Dietary Requirements Portal

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The Dietary Requirements portal allows your caterers or venues to see and export information about your attendees' dietary requirements.

Setting up the Dietary Requirements Portal

Details

As for all apps/portals, you need to set up a name, Alias (URL), brand, live dates, and messaging for before and after the app is live. **Read this article for more information.**

Localization

Changing the wording in the app/portal

Changes made to the default language in Application Settings will affect all events. However, you can still make unique local changes for each portal in each event in the Portal Setup. **Read more about Localization.**

Content Tab

This is where you can define the default settings for your Dietary Requirements Portal.

Settings

You can configure two options here:

- **Show Email and Mobile Phone Details** — if selected, each attendee's mobile phone and email address will be listed in exports and Dietary Requirements displays within the portal
- **Target Group** — you can choose either All Contacts in the database or selected contacts based on your filtered search

Login

You can enter a welcome message, instructions, image or any other content on the login page

Home

You can enter a welcome message, instructions, image or any other content on the portals home page

Event Dietary Requirements

- **Navigation Label**
- **Heading Label**
- **Content** — such as a welcome message or instructions
- **Hide Tab** — Check this if you wish to hide this option from the portal

Function Dietary Requirements

- **Navigation Label**
- **Heading Label**
- **Content** — such as a welcome message or instructions
- **Hide Tab** — Check this if you wish to hide this option from the portal
- **Show These Functions** — You can choose which functions will be displayed on this page

Export

- **Navigation Label**
- **Heading Label**
- **Content** — such as a welcome message or instructions

Content Page 1–3

You can add up to three additional custom pages to the portal

Users Tab

In this tab, you set up who's allowed to access the portal. To add a new user, click the plus sign next to **App Users**, and complete the fields below. When you've finished adding users, press **Save.**

> **Note:** You must set up **Users** here before anyone can use this portal.

Click on **App Users** to create a new user, then fill in the following:

- **Email Address**
- **Password**
- **First Name**

- **Last Name**

- **Organization**

- **User Type** – (Leave as Basic – the default. No other user types for this app.)

- **User Level** – (Leave as Standard – the default.)

- **Is Disabled** – check this to disable the account, so the user cannot sign in.

- **Last Logon** – shows the date and time this user last signed in.

Sharing the Dietary Requirements Portal with Vendors

You can publish multiple versions of the Dietary Requirements Portal, to share with different venues or caterers. Just remember to set visibility so that each vendor only sees what you want them to. To filter visibility, look under the Content tab, under Settings.

Once set up, your vendors can log in to see the tabs below (depending on whether or not you've chosen to hide any tabs for this vendor):

- **Event Dietary Requirements** – If you've enabled 'catering counts' in your registration setup, under this tab they can see a list of Dietary Requirements for the whole event.

- **Function Dietary Requirements** — If you've enabled Dietary Requirements for guest functions, they can select specific functions (or all functions) and see a list of function attendees and their Dietary Requirements.

- **Export Data** — If visible, this feature lets the portal user export Dietary Requirements, showing a summary and with separate tabs for each date and for each function.