Hunting App Operating Manual

12th April 2025

Logging into the App Editing Suite

Go to: editor.our-app.com

Login

Admin
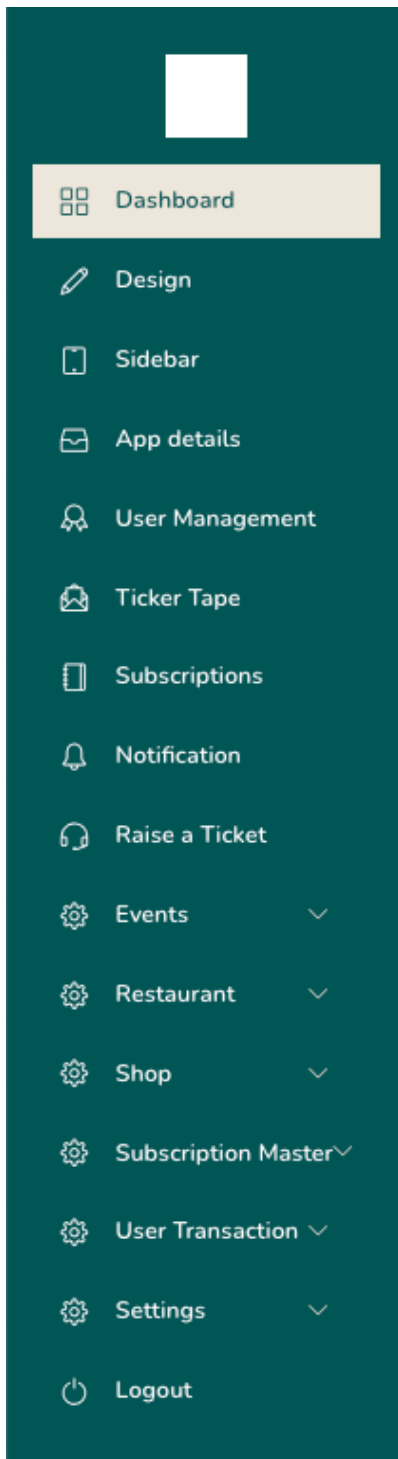
••••••••••••

SIGN IN
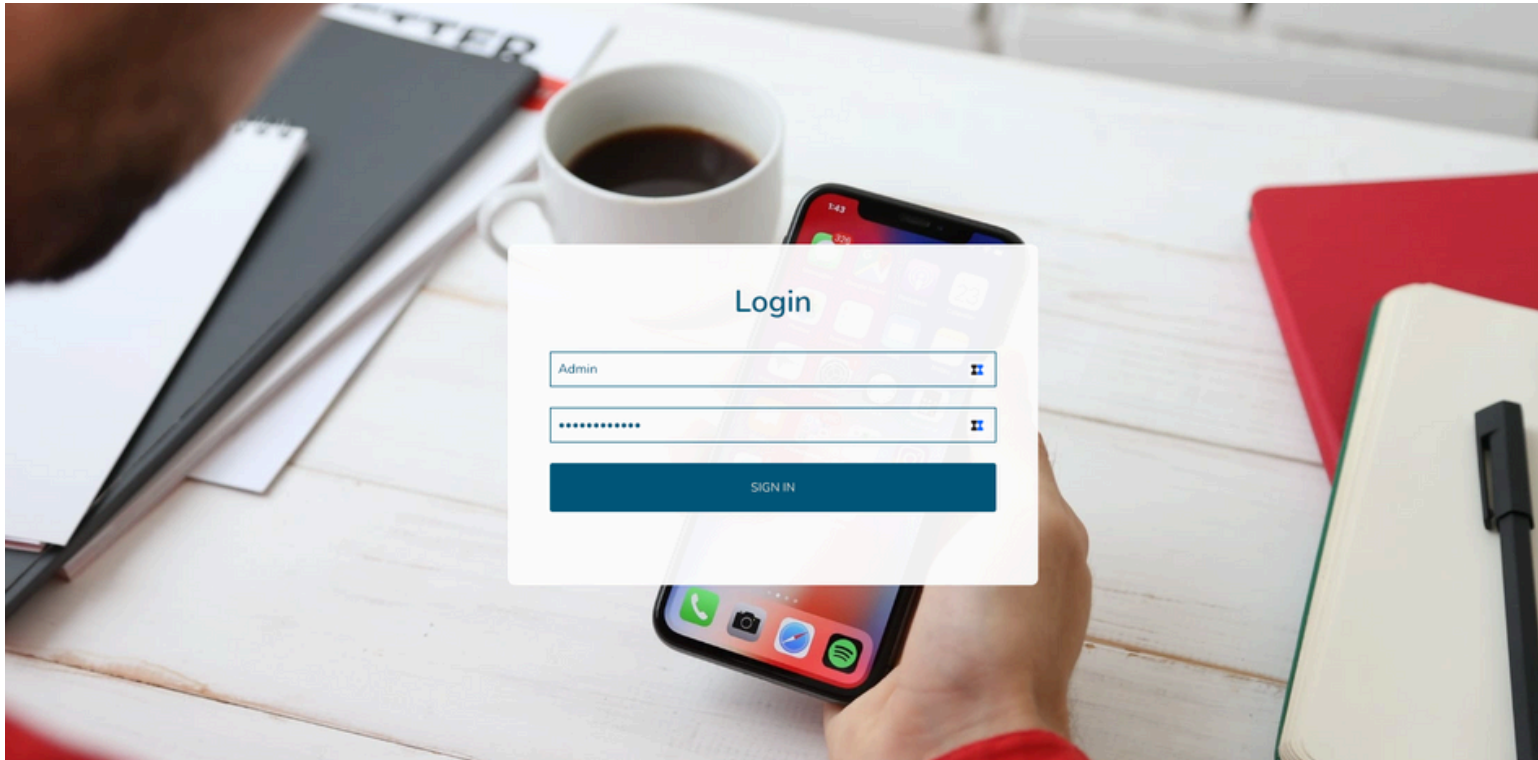
1. Enter your   username (supplied)

2. Enter your   password (supplied)

Editor dashboard - First page you see

This is what you first see when logged in showing all the elements in the app editing suite.

Editor Menu

Dashboard — The Home page

Design — Change Design - Manage the look and feel of your app incluing logos, background image and colours

Sidebar — Slide Out Menu - Manage the Apps content/information

App details — App Details - Apps location information, main logo App name (One time set up)

User Management — User management - Major security area - Here you can manage users access to all or part of the App

Ticker Tape — Ticket Tape - Add in ticket tape messages that runs along the bottom of the home page

Subscriptions — Join Mailing List - you can download the list into an exce filel

Notification — Push Notifications - Send messages to users phones to everyone, a selected group or an individual

Raise a Ticket — Report - Alert us to any issue or if you have a question

Events — Report - Manage event tickets, whose bought them and the payment status

Restaurant — Report - Manage Restaurant, takaway & delivery orders inc payment and supplied status

Shop — Report - Manage Online Shop Orders and delivery status

Subscription Master — Report - Shows the subscribers data - Date they subscribed, amounts and contact details etc.

User Transaction — Report - See sales dashboard & contribute to chats (built in Whats App) service

Settings — Settings - Change Password, Update ccontact information and manage staff access to the App Manager

Logout

App Manager

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Help

Security

The Home Page / Dashboard

Login Landing page . We have now added statistical Information to this page to show you how many copies of youe app has been downloaded and from where in the world.
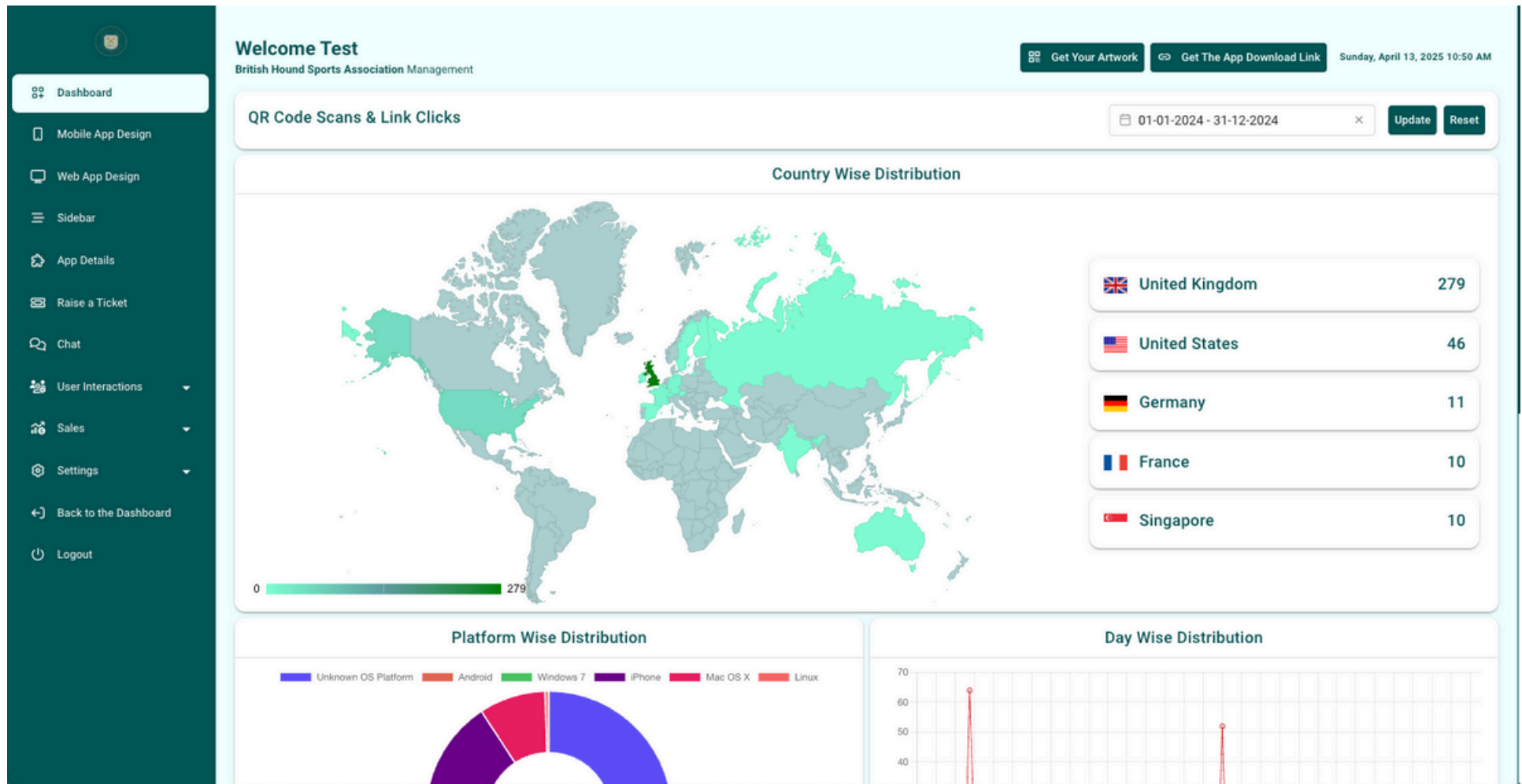
Change Design

The design section is where you can change colours, add your own App background image and logo and decide which direction, call us or share app information buttons are included on the home page.

Change colours

Add a background Image

Add a Logo and possition it

Add a Text and possition it

Call Us Button

Directions Button

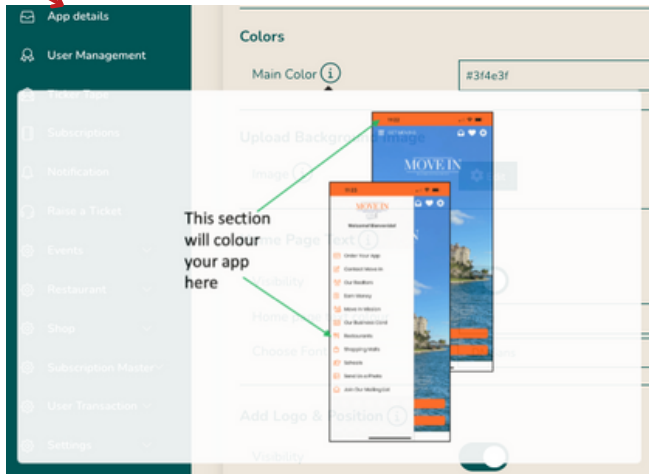Share App Button

Action Button

Change Colours

Hover your mouse over this info button to see the arears that are coloured by this field.

Click the colour to see this pop up to change the colour

Colors

Main Color (i)   #3f4e3f   Home Page Icon Colour (i)   #ffffff

App details

User Management

Colors

Main Color (i)   #3f4e3f

This section will colour your app here

Colors

Main Color (i)   #3f4e3f

Upload Background Image

Image (i)

Home Page Text (i)

Visibility

Home page text colour

#3f4e3f

You must click this pop-up to save any changes

(!) You have some unsaved changes   Save changes

Repeat the process for all colour fields

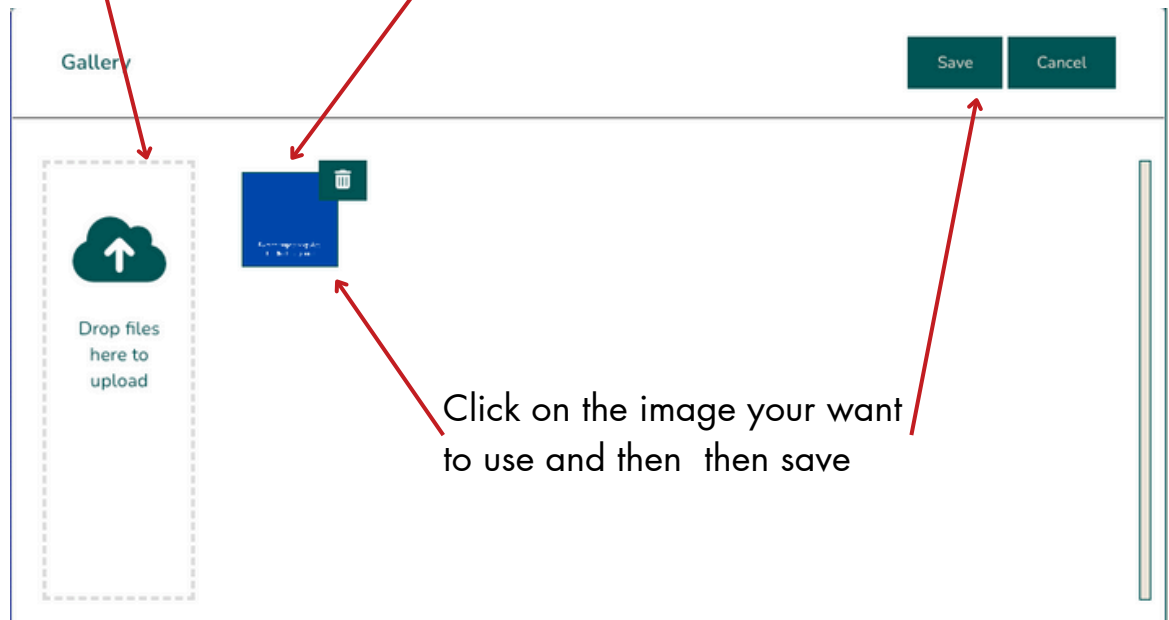# Add a background Image

Upload Background Image

Image (i)   ⚙ Edit

Click Edit Button

For the best results you should crop your image to 640 pixels x 1136 pixels and then drag it into this box...

Image will show here when loaded

To edit a photo we recomend (Free) canva.com

Gallery   Save   Cancel

Drop files here to upload

Click on the image your want to use and then then save

Add a a logo and possition it

Show or turn off logo

To add your logo click here

Add Logo & Position (i)

Visibility

Logo

⚙ Edit

Logo Position

top-center ⌄

Choose 1 of 9 possitions for the logo

For the best results you should upload a square logo and then drag it into this box...

Logo will show here when loaded

Gallery

Save Cancel

☁
↑

Drop files here to upload

Click on the logo your want to use and then then save

Add a Text to Home page and position
(Keep it short as possible text restricted to one line)

Index

Help

Show or turn off Text

Change Font Text Colour

Write the text you wantt

Add Center Text & Position (i)

Visibility	⬤ (toggle)	Text (max 9 characters Inc Spaces) :	Demo
Font Color :	#000000 ▮	Font Size :	Small
Fonts :	Select Fonts ▾	Font Weight :	Bolder
Position	top-center ▾		

Choose 1 of 9 possitions for the Text to sit

We recommend you keep the default font

Security

Add Buttons to the Home page

You can add up to 3 buttons to the home page covering Calling, Direction & Share the app.

- Call Button takes telephone numbers from the Contact widget in the Information slide out menu
- Directions Button takes the location of each contact in the Contact widget
- Share Button allows you to forward a link to the App to anyone you wish to send it to.

Show or turn Button on or off

Change Font Text Colour

Button Text

Max 10 charaters

Call Us Button Shown On The Home Screen

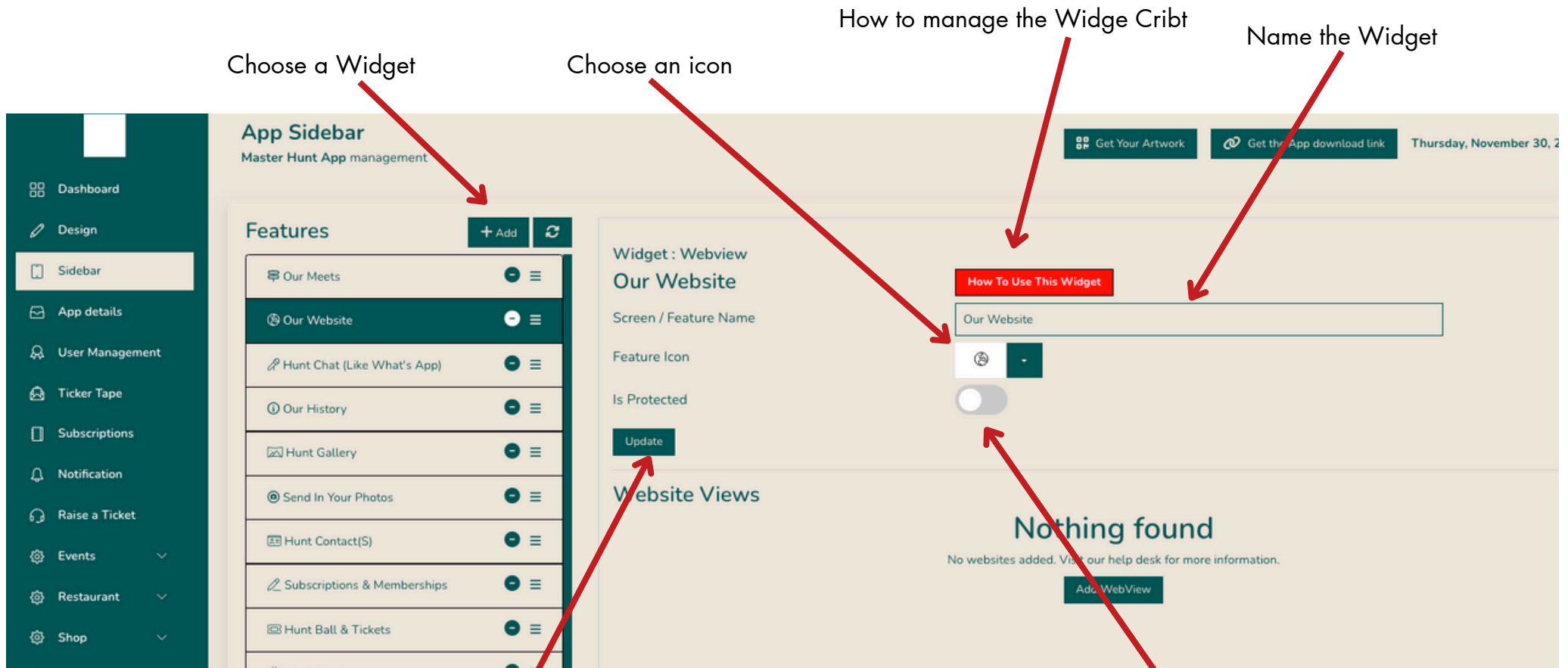|		Button Text (max 9 characters Inc Spaces) :	Call Us
Visibility	(toggle on)		
Font Color :	#ffffff	Background Color :	#3f4e3f
Font Size :	Medium	Fonts :	Select Fonts
Font Weight :	Select Font weight		

Choose 1 of 9 possitions for the Text to sit

Button Background colour

We recommend you keep the default fontt

Add an Action Buttons

You can add 1 action button to the homepage on any subject and you can link it to one of the following:

- Text
- a widget in the slide out menu or
- a URL

Show or turn Button on or off

Change Font Text Colour

Button Text

Max 10 charaters

Call Us Button Shown On The Home Screen

Visibility	⬤	Button Text (max 9 characters Inc Spaces) : — Call Us
Font Color : — #ffffff		Background Color : — #3f4e3f
Font Size : — Medium		Fonts : — Select Fonts
Font Weight : — Select Font weight		

Choose 1 of 9 possitions for the Text to sit

Button Background colour

We recommend you keep the default fontt

Slide Out - Widget Set Up

We have pre populated your app with BHSA approved widgets so all you have to do is populate your App with Hunt Information. This image shows you how to Add, delete, turn off and edit a widget in your app

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Help

Security

How to manage the Widge Cribt

Name the Widget

Choose a Widget

Choose an icon

App Sidebar
Master Hunt App management

Get Your Artwork   Get the App download link   Thursday, November 30, 2

- Dashboard
- Design
- Sidebar
- App details
- User Management
- Ticker Tape
- Subscriptions
- Notification
- Raise a Ticket
- Events
- Restaurant
- Shop

Features   + Add

- Our Meets
- Our Website
- Hunt Chat (Like What's App)
- Our History
- Hunt Gallery
- Send In Your Photos
- Hunt Contact(S)
- Subscriptions & Memberships
- Hunt Ball & Tickets

Widget : Webview
Our Website

How To Use This Widget

Screen / Feature Name
Our Website

Feature Icon

Is Protected

Update

Website Views

Nothing found
No websites added. Visit our help desk for more information.
Add WebView

Very Important you update changes in the app here

Porotected Widget

when switch on only approved app users can see this widget

Slide Out - Add Content Section

Once the widget is set up you can then add your information to it. If you use the red button it shows you in moment how to add information and save it

How to manage the Widge Cribt

App Sidebar
Master Hunt App management

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Features   + Add

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- Send In Your Photos
- Hunt Contact(S)
- Subscriptions & Memberships
- Hunt Ball & Tickets

Widget : Webview
Our Website   How To Use This Widget

Screen / Feature Name   Our Website

Feature Icon

Is Protected

Update

Website Views

Nothing found

No websites added. Visit our help desk for more information.

Add WebView

Add a Web site URL

App Details

This is where you set up the main app information:

- App Name
- App Logo (not the home page logo)
- App Description
- Set the main location for the app by entering the address and postcode into the Search location field, Google will auto set the Latitude and Longitude - (Important as all measurements in the app work from this position)
- Contact email
- Privacy Policy URL - You must have a link or use the BHSA one
- Terms & Conditions URL - You must have a link or use the BHSA one
- Contact address which is prefilled from Google

Protecting Information Widgets

Every information widget can be protected to only be viewed by approved users

Widget : Around Us With Webview
Our Meets

Screen / Feature Name — Our Meets

Feature Icon

Is Protected

Update

Any user can see the content
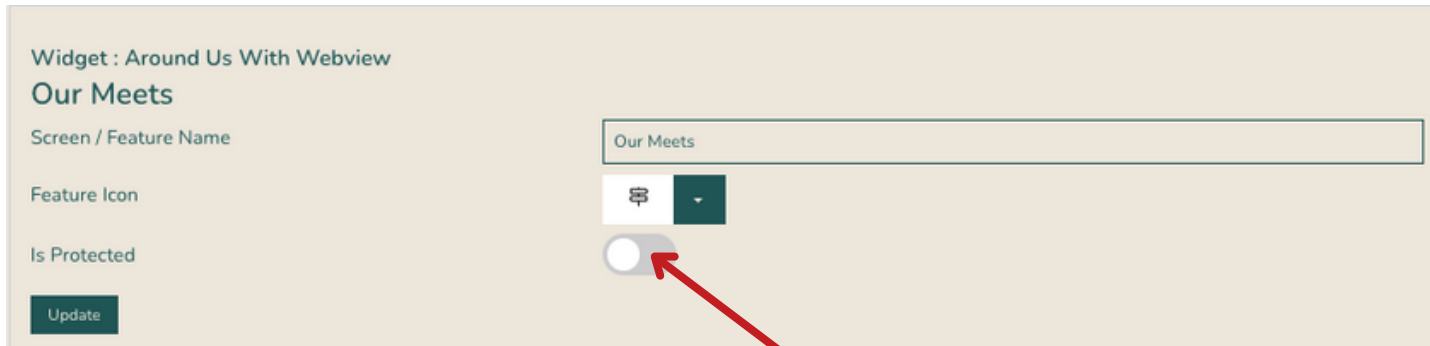
Only approved users can see content

Widget : Around Us With Webview
Our Meets

Screen / Feature Name — Our Meets

Feature Icon

Is Protected

Update
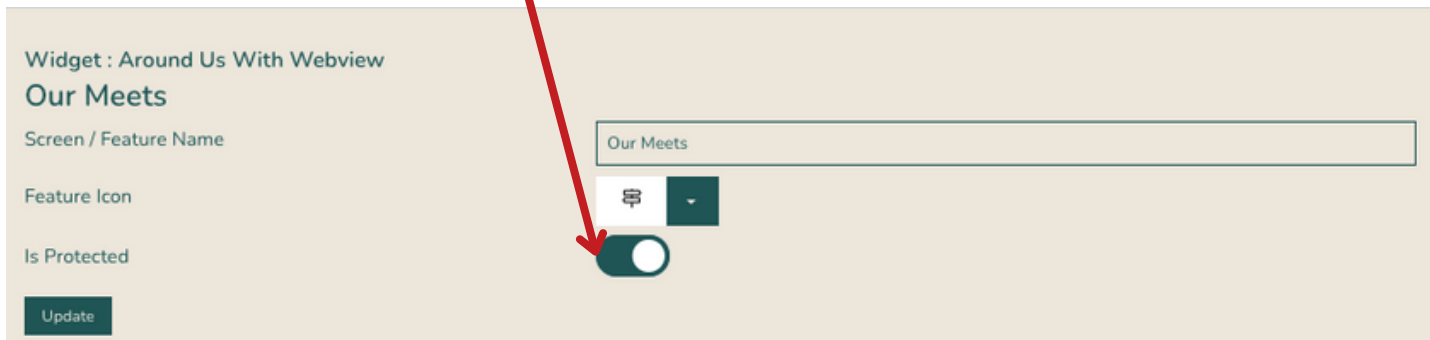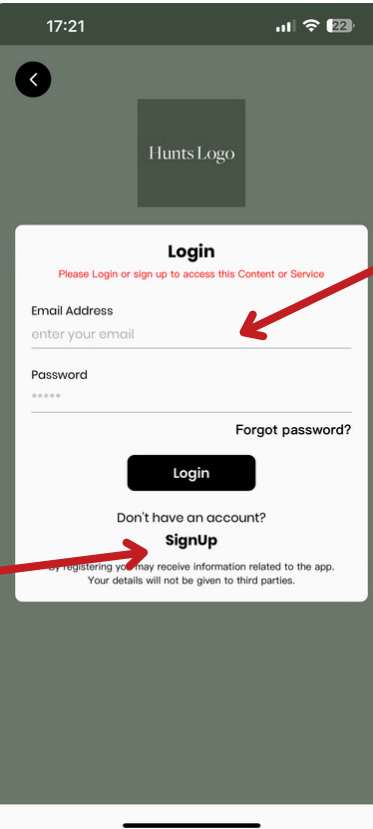
User management

When a user downloads the app they will be asked to set up an account with an email and a password only known to them so they can access various widgets requiring their details to opperate

When they submit their details they are classed as UNAPPROVED but that can still have access to:

- Shopping
- Chats
- Food ordering
- Event tickets
- Subscriptions &
- Notifications.

Login here

Sign up here

Approving Users

You have to approve users before they can see protected widgets so you must be very careful you know the people and their contact details you are approving.

Unapproved

Click to approve

Click Yes to Confirm approval

Approving and Unapproving Users

Approved

Authorised Users | Unauthorised Users

Authorization

Search: [ ]

Sr.No.	Name	Email	Action
1	Test User	test@our-app.com	Un-Authorise User

Showing 1 to 1 of 1 entries

Previous | 1 | Next

Click to

unapprove

Ticket Tape

You can run short messages along the bottom of the home screen and link them a URL there is no limit to the number of messages but we recommend that you don't have more than 3 active at any one time

Message

URL

Turn On or Off

Join Mailing List

This is where the Join Mailing list data is kept

User enters data

User data stored

Excel download button

Push Notifications

You can now send a push notification to all account holding App users in real time.

Push Notifications are popups that appear on your phone providing real time information.

An example could be your Master sends out a message at 0830 saying "the ground is to hard we are delaying the off for 1 hour"

When a message is sent it pops up on the home screen like this. Click on it and it opens the app taking you to the messaging page to view the message or a link

Messaging page can be seen by clicking the envelope on the home page of the app

Create a group and add members

Notifications
Master Hunt App management

Get Your Artwork

Get the App download link

Tuesday, December 5, 2023
9:08 AM

Notifications

View Group | + Add New

Show 10 entries

Search:

Sr.no	Title	Message	Type	Group name	App User Name	Data	Action
				No data available in table			

Showing 0 to 0 of 0 entries

Previous | Next

View groups, delete and/or edit members

Create a new Message

Notifications
Master Hunt App management

Get Your Artwork

Get the App download link

Tuesday December 5, 2023
9:28 AM

Notifications

View Group   + Add New

Show 10 entries

Search:

Sr.no	Title	Message	Type	Group name	App User Name	Data	Action
1	test 3	test 3	sidebar	Na	Test User	20877	🗑
2	Test 2	Test 2	sidebar	Na	Test User	20877	🗑
3	Test	Test	text	Test Group	Na	Na	🗑
4	Test	Test	text	Test Group	Na	Na	🗑
5	Test	Test	text	Test Group	Na	Na	🗑

Showing 1 to 5 of 5 entries

Previous   1   Next

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List of previous messages

Add Notifications ✕

Title *

Example Push Notification → Title

Message *

This is a test Notification → Message Text - 1000 Characters

Notification send to

Members ▼ → Send to everyone, an individual or a group of members

Members *

Test User ▼

Deep Link

Sidebar → Direct user to a message, URL or an App widget in the side bar.

Select Sidebar

Our Meets ▼
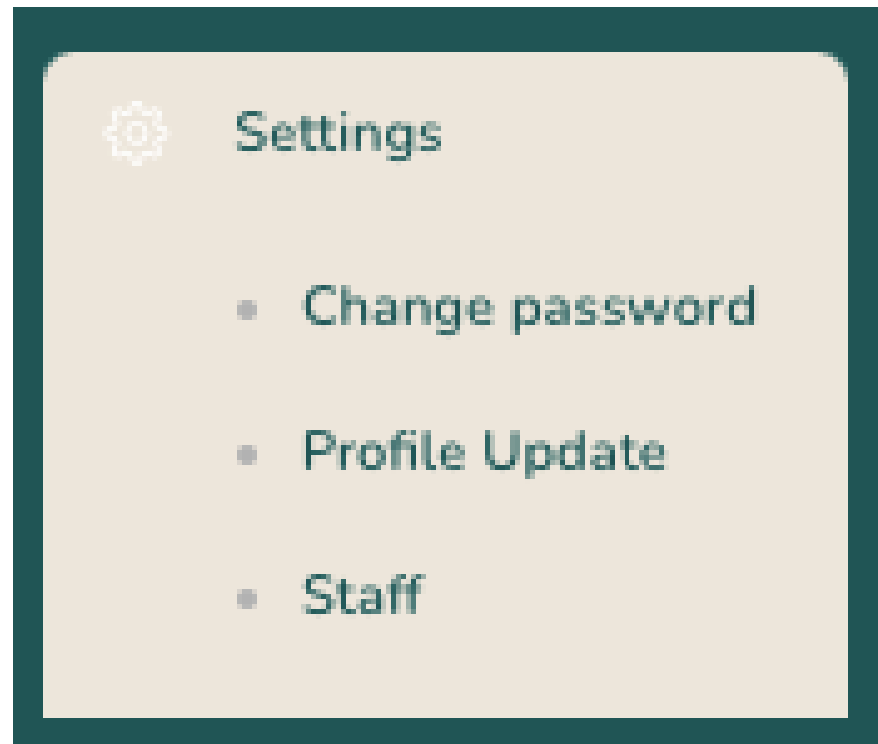
Cancel   Submit

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Reports

TRhgese sections are all reporting sales and transactions and delivery status, they are self explanatory
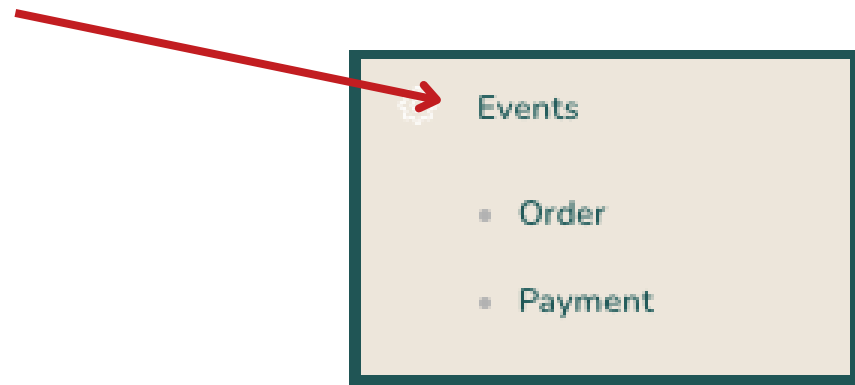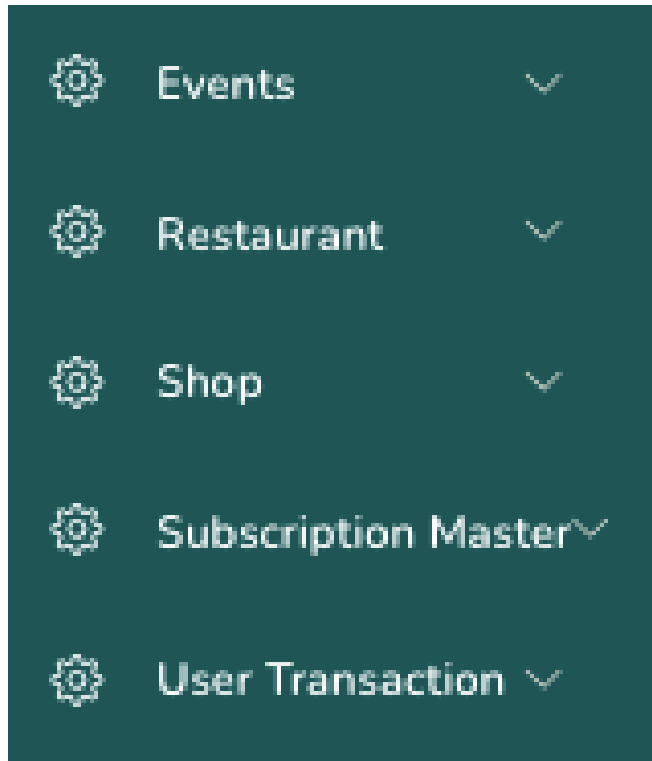
Settings

Allows you to change your password, Update basic contact details and give staff permissions to use the App Manager.

⚙ Settings

- Change password

- Profile Update

- Staff

App Manager

App Manager is a separate App showing the Mobile version of the backend App Editor CMS, allowing your App to be edited from a mobile phone or tablet.

Staff can be awarded limited access to the App Manager. For example kitchen staff can see food orders coming in and update them as served or delivered when the food has been collected, delivered or sent to the table.

Doorman and Gate keepers can scan the users app QR code to retrieve tickets at the gate to a point to point or Hunt ball marking the ticket as used when they let someone in
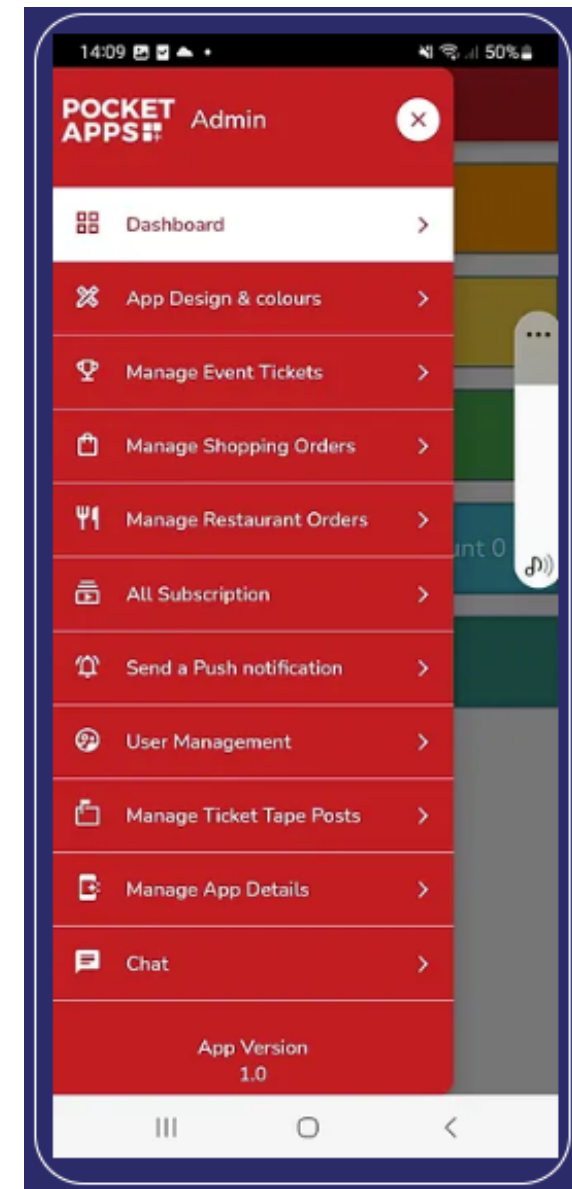
BHSA App Digital Security Guide

The following tips and tricks will help you maximise your digital security while using the BHSA app and minimise the risk of anti-hunt activist groups gaining access to sensitive information.

This advice is tailored to the BHSA app, although much of it is applicable across social media and other digital tools. For further information and advice, see the National Cyber Security Centre's <u>website</u>.

Advice for All Users

·Choose a strong password for your BHSA profile. Strong passwords are made up of numbers, letters, and special symbols (@!*& etc.) Do not use words related to hunting or easily guessable personal details such as your name, address, or date of birth.

·Equally, make sure that the email account you are using for your BHSA profile is secure and has a strong password. You can use the website HaveIBeenPwned to check whether your <u>email</u> or <u>password</u> has been involved in a data breach. If it has, be sure to update your password.

·Finally on passwords, make sure your phone and any other devices you use the BHSA app on has a password and automatically locks after a minute of no activity. Contrary to popular belief, most hacks are 'social hacks', meaning that hackers still information by physically stealing or looking through devices.

·If you believe that your account has been hacked, deactivate your BHSA account if possible and alert a BHSA officer to receive further instructions.

Advice for Hunt Managers

·Only invite users to join your hunt's mini-app if you can personally verify their identify. Do not send an invite link without visually identifying who you are sending it to, either in-person or over video call.

· Where possible, send invitation links and any other sensitive information (passwords etc.) only via encrypted messaging services such as WhatsApp and Signal.

·Flag any suspicious behaviour with a BHSA officer. If you notice an increase in anti-hunt activists at meets or social events, review who has access to your mini-app and check their identities. If in doubt, flag this with the BHSA.