

LOCATIFY

Creator CMS Web Manual

How to make treasure hunts and guided tours

2012

Introduction



The Locatify platform is for designing and publishing guides and treasure hunt games to be enjoyed via Smartphones on location using GPS, 3G and maps. The games are competitive and played by teams in a treasure hunt competition, in real time. The games involve problem solving, exploration, and collecting evidence, finding treasures, playing mini-games and using virtual game items in game mechanics.

The system's design tools are for amateur and professional designers to make and publish their own material to Smartphone and pads. The system is available to all game- and tour designer to use where they can create, edit and publish guided tours and scavenger hunt games.

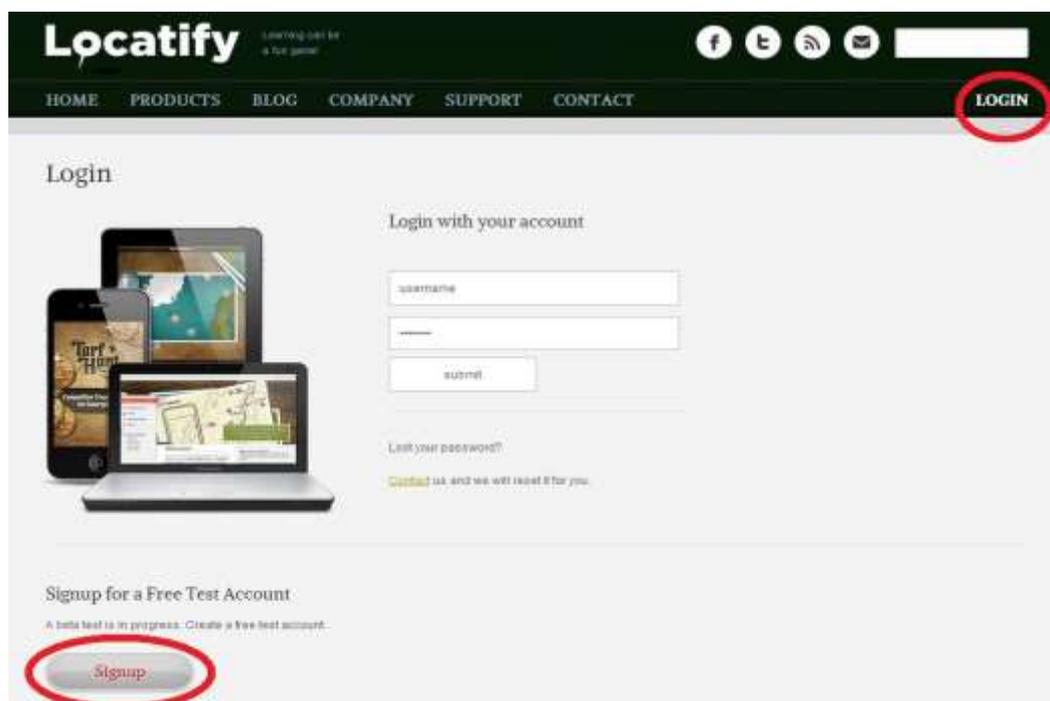
The online application can be accessed through a web browser (currently it does not support Internet Explorer) and there you can find all the tools you need to make the games and tours you desire. Within the system you can see and change games you've already made, you can publish unpublished games, see statistics over downloaded games that have been published and there is an observer browser where ongoing games can be observed.

In this documentation we will go over the basics in making a TurfHunt game, publishing it and downloading it into your phone. In order to make SmartGuide you follow the same procedure, without the challenges. To access the website go to the following location in your web browser:

<http://locatify.com/login>

How to Setup an Account

To start with you are required to have an account on the CreatorCMS website (see link above). If you don't already have one, navigate to the website and hit the blue "Sign up" button (see below).



Once you have signed up, a confirmation email will be sent to you. The email has directions to activate your new account.



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1 Log in and home screen

Once you have an account set up you can now log into the Locatify's Creator system. This is simple and easy, just go to the website and click the "Login" button. Just type in your username (email) and password and hit enter.

ANY SUPPORT CONTACT LOGIN

Login with your account:

username

password

submit

If you have entered the correct information you will be taken to the Creator home screen (see below). When you sign in to the Creator CMS for the first time, or you haven't made your first Tour Guide or Treasure Hunt, you will go straight to the page „Create New Project“.

MY TOURS AND GAMES Cancel

Create New Project

Enter a name for the project and select tour or game to create.

My Great Project

Treasure Hunt Game
Create a treasure hunt game with treasures, challenges, teams and score

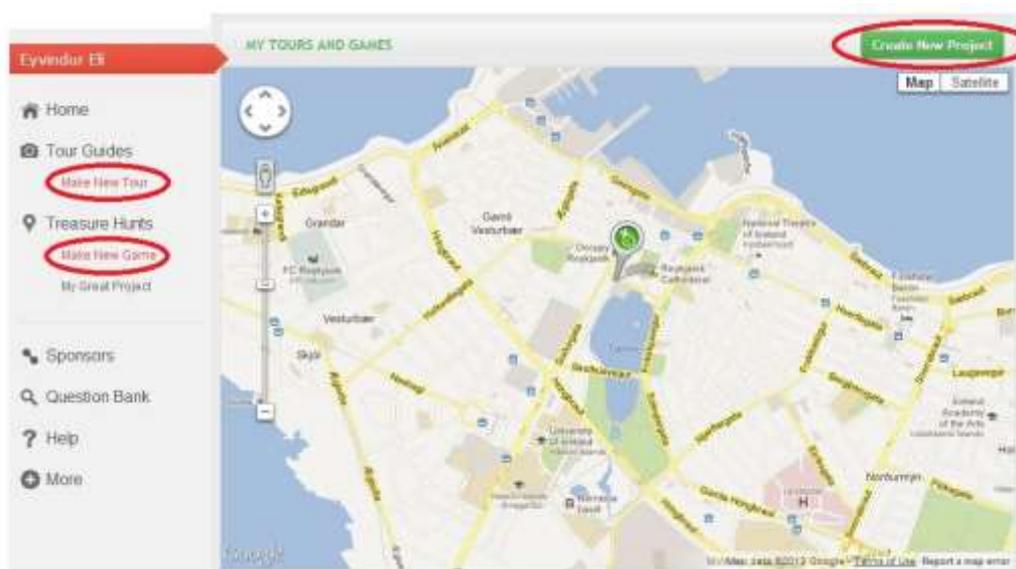
Tour Guide
Create a guided tour with audio, images and maps

First thing you do is to give the project a name. Next you will choose if you want to make a Treasure Hunt or a Tour Guide.

2 Creating new games or tours

If you have created a Treasure Hunt or a Tour Guide before you go to a page that will show you a map with pins on it that show you games and tours you have made before.

To create a new Treasure Hunt or Tour Guide from the home page you can select "Create New Project" button in the top right corner of the map. You can also go the menu to the left and select Tour Guides or Treasure Hunts. If you go the menu to the left and select Tour Guide or Treasure Hunt you will get a drop down menu where you can select "Make New Tour" or "Make New Game". When you have selected to make a new game or tour you go onto the same page as when you signed into the system for the first time. You just do like before, give the project a name and choose if you want to make a Treasure Hunt or Tour Guide.



3 Game Creation – First step

In the first step of the game creation you will enter the basic information for the game and select what languages to use for the game. The system supports multiple languages for each game.

3.1 Game information

Under the basic game information section you will confirm the name you have chosen for the game. You can see the publisher name and select the maximum number of teams you want to be able to play the game. At last you upload a logo for the game.

GAME INFORMATION
INFO
MAP
ACTIONS ▾

Project Name:

Max number of teams:

Logo:

Publisher: Locatify

Status: Was published but expired on Aug. 22, 2012, 5:52 p.m.

Languages

English
✎ ✕

Add language:
-- Select language -- ▾



3.2 Languages

Under the Languages section you can choose languages you want to have in the game. Note that you will have to translate the game to all of the languages you select. Many languages are supported.

To start adding languages simply select languages from the “Add language” drop-down list. A form will slide down and ask you to fill out fields; Game Title, Game Description, Game Audio, 1st Treasure Title and 1st Treasure Description and Treasure Audio. The title is mandatory the other fields are optional.

Type in the game title and game description in the language you have selected and then upload an audio file in the corresponding language. You will now hit the blue “Save” button. The language has now been added to your list of languages. You can edit it by clicking the blue pen icon to the right of the language name in the language list. Next step is the “Map” in the right corner.

The screenshot shows a web interface titled "Languages". At the top, there is a list of selected languages: "German" and "Icelandic", each with a blue checkmark icon and a blue 'X' icon. Below this is a blue bar with the text "Add language:" followed by a dropdown menu currently showing "Italian". The main form area is divided into two sections. The first section, "Game Info", contains three fields: "Game Title:" (a single-line text input), "Game Description:" (a multi-line text area), and "Game Audio:" (a dropdown menu labeled "Select audio file" and an "Upload audio" button). The second section, "Directions To First Treasure", contains three fields: "Treasure Title:" (a single-line text input), "Treasure Description:" (a multi-line text area), and "Treasure Audio:" (a dropdown menu labeled "Select audio file" and an "Upload audio" button). At the bottom right of the form are two blue buttons: "Save" and "Cancel".

3.3 How to upload audio and images

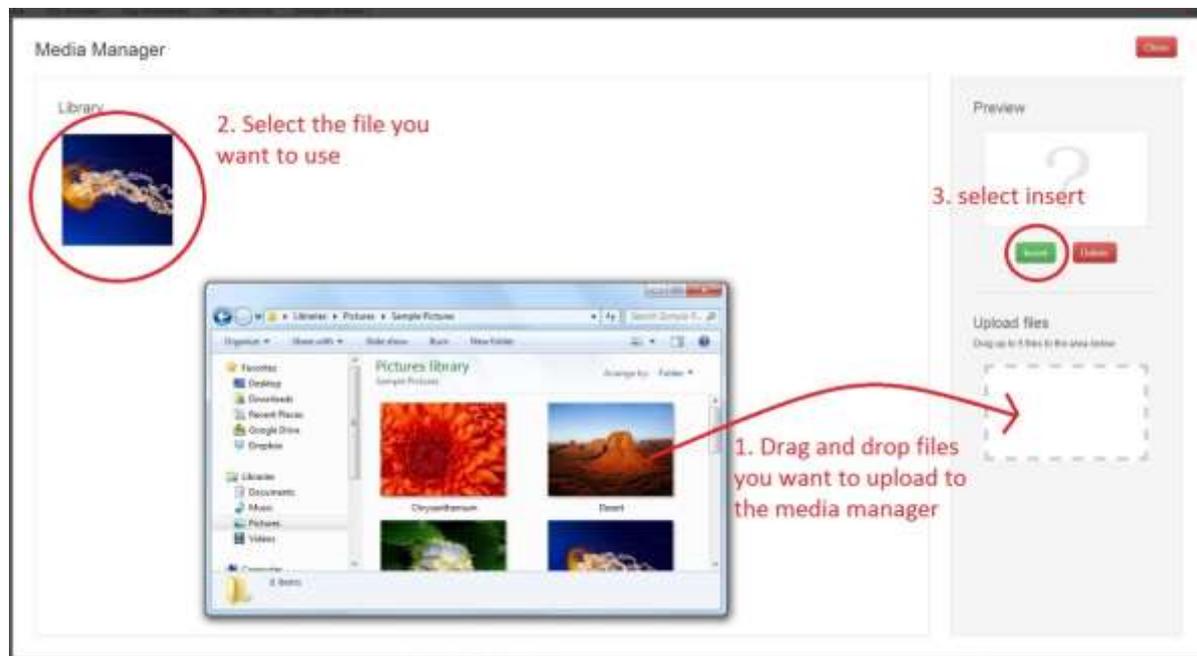
Note: Your pictures have to be in JPEG format and in portrait mode, and your audio has to be in MP3 format.

There are two places you can upload pictures and sound.

1. In the info section
2. On the map.



To upload a picture you select the picture icon, it's gray and looks like a picture frame with a house in it. When you select the frame it will take you into the media manager. To upload a picture you have to drag your file in to the "upload files" box in the bottom right corner. Now your picture is in the media manager. To use the picture you have to select the image in the media manager and select the "insert" button in the right.



To insert audio files you select the button "select file". You will go through the same procedure as when you are adding pictures. That is; drag and drop the audio file in the "upload file" box in the lower right corner, when the file is in the media manager you select it and press the "insert" button in the right.

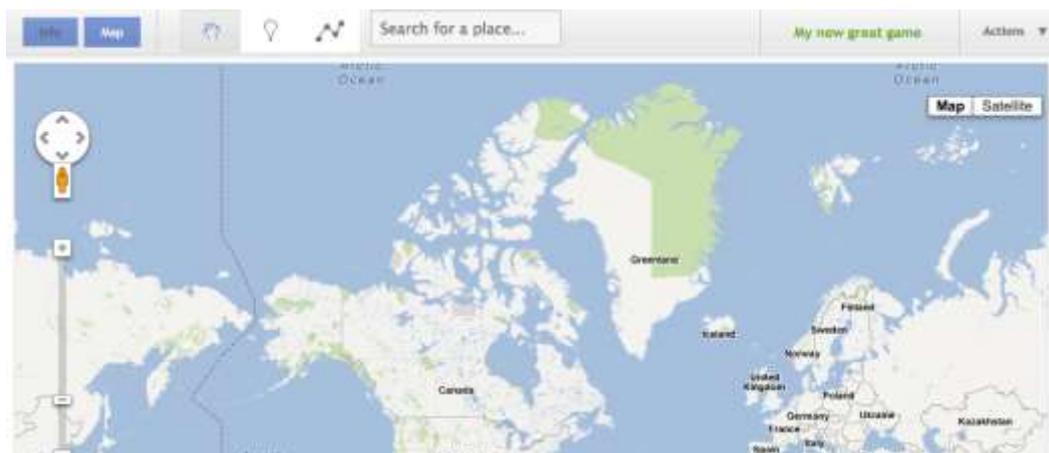


4 Game Creation – Second step

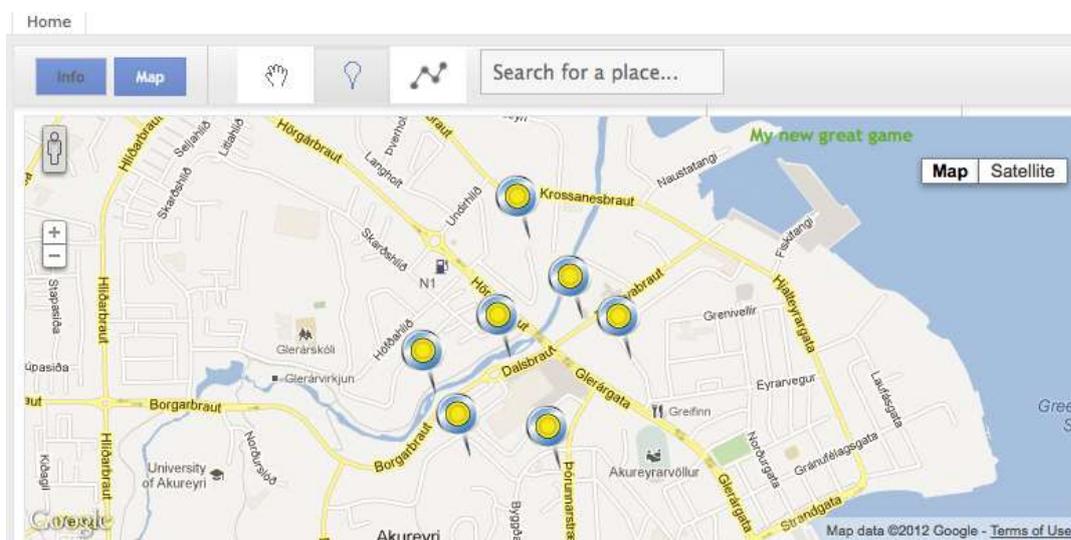
Second step is all about mapmaking. Here you get to place your treasures, assign teams to starting locations and design your game. The first thing you will see is a big map of the world and some icons above it. There is also a tutorial in the mapmaking you can turn on, helping you every step on the way.

4.1 Mapmaking

To start with lets place some pins on the map. Zoom in to a desired location and click the white pin icon next to the hand icon.



Now click wherever you want to place your first treasure and add as many treasures as you want.



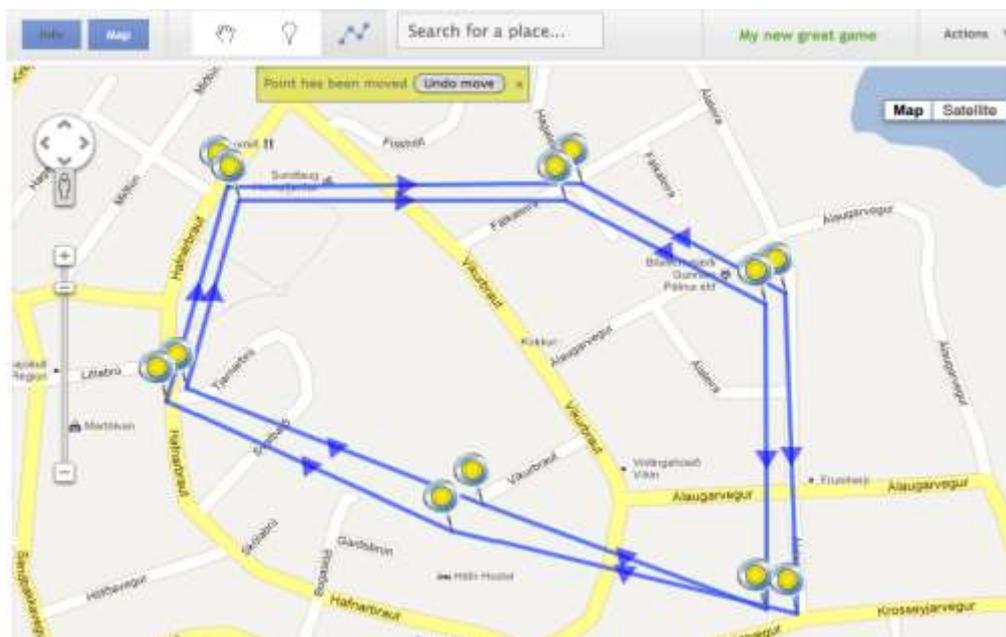
Connect treasure pins

Once you've put down all the pins you want to have in your game it's time to connect them if you want. Only connect treasure pins if you want the players to find the treasures in a certain order. Connected treasure pins only appear in order. If the pins are not connected, they will all be visible on the player's map and the player can find the treasures in any order they prefer.

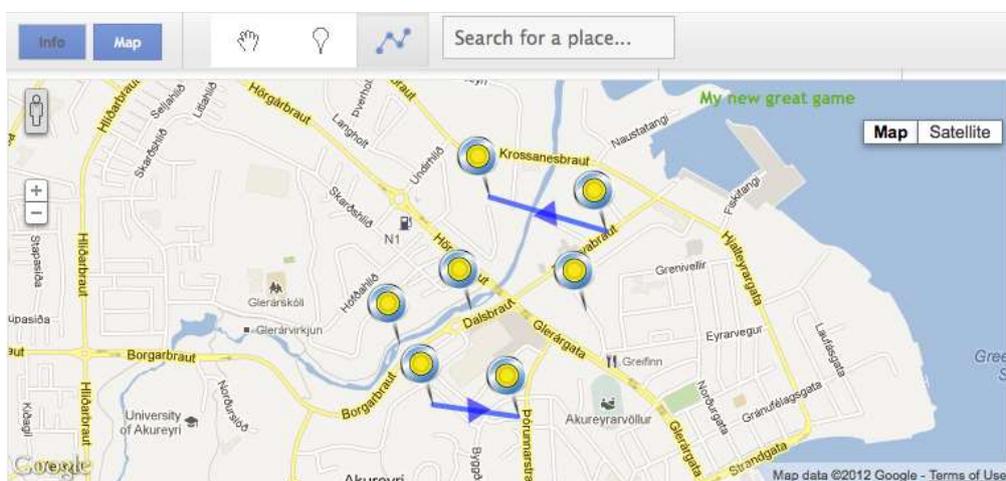
In order to connect the pins, you should select the route icon next to the pin icon. Now click on the pin you want to be the first in line and then click the next one you want it to be connected to. When you do this a line will be drawn between the two treasure pins. This means that the treasure you are



connecting with (the second pin you click) will be the next one a player has to go to after he has captured the previous one (the first pin you clicked).



If you do want most of the treasures to be shown on the map except for some hidden ones, which the player will find when he has solved the challenges at this location, you can make a single line from the location to the hidden treasure.



In order to edit or delete lines you right click your mouse over the triangle in a centre of a line.

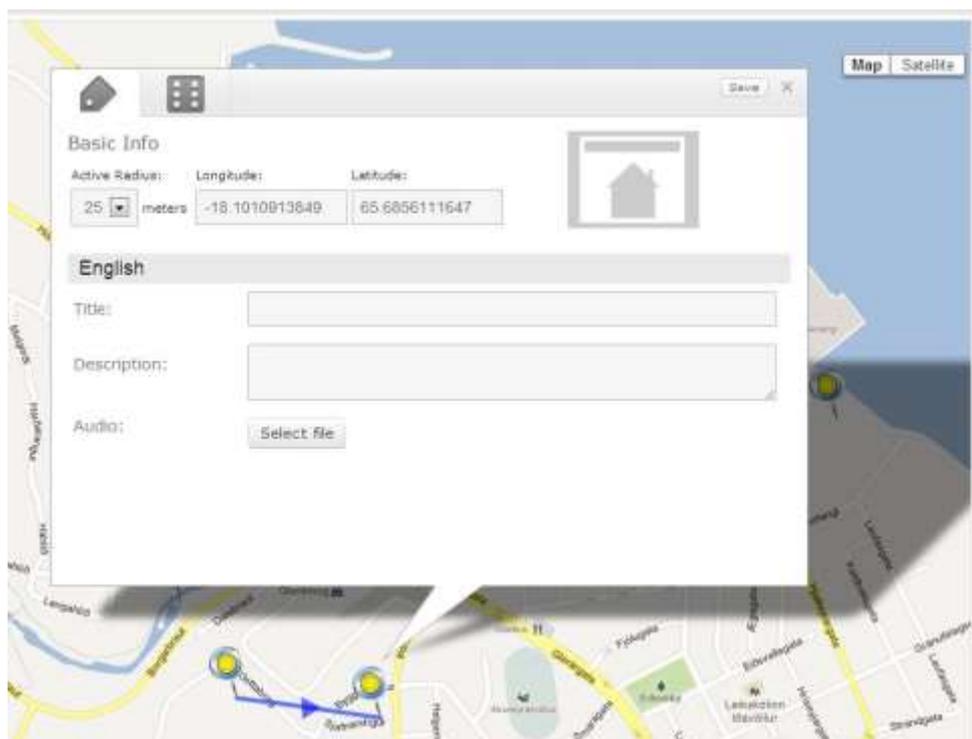
When you have placed all the treasures and connected them together as you wish we can move on to editing the treasures and adding challenges.



Move treasure pins on the map: You can move a pin around by pressing the left button on your mouse and hold it down as you move it to the place you have selected. If you press the hand icon you can move your map around without dropping down pins.

4.2 Editing treasure info and the Question Bank

To edit a treasure on the map you find the pin you want to work with on the map and click on it, a menu bar slides up where you will enter information regarding this treasure. This box contains two tabs; Basic Info and Challenges.



Basic Info tab is the first step. You can enter a title and description of your treasure, upload audio and select an optional audio track (if applicable). Pay notice to the slide bar to the right, if you are making your game in another language as well you will enter the same information in that language. You will have to do this for all the languages you added to the game in the first step.

You will see the longitude and latitude of your treasure along with the active radius; you can extend the radius (25 meters is good for walking but if it is a game set for cars or motorbikes the radius needs to be larger, depending on the speed.) If you have the correct mark for the location you can enter them in the boxes as well. Press the "Save" button

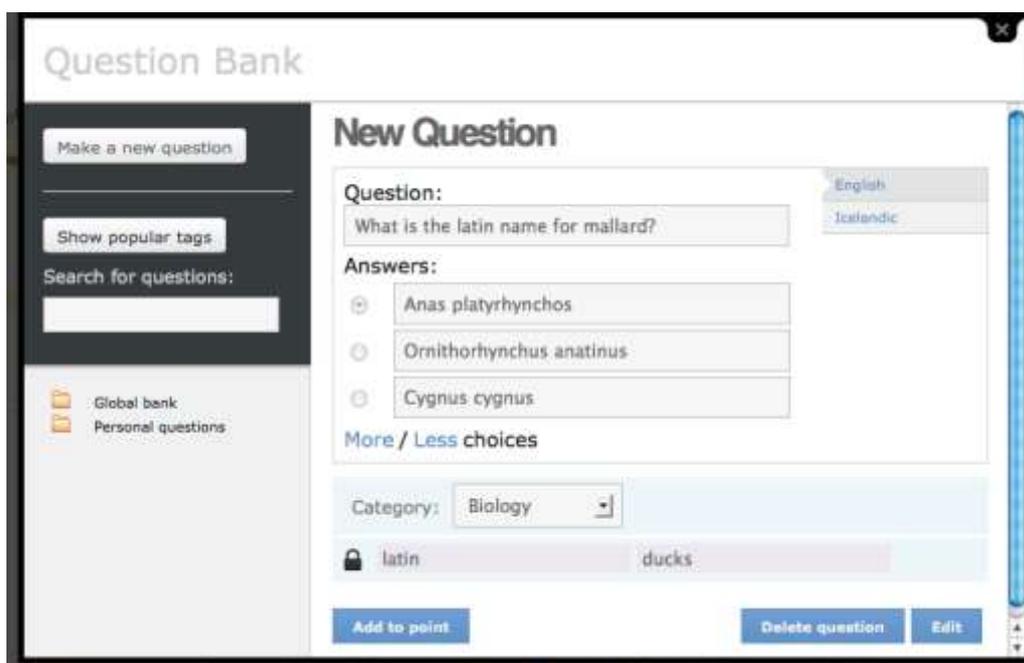
You can also upload an image to represent the treasure on each point. This might be a picture of the building where the treasure is located or a picture with a hint regarding the treasure.

The Challenge tab is where you select what type of treasure you want to be placed at that specific point and how many scores for finding the treasure are awarded. Here you can also add challenges by clicking the "Add challenge" button. When you add a challenge a box will appear below where you can select the score awarded for solving the challenge, reward given (for now we have an invisibility elixir which has the power of hiding the team on the map for a short time so the opposing teams



can't see it) and a treasure type. The challenge types can be either a memory game or a question defined by the user.

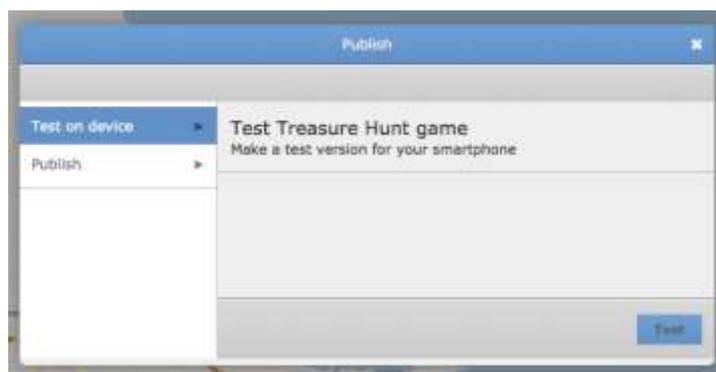
If you select the question option you can select a question from the Question Bank or create your own question by pressing, "Write or select a question". A box will slide out with the Question Bank. The questions you write will be saved in the bank where you can access them later. You can also look for questions you or your publishing group has made in "Search for questions" by writing a keyword in your question or just press "enter" in the white box in order to see all the questions you have entered in your bank. You can as well look by the tags you have marked your question with in the Question pool. If you do have several languages you enter text for each one. You can add more challenges to the pin if you desire. Remember to save your work.



Once you've filled out everything for the current treasure point you will move over to the next point and repeat the steps.

5 Publishing a game or a guide

When all the above has been done you can now move on to publishing your game. Click the "Action" button in the top right corner to continue to the publishing page. As you do it the system will check the map for errors and let you know if it finds any errors. If you get an error please go over your game and make sure that all is correct.





You have two choices at the publish page; to publish the game for testing on your device or to publish it within the TurfHunt app. If you are making a Smartguide you will do the same thing. It is always a good practice to test it first on your Smartphone or Smartpad before releasing it to others. When you have pressed the “TEST” button you will get the message that the publishing has finished and an invitation code. This is the code you enter on the frontpage of the app in your phone in order to test the game. This test will be available for six hours.

When you are publishing the game in the TurfHunt app for others to play you can choose how long it will be available, from 6 hours to 6 months. You finally select for how long you want to publish the game for (from the drop down box) and then hit publish. The SmartGuide will be published in SmartGuide North Atlantic, SmartGuide Germany or another SmartGuide, please contact us for other areas.

The system will now begin the process of packaging your tour and publishing it to the app. Note that the publishing step might take a while, depending on the size of the game, so do not interrupt the publishing process once it has begun. When the system has finished publishing the game it will display a message to notify you that the game has been published. You can now go to your application on the Android phone or Apple device and download the TurfHunt for game or a SmartGuide for the guide.



6 Downloading and playing TurfHunt

To download the published game to your phone, open up the TurfHunt application on your iPhone, iPad or Android phone.

Now the game can begin. Goals of the game are:

1. Learn about the environment and have fun at the same time.
2. Find treasures from clues; earn virtual coins and virtual items.
3. Finish the game before the other team and gather the most of gold coins.

At the front page you can start your test game by entering the code you got when you published the game in the white box. If you were invited by others to join a game you will enter the invitation code in the white box as well. Every player will enter the same code for the game.



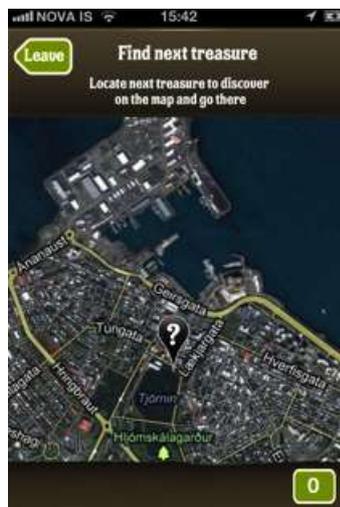
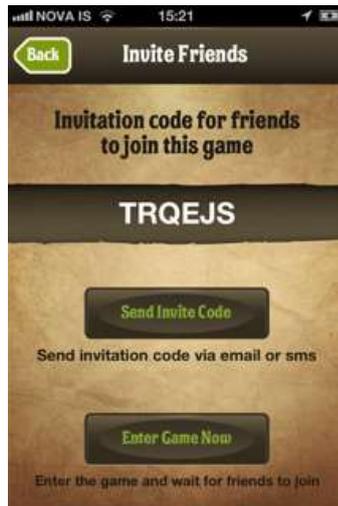
The one who is in charge of starting the scavenger hunt will press the “Start New Treasure Hunt” button; only one phone can start the game. Select the “Start a new game” option. Now you will see a map, on the map you can zoom into the location where you created the game, just make sure you are connected to the Internet. At the place where you created the game you should see a pin, click on the pin and select “See Details”, you will press it.





Now you will see further info about the game; the title, description and logo. Beneath them is information about how many treasure places there are and how many challenges are in the game. In the white box you can write an invitation message to your friends, then click the “Invite friends or play solo” button. You can send your friends the invitation code by e-mail or text. Next thing that happens is that you will get an option to select a team, you write the name in the white box.

Then click “Download Game “, when it has been downloaded to press “Enter Game Now” it and another screen will appear where you will download the game by pressing” and then “Enter Game”.





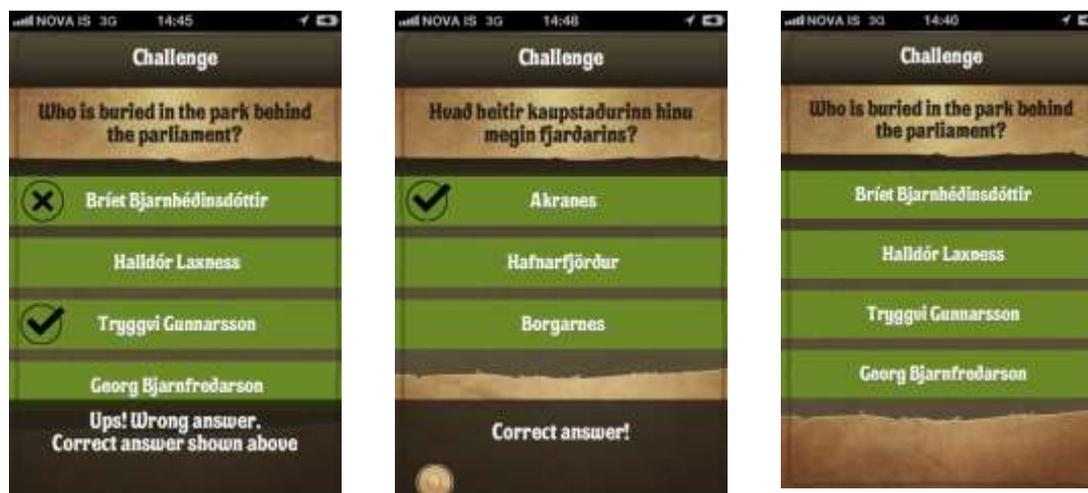
On the next screen you will see the teams that have signed up and then you start the game and all the teams that are ready to play will get the map and see where the next treasure is located. If the game has been designed in the way that there are no routes between the treasures then all the treasures will appear at once, but a game with trails will only show the first treasure location. You will go to the location and once you are there you will receive coins as rewards for finding the right place and you press, "Challenge me to continue."



Challenges

There are different types of challenges the game designer can use when he sets up a challenge at a treasure point. A treasure can have one or more challenges and player is rewarded by virtual gold coins and game items. When a user discovers a treasure, he will be presented with a challenge. There are multiple-choice question challenges and a mini-game challenges in the system right now.

By successfully completing a challenge, the user will get extra score and collect energy points they can use to affect the progress of the game.





The user will receive gold coins and game item rewards when solving challenges correctly. The game designer decides what kind of rewards the player gets. There are three levels of memory game; easy, medium and hard. The boards are different and the player is given a certain time to finish the task, the seconds count down as he flips the cards.



When the game is over, the player sees his scores right away in the lower right corner. He can enter the scoreboard and see his and his playmates' score and how many challenges he solved and the scores for each one.

7 Observer

On the top bar you see the Observer for observing games in progress on the web. To observe a game, enter the game's invitation code into the Observer. The game can be observed by a facilitator or those who want to see where the players are on a map and how many scores they have made. Later a chat system will be available as well.



8 Make a tour

1. Go to “Creator” in the top bar, select “Make New” in the upper right corner of the map. Give your project a name and select SmartGuide to make a tour, and whether you want to have your tour with or without a specific route. After that you select “Continue”

2. First, fill in “Tour Information”. Next you select **Languages** you want your tour to be in. There you fill in information about the tour, directions to first waypoint and guide info. **Save** your information and select the “**Map**” button above.

The screenshot shows a web form titled "TOUR INFORMATION". At the top right, there are buttons for "INFO", "MAP" (circled in red), and "ACTIONS". The form fields include:

- Project Name: Testing, one two three
- Publisher: Locatify
- Product ID: Locatify_WZISYPEO
- Distance: 1 km.
- Time: 1 hours
- Background Theme: bg_reykjavik
- Transportation type: Walk
- Phone needs charger: No
- Tour sponsor: No sponsor
- Logo: A blue square icon with a white location pin.

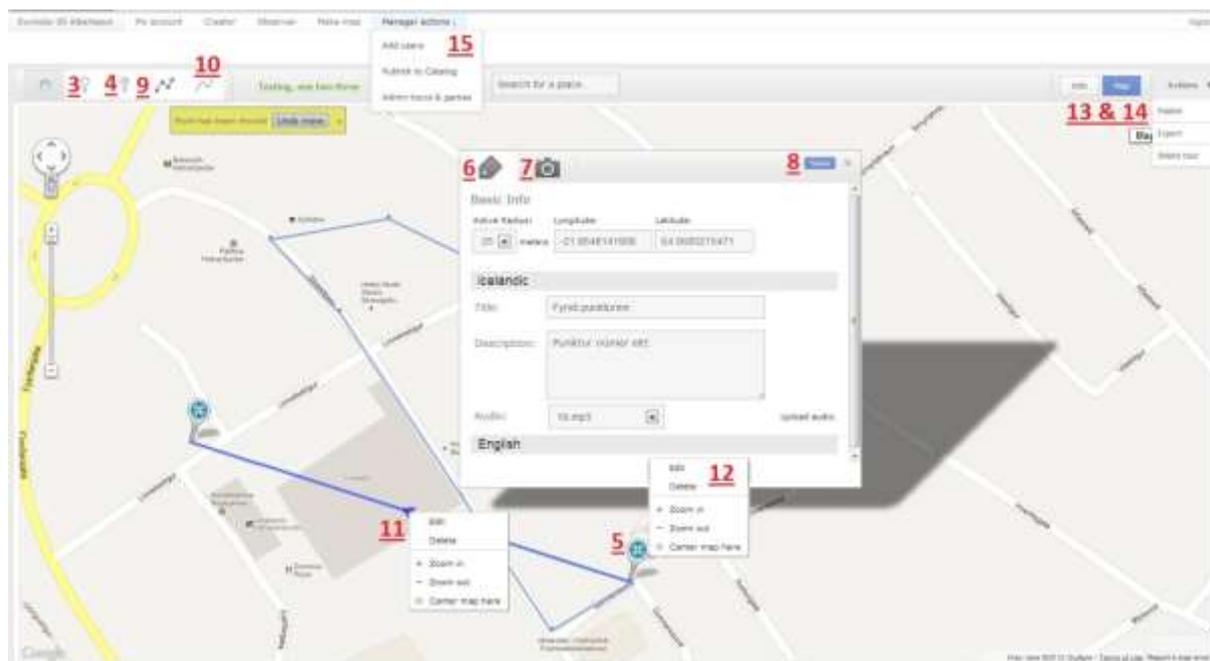
At the bottom right, there is a "Save" button (circled in red). Below the form, there is a "Languages" section (circled in red) with checkboxes for "Icelandic" and "English", and a dropdown menu for "Add language: -- select language --".

3. **Place a pin on the map:** First off, you need to put down some pins on the map, for the interesting places you want to mark.

Select the pin icon on left, from the control bar above. Then, to place your first point of interest on the map, simply click on the map to pinpoint the location. After you have placed a pin on the map you can drag it around with your mouse to adjust its position. It is essential to have at least two blue pins.

You can use the mouse scroll button to zoom in, so you have more detailed control of the position.

4. **Info pin:** You can also place an info pin on the map. Info pins are like the regular pins, you can put in the same data, but you can't connect them with other pins.



5. Editing point data:

But deciding a point of interest is not enough. After pinpointing the place on the map, it's time to put some meat on the bones.

To edit a point, simply click on the pin, to open up the options.

6. Activation location:

The option bubble has two tabs. When it opens, the 'Basic Info' tab is selected. Here you can specify the exact coordinates for the point of interest, and set the radius of active area.

You will also need to enter the text, which will appear, on the device screen when a user reaches the point of interest. The available languages are the ones you have selected for the tour. To enter a text for a specific language, click on the bar for that language. Enter a title for the point and a description.

Lastly, you will put in the audio file. Select 'Upload audio' and select the audio file you want to upload from your computer. After you selected your audio file, you will need to select 'Upload files'. When you have uploaded the audio file, you need to select it from the drop down menu.

7. Select point image: In the second tap of the bubble you can select the point image. The image will appear when a user reaches a point of interest. You can also check in the box if a preview of the image should be available on the front page of your tour in the catalogue. You can check three pictures. Pictures should be in portrait orientation.

8. Saving and closing:

After you have put in information or changed anything, the 'save' button becomes active. When it is active, you can click on it to save your changes. It is important to do so, otherwise the changes you make will be lost when you close the options bubble.



When you are done editing, you can close the option window by clicking the X.

9. Connecting points: If you decide to make a tour with a specific route the next thing you need to do is define in which order the points are.

Select the icon with the connected points from the control bar above. Then, to connect two points, first click the first one, then the second one, and so on. Note that a line appears between the points for your convenience, but it will not be visible when user is in a tour.

10. Create a path: You can create a path that will appear on the device's map to show people the best way to go around, to enjoy the tour. To create a path you select the 'Create Path' icon from the control bar above. Draw out the path by clicking on the map and placing points on the map. You can move the points around on the map if you want to adjust the path.

11. Deleting lines: To remove a connection between two points, right click on the triangle, and select 'Delete' from the menu. A popup window will appear asking you if you are sure you want to perform this action. Be sure you zoom in close so you won't don't delete a pin.

If you want to remove a path in a tour you right click a point of the path. Then a popup window will appear asking you if you want to remove the point from the path. Press ok to remove the point from the path.

12. Deleting points: To delete a point of the map, right click the pin icon for the point you want to delete and select 'Delete' from the menu. A popup window will appear asking if you are sure you want to perform this action.

If you confirm, this point will be deleted as well as all data associated with it, such as pictures and language data. This will also delete connections to and from the point, but if you have created a path it will not be deleted.

13. Testing the tour: Before you publish your tour, it is a good idea to test it in the field, to make sure everything works.

In order to test your tour, you need to make it available to your device. Go to the 'Actions' menu and select 'Publish'. A publish window will pop up. In the 'Test on device' section, press the 'Test' button. Then a code will appear. You will use this code to test the tour on your device.

At the moment you can only test tours on iOS devices. But first you will need to 'Enable test mode' in Settings.

To test a tour on your device you select the info-button in the left bottom corner on the first screen that appears in the SmartGuide (North Atlantic) app. Next you select 'Get Test Tour' and enter your code in the white box.

14. Submitting tour for an approval:

Finally, when you are pleased with your tour, you can publish it for yourself and others to enjoy. But first if you are publishing in a Locatify app you need to submit the tour for approval. Again, go the Action menu and select 'Publish'. A publish window will pop up. This time, go to the 'Submit for approval' section.



Before you submit the tour for approval you need to make a few selections. First you select the 'Phone Region', that decides on which selection screen, in the app, your tour will appear. Next you select 'Custom map' to decide your offline map. Select 'Max zoom' to decide the resolution of your map. And last you select the price of the tour and in which currency. Now you can submit your tour for approval by pressing the 'Get approval' button.

15. Publish the tour: After your tour has been approved you need to publish it. Click the 'Manager action' on the menu bar at the top of the screen, and select 'Publish to Catalogue'. Select the app you want to publish your tour in, in the drop down menu. Now you can publish your tour by pressing the 'Publish' button.

9 Admin

Only user with administration access have access to this menu. Here they can add new users to their group, review all games published and such. Only administrators can import exported games into the system. For example to copy a game to use in another territory. Games are exported from the Action menu and imported under Manager Actions from Admin tours & games. Imported games can then be modified before being publish like moving the treasure pins to another location to make the same game elsewhere.

9.1 Add users to your group

If you are an **admin** you can add users to your group. Go to **Manager action** on the top bar and select **Add users**. Fill out all the information (see below). You can add multiple users at a time, select **Add Row** below the fields to add multiple users.

Username ?	First name	Last name	Email	Password ?	Role ?
					Admin

Add Row

Add User(s)

Role determines if new users have administrator access (**admin**) or are just normal **users**. Those who have admin rights can add new users, see and modify all games and tours the group has created. Regular users can only see and modify their own content. Users and admins can change their password at any time.

When you have filled out all the information, select **Add user(s)** to sign the new user(s) to the system.



We do hope you enjoy creating and playing TurfHunt games. If there are any further information you need or if you run into trouble please contact info@locatify.com

Have fun!

Steinunn Anna Gunnlaugsdóttir

www.locatify.com