

# Nova Scotia Experiential Manager – Tutorial

## How to Access the Experiential Manager:

1. Visit [www.novascotia.com/partners](http://www.novascotia.com/partners)
2. Once you are on the partners page, you must choose to **Logon\*** or **Register\*\*** using the links provided under the Experiential Manager section.

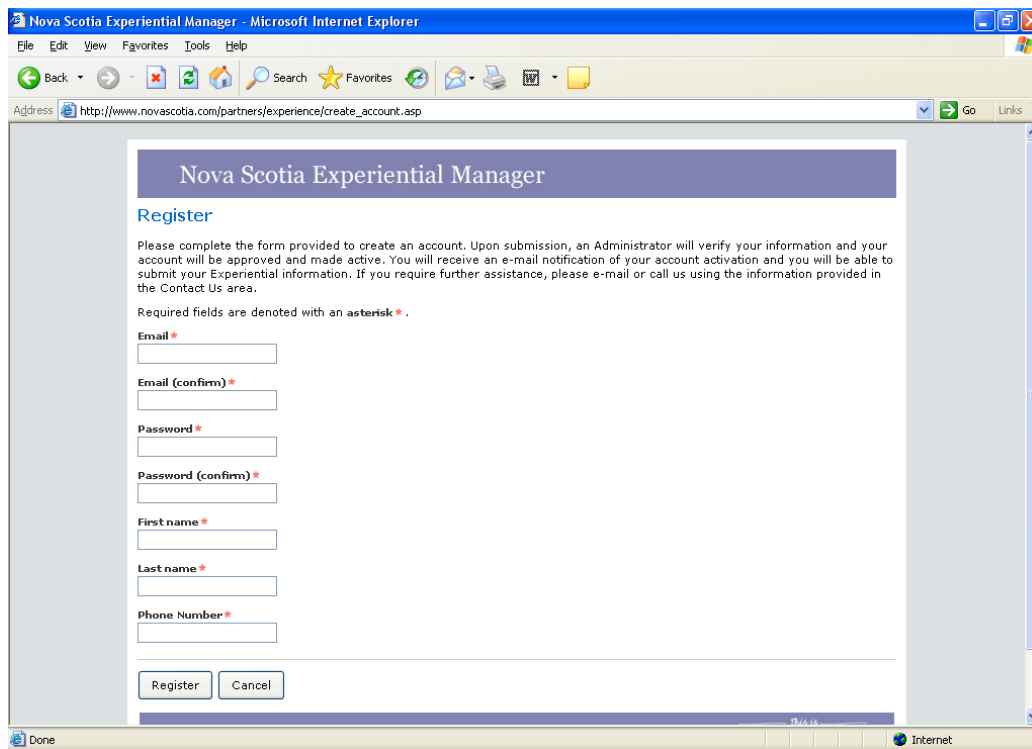
\* Choose Logon if you already have an Experiential Manager account.

\*\* Choose Register if you are a new user and would like to create an Experiential Manager account.

## How to Register

- On the Partners page, click on the Register link under the Experiential Manager section.
- The Register form displays.
- Enter your information, including the password of your choice by completing the online form. The system will use your e-mail address for your username.
- You are only required to complete this form once, however this information is required in order to register as a user with the system.
- Our office must approve your registration before your user account can be activated.
- Once you have successfully registered and have been approved as a new user, you can logon to submit your experiential profile online.

## Register Page



The screenshot shows a web browser window titled "Nova Scotia Experiential Manager - Microsoft Internet Explorer". The address bar displays "http://www.novascotia.com/partners/experience/create\_account.asp". The page content includes a header "Nova Scotia Experiential Manager" and a sub-header "Register". Below the header, there is a paragraph of instructions: "Please complete the form provided to create an account. Upon submission, an Administrator will verify your information and your account will be approved and made active. You will receive an e-mail notification of your account activation and you will be able to submit your Experiential information. If you require further assistance, please e-mail or call us using the information provided in the Contact Us area." A note states "Required fields are denoted with an asterisk \*." The form contains several input fields: "Email \*", "Email (confirm) \*", "Password \*", "Password (confirm) \*", "First name \*", "Last name \*", and "Phone Number \*". At the bottom of the form are two buttons: "Register" and "Cancel". The browser's status bar at the bottom shows "Done" and "Internet".

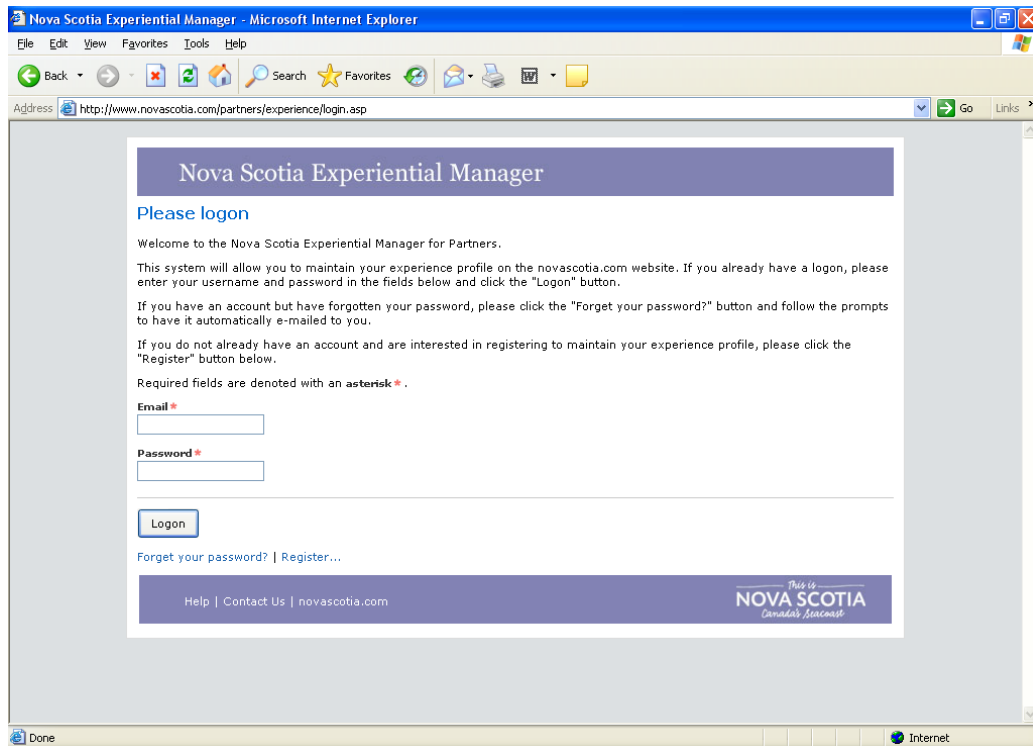
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## How to Logon

- On the Logon page, enter your e-mail address and password into the boxes provided, then click the “Logon” button.
- Once your username and password are verified and you have logged on successfully, the home page for the Experiential Manager displays.
- You now have access to create and manage your experiential profile online.

Please Note: If you **forget your password** at any time, simply click on the “Forget your password?” button. Follow the online instructions and your password will be automatically sent to you via e-mail.

## Logon Page



The screenshot shows a Microsoft Internet Explorer browser window displaying the logon page for the Nova Scotia Experiential Manager. The browser's address bar shows the URL: <http://www.novascotia.com/partners/experience/login.asp>. The page content includes a header with the title "Nova Scotia Experiential Manager" and a sub-header "Please logon". Below this, there is a welcome message and instructions for users. The form contains two input fields: "Email \*" and "Password \*", both marked as required. A "Logon" button is positioned below the fields. At the bottom of the form, there are links for "Forget your password?" and "Register...". The footer of the page features the Nova Scotia logo and the text "Help | Contact Us | novascotia.com".

Nova Scotia Experiential Manager

Please logon

Welcome to the Nova Scotia Experiential Manager for Partners.

This system will allow you to maintain your experience profile on the novascotia.com website. If you already have a logon, please enter your username and password in the fields below and click the "Logon" button.

If you have an account but have forgotten your password, please click the "Forget your password?" button and follow the prompts to have it automatically e-mailed to you.

If you do not already have an account and are interested in registering to maintain your experience profile, please click the "Register" button below.

Required fields are denoted with an asterisk \*.

Email \*

Password \*

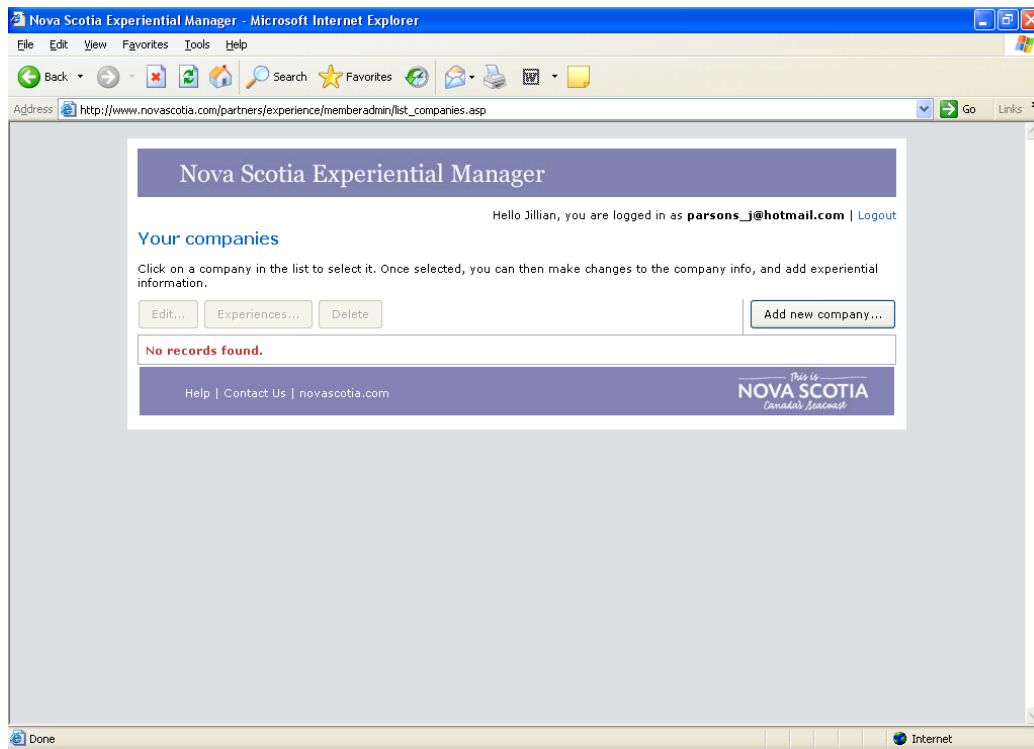
Logon

[Forget your password?](#) | [Register...](#)

Help | Contact Us | novascotia.com

This is NOVA SCOTIA  
Canada's SEASIDE

## Experiential Manager Home Page



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### Basic Steps

There are three basic steps for submitting your experiential information as outlined below.

#### Step 1: Add a company

Upon logging in, the Companies page displays your company list. You may add multiple companies to manage your experiential information for each company individually. To add a company to the list, click the *Add new company button*. The company form will display. Enter the required information using the fields provided and click the *Create* button to submit your company information. Your company will be added to the company list.

#### Edit Company Information

To edit your company information, select the company in the list by clicking on the company row and click the *Edit* button. Revise your company information as required and click *Update* to save your updated information.

#### Step 2: Add an experience

You may submit multiple experiences for your company. To view a list of experiences for a company, select the company in the list by clicking on the company row and click the *Experiences* button. The Experiences page displays a list of Experience Profiles. To add an experience, click the *Add* button. An Index page displays, providing an outline of the various sections to be completed. Your Experience Profile is in draft mode. You may enter/edit information to complete your profile at your leisure. To access a section, click on the name of the section. Complete the section by entering the required information using the fields provided.

**Navigation**

If you have completed a section you may navigate to other sections and your information will be saved. Click *Prev* or *Next* to proceed to the previous or next section. To save your information and go back to the Index, click *Save and return to index*. To return to the Index without saving any information, click *Cancel and return to index*.

As you complete a section, a check mark displays in the Completed box on the Index page.

**Step 3: Submit your experience**

Once all sections are complete and you are satisfied with the information entered, click *Submit for approval* to submit your experience profile. The status of the Experience Profile changes from draft to pending, to be approved by a Product Development Administrator. Making revisions to an Experience Profile that is pending or approved will change its status to draft. Once revisions are complete, you must re-submit it for approval.