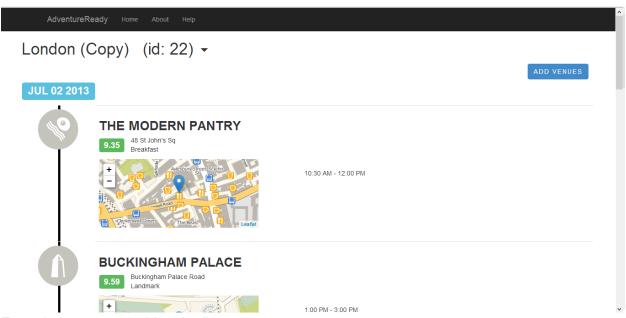
You can view Sample Itineraries from the landing page by clicking one of the sample itineraries below the text box on the left.

If you are in the home page, you can click 'View' next to either of the samples.





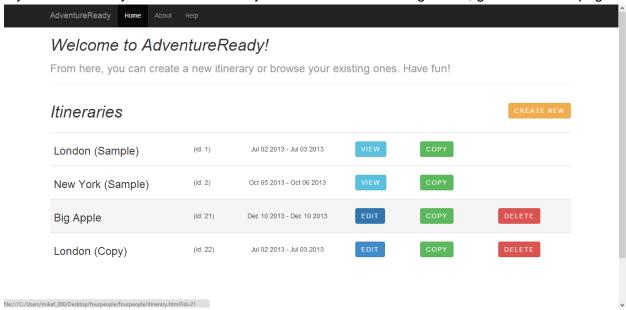
You can scroll through and look at the itinerary. If you would like to use it as a base for one of your itineraries, click 'copy this itinerary'.



From there you can add and edit venues.

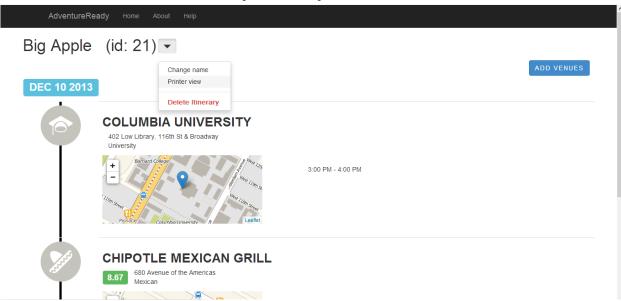
Make a Copy of or Edit and Existing Itinerary:

If you have already started and itinerary and want to make changes to it, go to the home page.



From here you can click 'edit' to add and edit venues from the original itinerary, or click 'copy' to create a copy of the itinerary that you can edit without changing the original. You can also delete itineraries from this page.

To Make a Printable View of My Itinerary:



Go to the 'edit' view of the itinerary you want to print out. Click the caret next to the id number and click 'Printer view'.

Big Apple

Dec 10 2013

3:00 PM - 4:00 PM: Columbia University

Address: 402 Low Library, 116th St & Broadway

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4:00 PM - 5:00 PM: Chipotle Mexican Grill

Address: 680 Avenue of the Americas

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This will take you to a minimal view of your itinerary that will be easy to print out and carry with you.