

TOURCUE ORGANIZER GUIDE

Portal Overview

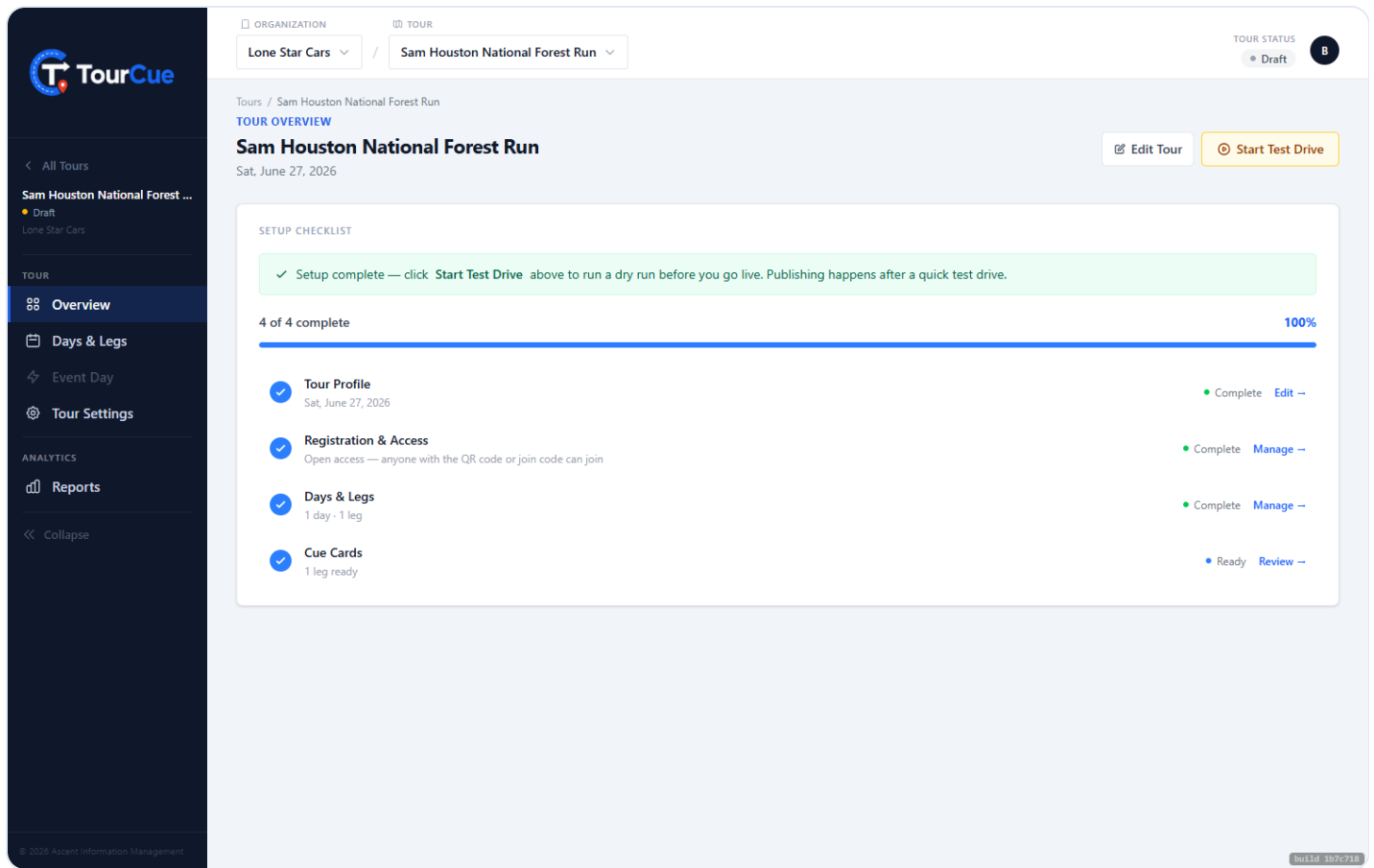
TourCue is navigation and tour management built for organized road tours. It has two parts: this organizer portal, where you build and run your event, and the TourCue driver app your participants use to navigate. Here's the big picture.

► Watch the walkthrough video

► **Watch the video:** <https://www.tourcue.com/guides/00-portal-overview>

1 How TourCue is organized

Your organization owns tours. A tour has dates and one or more days; each day has one or more legs. A leg is the unit your drivers navigate — with its own route, cue cards, and QR code to join.



2 The tour sidebar

Inside a tour you'll find Overview (your home base), Days & Legs (structure the event and build routes), Event Day (the live console), Tour Settings (access, registration, legal), and Reports (registration, revenue, completions).

3 The lifecycle

Every tour moves Draft to Test Drive to Live to Wrapped. You build and test for free; only the paid plans are charged, and only when you take a tour Live. The free Cruise plan stays free.