

Creating a Nomination Entry



Letchworth Gateway Villages
Geotourism Map Guide Project

Getting Started

1. Review [nomination guidelines](#) + the tutorial on creating a nomination in these slides.
2. [Download a worksheet](#) to prepare your nomination and gather images for upload.
3. [Sign up](#) to become a contributor
4. [Login](#) to the nomination platform and begin nominating!

Understanding Nomination Fields

Letchworth Gateway Village's nomination platform is powered by a content management system designed to organize nominations into specific categories. The following are some key terms to understand before creating your nomination:

Title	The name of your business, attraction or event.
Type	You will have 6 primary types to categorize your nomination: Food + Drink , Experiences , Places , Stay , Get Here , and Events . Below are descriptions of each.
Experiences	Includes things people DO : Shopping, Arts & Entertainment, Outdoor Recreation, Tours, Volunteering, Seasonal Activities, Scenic Drives / Tours.
Places	Includes points of interest or places people GO : Museums, Art Galleries, Downtown Historic Districts, Communities, Monuments, Parks, Historic Site, Farmer's Markets

Understanding Nomination Fields (cont'd)

Get Here	Includes information about: visitor centers, tourist information kiosks, nearest airports, transportation services
Events	Includes: public sporting events / competitions (e.g. Many on the Genny ultra marathon), festivals, volunteer event, cultural event, live music, outdoor event (e.g. Bluebell Hike)
Food + Drink	Includes: restaurants, cafes, bakeries, farmers markets / farm stands, breweries, distilleries, wineries, tasting rooms, specialty food stores, delis and locally-owned grocery stores (e.g. Wegmans).
Stay	Accommodation options: B&B, campground, RV Park, hotel / motel, vacation rental, cabin / cottage, unique accommodation (e.g. glamping, yurt, treehouse, houseboat)

Preparing your Nomination Entry

Depending on the Type of nomination you create, you will be prompted for specific information on the entry form. The following is information to help you prepare your nomination and minimize your time filling out the online entry form.

For **ALL** Nomination Types have the following items prepared:

Photos	<p>Every nomination entry must have at least 1 photo that will be used in lists and pop-up images on the map. Ideally each entry will have 3-5 representative images to inspire visitors to explore your business or attraction.</p> <ul style="list-style-type: none">• Maximum file size 2MB, optimal file size is below 1MB.• Maximum file width is 1360px and maximum file height is 684px
Tagline	<p>A brief and catchy tagline that summarizes your business in a few words.</p>
Profile Description + Hours of Operation	<p>All nominations must have a brief (150-300 word max) description of the business, attraction or event and the hours they are open.</p>
Contact + Location info	<p>Phone number, email, website, precise address and GPS coordinates for location (if possible)</p>

Preparing your Nomination Entry (cont'd)

For **Food + Drink** and **Stay** nomination Types, users will be prompted to add additional information about Amenities. While there is no separate entry field for Amenities in some of the other categories, it is still recommended to include these in your listing.

Amenities	Amenities for a food and drink establishment or accommodation may include things like wheelchair accessibility, gluten-free / vegetarian, dog friendly, free wi-fi and parking. Included at the end of this document are additional lists of common amenities to help you think through what to include.
Additional Info that may be helpful to visitors:	As part of the main description, nominators should include any info visitors should “know before they go” - e.g. carry in/carry-out trash in public parks, dogs on leash, reservations required, cash-only, etc.
Key words	A list of key search terms people would use to search for your business, including misspellings.

Detailed Steps for Making a Nomination

Sign up to nominate at:

www.letchworthgatewayvillages.org/nominate

[Login](#) to the nomination platform and begin
nominating!

Add Places to the Site

Share what you love!

Letchworth Gateway Villages and its partners are working with local organizations, businesses and residents to map the best travel experiences, stories and sites surrounding Letchworth State Park.

Sign up to begin nominating your favorite places, events, attractions, businesses and activities that you feel capture our region's unique character, heritage and beauty.

Download the [Nomination Guidelines](#) for more information on what types of places and events are appropriate to nominate.

First Name*

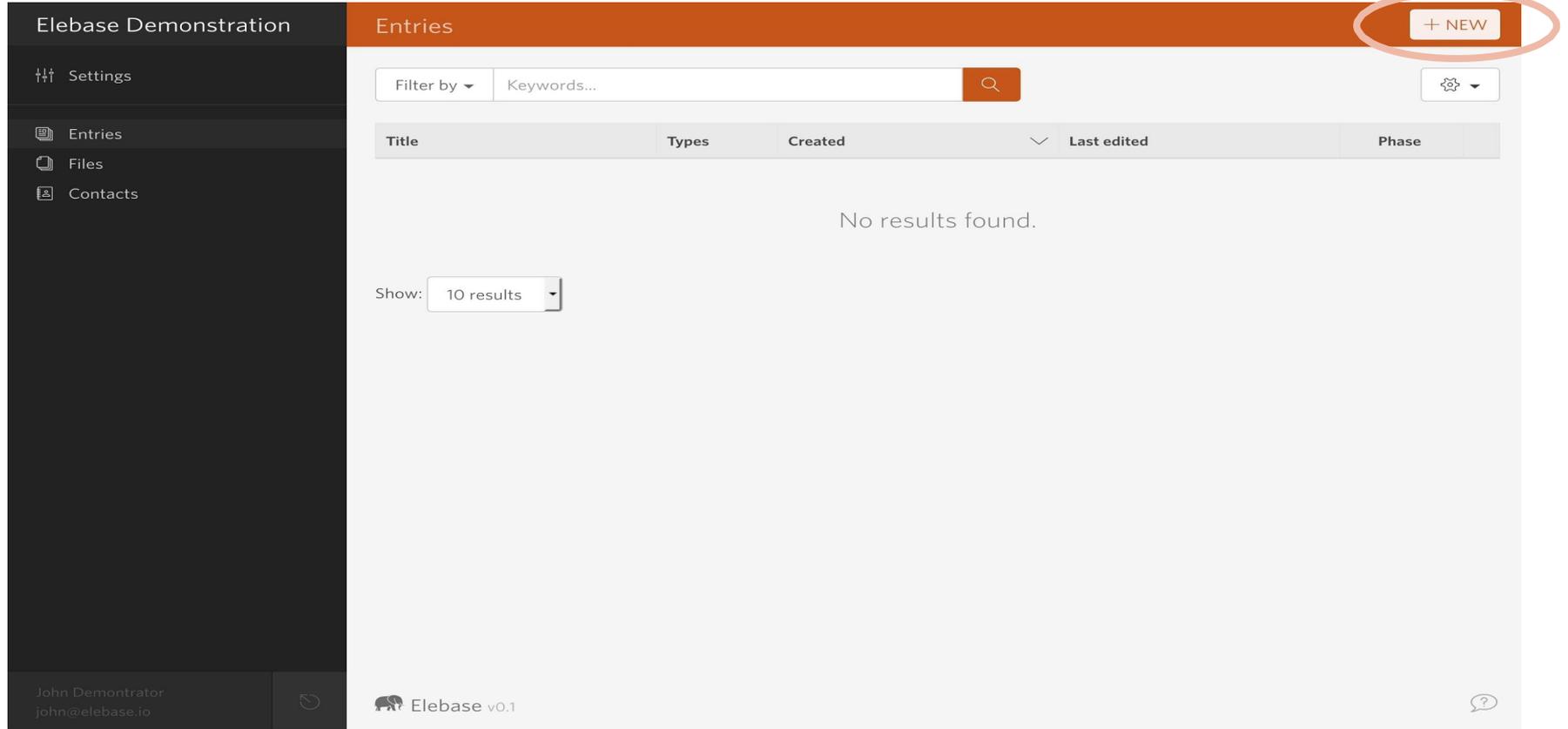
Last Name*

Email*

Password (8-72 characters)*

SUBMIT

Select + NEW to create a new entry.



The screenshot displays the Elebase web application interface. On the left is a dark sidebar with navigation options: Settings, Entries, Files, and Contacts. The main content area is titled 'Entries' and features a search bar with a 'Filter by' dropdown and a search icon. Below the search bar is a table with columns: Title, Types, Created, Last edited, and Phase. The table is currently empty, displaying 'No results found.' and a 'Show: 10 results' dropdown. In the top right corner of the main area, a '+ NEW' button is highlighted with a red circle and a red dashed arrow pointing to it from the text above. The footer contains the user information 'John Demonstrator john@elebase.io', the Elebase logo and version 'Elebase v0.1', and a help icon.

Give the entry a title and select a type.

The screenshot shows the 'Elebase Demonstration' interface. On the left is a dark sidebar with navigation options: Settings, Entries, Files, and Contacts. The main area is titled 'Entries' and contains a 'Filter by' dropdown, a 'Keywords' input field, and a 'Show: 10 results' dropdown. A '+ NEW' button is in the top right. A modal window titled 'Add New Entry' is open, featuring a 'Title*' field with the text 'A Great Story to be Told' and a 'Types*' dropdown menu. The 'Types*' menu is open, showing options: 'Select one or more...', 'News' (highlighted in orange), 'Opinion', and 'Story'. A red circle highlights the modal form, and a red dashed arrow points from the text above to the top of the modal.

Add your content to the various fields.

Save often.

Elebase Demonstration

Edit Entry

< BACK ✓ SAVE

Content Activity

Title*

A Great Story to be Told

Description

EDITOR

As they rounded a bend in the path that ran beside the river, Lara recognized the silhouette of a fig tree atop a nearby hill. The weather was hot and the days were long. The fig tree was in full leaf, but not yet bearing fruit.

Soon Lara spotted other landmarks—an outcropping of limestone beside the path that had a silhouette like a man's face, a marshy spot beside the river where the waterfowl were easily startled, a tall tree that looked like a man with his arms upraised. They were drawing near to the place where there was an island in the river. The island was a good spot to make camp. They would sleep on the island tonight.

characters: 2305 paragraphs: 1 words: 513

Info

Phase: Draft

Type: Story

Created: Today, 4:23 PM

Last edited: Today, 4:23 PM

Allow changes by Editors: YES

UUID: ade47611-9b47-45ab-bfff-3707617fc6bb

Types

Story Select one or more...

Users

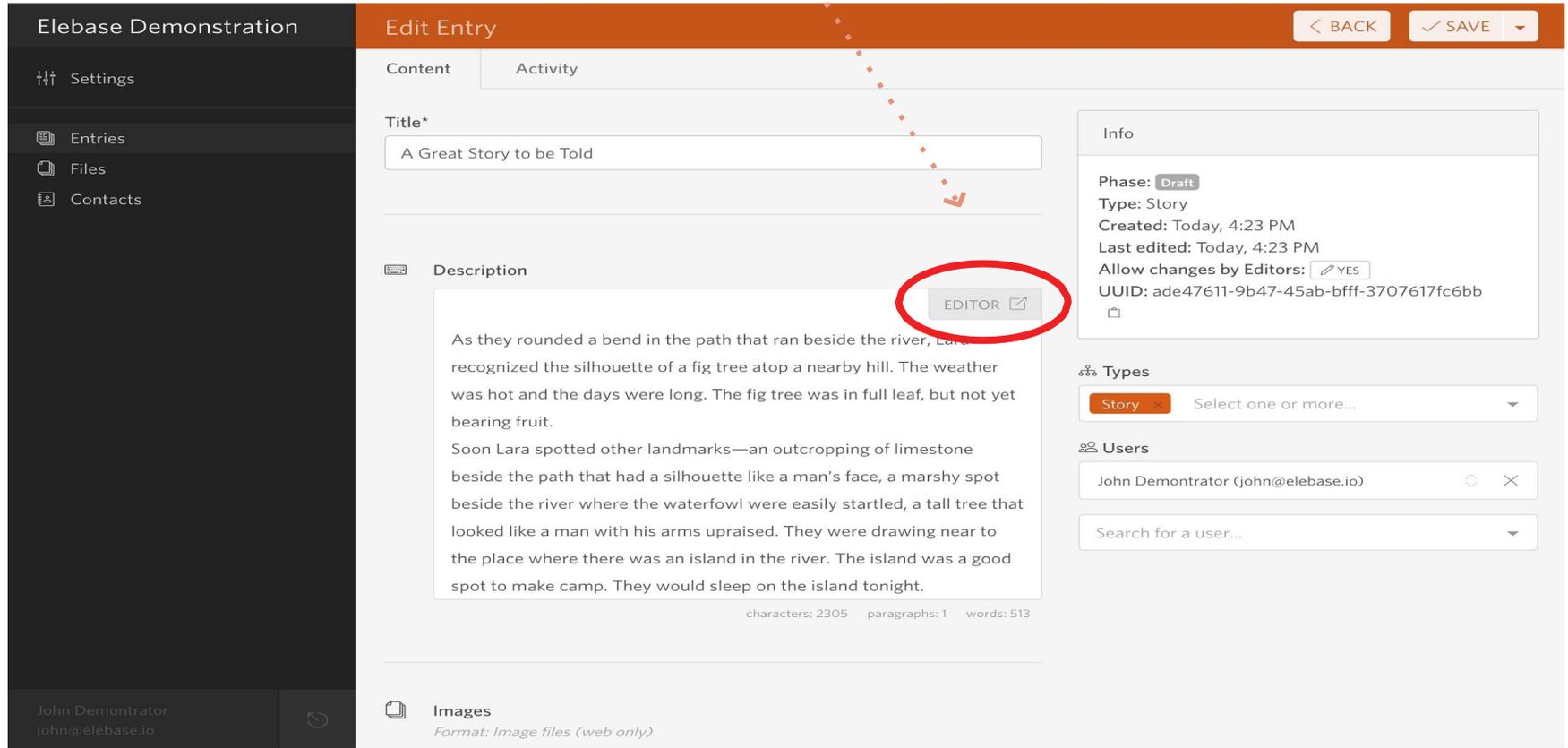
John Demonstrator (john@elebase.io)

Search for a user...

Images

Format: Image files (web only)

Select the editor button for full screen formatting tools.



The screenshot shows the 'Edit Entry' interface for 'Elebase Demonstration'. The interface is divided into several sections:

- Header:** 'Edit Entry' with navigation buttons for '< BACK' and '✓ SAVE'.
- Left Sidebar:** Contains 'Settings', 'Entries', 'Files', and 'Contacts'.
- Content Area:** Has tabs for 'Content' and 'Activity'.
 - Title*:** A text input field containing 'A Great Story to be Told'.
 - Description:** A rich text editor containing two paragraphs of text. An 'EDITOR' button with a pencil icon is circled in red. Below the text, it shows 'characters: 2305 paragraphs: 1 words: 513'.
- Info Panel (Right):**
 - Phase:** Draft
 - Type:** Story
 - Created:** Today, 4:23 PM
 - Last edited:** Today, 4:23 PM
 - Allow changes by Editors:** YES
 - UUID:** ade47611-9b47-45ab-bfff-3707617fc6bb
- Types:** A dropdown menu currently set to 'Story'.
- Users:** A list of users, currently showing 'John Demonstrator (john@elebase.io)'.

At the bottom left, there is a user profile for 'John Demonstrator (john@elebase.io)' and an 'Images' section with the note 'Format: Image files (web only)'.

Full-screen editing add content on left, preview on right.

B / H ” ☰ ☷ ✎ ✂

TEXT ENTRY

As they rounded a bend in the path that ran beside the river, Lara recognized the silhouette of a fig tree atop a nearby hill. The weather was hot and the days were long. The fig tree was in full leaf, but not yet bearing fruit.

Soon Lara spotted other landmarks—an outcropping of limestone beside the path that had a silhouette like a man’s face, a marshy spot beside the river where the waterfowl were easily startled, a tall tree that looked like a man with his arms upraised. They were drawing near to the place where there was an island in the river. [The island was a good spot to make camp](elebase.io). They would sleep on the island tonight.

Lara had been back and forth along the river path many times in her short life. Her people had not created the path—it had always been there, like the river—but their deerskin-shod feet and the wooden wheels of their handcarts kept the path well worn. Lara’s people were salt traders, and their livelihood took them on a continual journey.

At the mouth of the river, the little group of half a dozen intermingled families gathered salt from the great salt beds beside the sea. They groomed and sifted the salt and loaded it into handcarts. When the carts were full, most of the group would stay behind, taking shelter amid rocks and simple lean-tos, while a band of fifteen or so of the heartier members set out on the path that ran alongside the river.

With their precious cargo of salt, the travelers crossed the coastal lowlands and

PREVIEW



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At the mouth of the river, the little group of half a dozen intermingled families gathered salt from the great salt beds beside the sea. They groomed and sifted the salt and loaded it into handcarts. When the carts were full, most of the group would stay behind, taking shelter amid rocks and simple lean-tos, while a band of fifteen or so of the heartier members set out on the path that ran alongside the river.

With their precious cargo of salt, the travelers crossed the coastal lowlands and



characters: 2319 paragraphs: 5 words: 513



Select files to upload, or add files already uploaded.

The screenshot displays the 'Edit Entry' interface for 'Elebase Demonstration'. The top navigation bar includes 'Edit Entry', '< BACK', and '✓ SAVE'. A dark sidebar on the left contains 'Settings', 'Entries', 'Files', and 'Contacts'. The main content area is titled 'Images' with the note 'Format: Image files (web only)'. It lists four files: 'fish.jpg' (264.77 KB), 'episode_one_village.jpg' (1.12 MB), 'the_shire.jpg' (594.65 KB), and 'henty_python_location.jpg' (2.15 MB). Each file has edit and delete icons. Below the list is a dashed box for file uploads with the text 'Press or drag + drop here to upload files.' and a '+ EXISTING' button. A red oval highlights the upload area, and a red dashed arrow points from the top of the page to the 'the_shire.jpg' file.

Elebase Demonstration

Edit Entry

< BACK

✓ SAVE

Settings

Entries

Files

Contacts

Images

Format: Image files (web only)

fish.jpg
264.77 KB

episode_one_village.jpg
1.12 MB

the_shire.jpg
594.65 KB

henty_python_location.jpg
2.15 MB

Press or drag + drop here to upload files.

— or —

+ EXISTING

John Demonstrator
john@elebase.io

Using a geo element, search for an address or place.

The screenshot displays the 'Edit Entry' interface in the Elebase application. The top navigation bar is orange and contains a '< BACK' button, a '✓ SAVE' button, and a dropdown arrow. The left sidebar is dark grey and lists 'Settings', 'Entries', 'Files', and 'Contacts'. The main content area features a map of London. A search box at the top of the map contains the text 'Sherlock Holmes Museum, 221b Baker St, London, England NW1'. Below the search box are two input fields for coordinates: '-0.1585' and '51.5237'. A red circle highlights the search box and the coordinate fields. A map popup window is open, displaying the coordinates '-0.1585 Longitude' and '51.5237 Latitude' with an orange '+ POINT' button. The map footer includes 'Leaflet | © OpenStreetMap © CartoDB | Elebase' and a bottom navigation bar with icons for home, search, and layers.

Additional mapping tools available.

The image shows a screenshot of a mapping application interface. On the left side, there is a vertical toolbar with icons for various tools. Overlaid on the map are several text annotations in orange and red, describing the functions of these tools. A central pop-up window displays the coordinates of a selected point. At the bottom, there are more annotations and a footer with application information.

- Zoom map closer
- Zoom map out
- Open map full screen
- Add a path/line
- Add a polygon/area
- Add a point
- Edit/update existing features
- Delete existing features

Type: Point
-0.1585 Longitude
51.5237 Latitude

Show all features
Save current map position

Upload gpx or geojson files

Learn | OpenStreetMap | CartoDB | Elebase

Add new contacts, or add an existing contact.

The screenshot displays the Elebase mobile application interface. At the top, there is a dark header with the text "Elebase Demonstration" on the left and "Edit Entry" in the center. On the right side of the header, there are two buttons: "< BACK" and "✓ SAVE" with a dropdown arrow. Below the header is a map showing a location in Marylebone, London, with a red dot indicating the current entry's location. A red dashed line with a downward-pointing arrow connects this dot to the "EXISTING" button in the "Contacts" section below. The left sidebar contains navigation options: "Settings", "Entries", "Files", and "Contacts". The "Contacts" section is highlighted with a red oval and contains a text input field with "The Company" and icons for adding, editing, and deleting. Below the input field are "+ NEW" and "+ EXISTING" buttons. The bottom of the screen shows the user's name "John Demonstrator", email "john@elebase.io", and the app version "Elebase v0.1".

Elebase Demonstration

Edit Entry

< BACK

✓ SAVE

ST. JOHN'S WOOD

PRINCE ALBERT RD

THE BOATING LAKE

PARK ROAD

MARYLEBONE ROAD

Leaflet | © OpenStreetMap © CartoDB | Elebase

MARYLEBONE

YouTube or Vimeo Video

+ NEW

+ EXISTING

Contacts

The Company

+ NEW

+ EXISTING

John Demonstrator
john@elebase.io

Elebase v0.1

When ready, select submit.

The screenshot shows the 'Edit Entry' page in the Elebase application. The interface is divided into a dark sidebar on the left and a main content area. The sidebar contains navigation links for Settings, Entries, Files, and Contacts. The main content area has a top navigation bar with 'Edit Entry' and buttons for '< BACK' and 'SUBMIT'. The 'SUBMIT' button is circled in red. Below the navigation bar, there are two tabs: 'Content' and 'Activity'. The 'Content' tab is active, showing a 'Title*' field with the text 'A Great Story to be Told'. Below the title is a 'Description' field with a rich text editor. The description contains two paragraphs of text. At the bottom of the description field, it shows 'characters: 2319 paragraphs: 5 words: 513'. To the right of the description field is an 'EDITOR' button. On the far right, there is an 'Info' panel with the following details: Phase: Draft, Type: Story, Created: Today, 4:23 PM, Last edited: Today, 5:20 PM, Allow changes by Editors: YES, and UUID: ade47611-9b47-45ab-bfff-3707617fc6bb. Below the info panel are 'Types' and 'Users' sections. The 'Types' section has a dropdown menu with 'Story' selected. The 'Users' section has a dropdown menu with 'John Demonstrator (john@elebase.io)' selected and a search input field.

Elebase Demonstration

Settings

Entries

Files

Contacts

John Demonstrator
john@elebase.io

Edit Entry

< BACK

SUBMIT

Content

Activity

Title*

A Great Story to be Told

Description

EDITOR

was hot and the days were long. The fig tree was in full leaf, but not yet bearing fruit.

Soon Lara spotted other landmarks—an outcropping of limestone beside the path that had a silhouette like a man's face, a marshy spot beside the river where the waterfowl were easily startled, a tall tree that looked like a man with his arms upraised. They were drawing near to the place where there was an island in the river. [The island was a good spot to make camp](elebase.io). They would sleep on the island tonight.

characters: 2319 paragraphs: 5 words: 513

Info

Phase: Draft

Type: Story

Created: Today, 4:23 PM

Last edited: Today, 5:20 PM

Allow changes by Editors: YES

UUID: ade47611-9b47-45ab-bfff-3707617fc6bb

Types

Story Select one or more...

Users

John Demonstrator (john@elebase.io)

Search for a user...

Images

Format: Image files (web only)

All your entries are displayed for future updates.

The screenshot displays the Elebase application interface. On the left is a dark sidebar with navigation options: Settings, Entries, Files, and Contacts. The main content area is titled 'Entries' and features a search bar with a 'Filter by' dropdown and a 'Keywords...' input field. Below the search bar is a table with the following data:

Title	Types	Created	Last edited	Status	Actions
A Great Story to be Told	Story	Today, 4:23 PM	Today, 5:20 PM	Pending	⋮

Below the table, it indicates 'Displaying 1 - 1 of 1 result' and a 'Show: 10 results' dropdown menu. The footer contains the text 'John Demonstrator john@elebase.io', the Elebase logo and version 'Elebase v0.1', and a help icon.

Thank you for helping us promote our region!



For additional guidance on how to make a nomination please contact:

Nicole Manapol, Letchworth Gateway Villages Director
director@letchworthgatewayvillages.org or (585) 237-8079