

## How to become a member and list your property.

This document is designed to show you how to become a member and list your property.

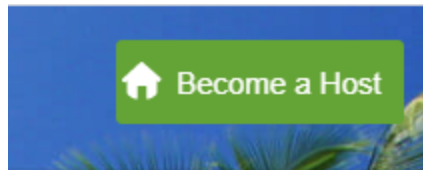
The process takes about 10 minutes.

Things you'll need:

1. Bed and bathroom count.
2. Type of beds.
3. How many guests you allow.
4. Your calculated nightly rate and any other fees.
5. Most importantly access to your pictures which ideally should be sized under 1mb.
  - a. You can have upto 20 pictures
  - b. If they are too big we suggest using [www.tinypng.com](http://www.tinypng.com) (its free) to resize them.

Let's get started...

Firstly to list you property you will need to become a member. This can be done by either clicking the icon in the left hand corner:



Or the 'Become a Host' banner at the bottom of the page:



This takes you to the sign up page:

Account Type:

Host Type:

Username:

First Name:

Your information is private. We do not store any of your identifiable or geolocational data.

Last Name:

Your information is private. We do not store any of your identifiable or geolocational data.

Email Address:

Cell Phone Number : \*

Home Phone Number:

Work Phone Number:

Password:

Repeat Password:

I agree to the T&C , Acceptable Use Policy and Complaints Procedure

Please enter The User name

(It's important to note that Travellerspace does not keep any of your personal or geographical information!)

Fill in the fields. Choose a non identifiable user name, and a password that you'll remember.

Account Type:

Host Type:

Username:

First Name:

Your information is private. We do not store any of your identifiable or geolocational data.

Last Name:

Your information is private. We do not store any of your identifiable or geolocational data.

Email Address:

Cell Phone Number : \*

Home Phone Number:

Work Phone Number:

Password:

Repeat Password:

I agree to the T&C , Acceptable Use Policy and Complaints Procedure

Then click on the Sign Up button.

Now verify yourself by clicking on the verify code:

Verify Mobile Number

Mobile Number:

One Time Password

Click continue on the paywall:

Hello Goat,

Subscribe to Traveller space

Enter coupon code

TRAVEL

Coupon code applied.

Membership to the site for the per month

Subscription Amount : \$ 20

Discount : \$ 20

Total : \$ 0

Continue

Congratulations - You have now created your account and have become a member.

Now you can enter your property details:

Where are you located?

Fill in the fields to select the properties general location:

Example1:

Listing Location   Property Details   Listing   Pricing   Amenities   Add Photo

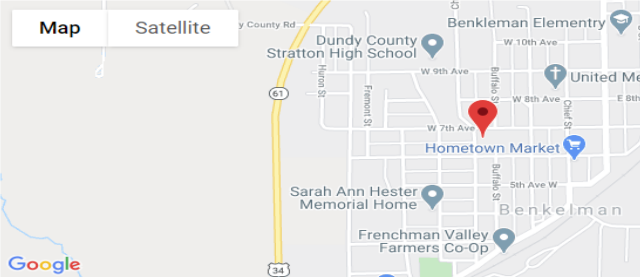
### Listing Location

Country\*

Zip/Postal code\*

City\*

State\*

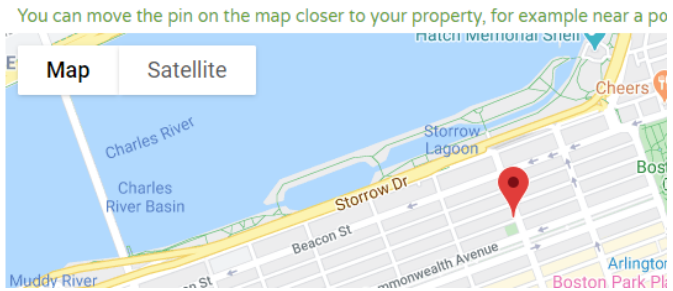


Map   Satellite

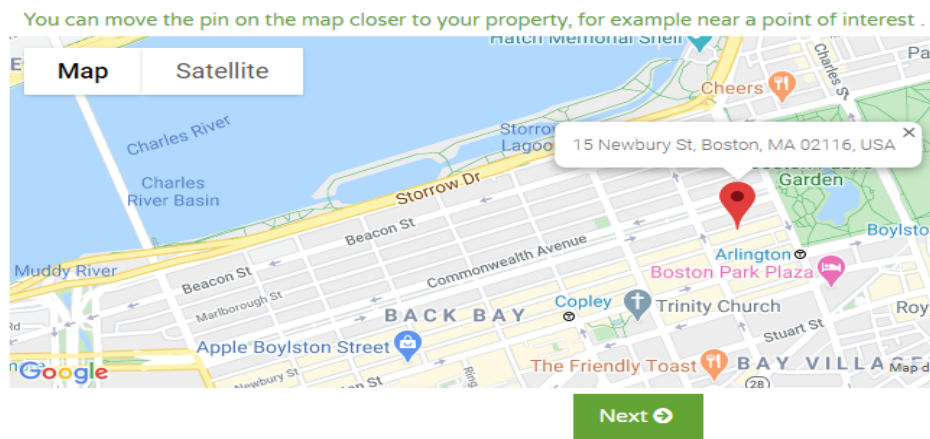
Next

Example2:

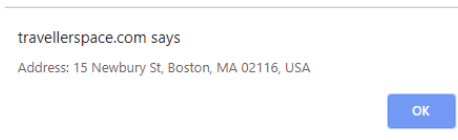
Country *	Zip/Postal code *
<input type="text" value="USA"/>	<input type="text" value="02116"/>
City *	State *
<input type="text" value="Boston"/>	<input type="text" value="Massachusetts"/>



If the location isn't close enough to your property you can move the pin. We recommend not moving the pin to the exact address, but choosing a landmark that is close. For example:



When you move the pin you will see a message confirming the new location... Just click OK:



Click Next:



Now fill out the property details:

### Property Details

Property Type\*

Room Type\*

Adults\*

Property Size in ft<sup>2</sup> (optional)

How many Bathrooms :\*

How Many Bedrooms : \*

Cancellation Policy

Child Allowed

Pets Allowed

Common Spaces

Sofa Bed

Select the property type from the pull down:

Property Type\*

- Select an Option
- House**
- Guest House
- Studio
- Apartment
- Cabin
- Bungalow
- Villa
- Mansion
- Hotel

Select the property room type:

Room Type\*

- Entire Room
- Entire Room**
- Shared Room
- Private Room

Select how many adults:

Adults\*

Select an Option

- 1 Guest
- 2 Guest
- 3 Guest
- 4 Guest
- 5 Guest
- 6 Guest
- 7 Guest
- 8 Guest

How many bathrooms and Bedrooms:

How many Bathrooms :\*

1.5 Bathrooms

How Many Bedrooms :\*

2 Bed rooms

Choose if Children are allowed and the type and quantity of beds in each of the bedrooms:

Child Allowed

Bedroom 1

King Bed	<input type="button" value="-"/>	0	<input type="button" value="+"/>
Queen Bed	<input type="button" value="-"/>	1	<input type="button" value="+"/>
Double Bed	<input type="button" value="-"/>	0	<input type="button" value="+"/>
Single Bed	<input type="button" value="-"/>	0	<input type="button" value="+"/>
Sofa Bed	<input type="button" value="-"/>	0	<input type="button" value="+"/>
Bunk Bed	<input type="button" value="-"/>	0	<input type="button" value="+"/>

Total Beds :1

Bedroom 2

King Bed	<input type="button" value="-"/>	0	<input type="button" value="+"/>
Queen Bed	<input type="button" value="-"/>	0	<input type="button" value="+"/>
Double Bed	<input type="button" value="-"/>	2	<input type="button" value="+"/>
Single Bed	<input type="button" value="-"/>	0	<input type="button" value="+"/>
Sofa Bed	<input type="button" value="-"/>	0	<input type="button" value="+"/>
Bunk Bed	<input type="button" value="-"/>	0	<input type="button" value="+"/>

Total Beds :2

Click Next:

NEXT

This takes you to the 'Listing' tab:

Give the listing a title and a description. This will show on the listing page.

Listing :

Property Title\*

Boston Back Bay Beauty

Description\*

Right in the heart of the city, easy access to transit, museums, and world class restaurants.  
This is a modern rare two bedroom apartment, with updated kitchen and vaulted ceilings with amazing views.

Click Next:

NEXT

This takes you to the 'Pricing' tab:

Pricing

Currency Type \*

USD

Nightly Pricing \*

Nightly price for stays more than 1 week (7+ days) (optional)

Nightly price for stays more than 1 month (30+ days) (optional)

Weekend Pricing \*

Cleaning Fee (optional)

Friday  Saturday  Sunday

Cleaning Fee Type (optional)

Select an Option

Security Deposit (optional)

0

Check In \*

Check Out \*

Minimum Nightly Stay \*

1

Enter the required fields:

- Currency Type (defaults to USD).
- Nightly Price.
- Check In/Check Out.
- Minimum Nightly Stay.

The nightly pricing is your calculated price and does not display on the property, but is used in the range search (when travellers search for a property within a price range)

Completed example:

### Pricing

Currency Type *	Nightly Pricing *
<input type="text" value="USD"/>	<input type="text" value="250.00"/>
Nightly price for stays more than 1 week (7+ days) (optional)	Nightly price for stays more than 1 month (30+ days) (optional)
<input type="text"/>	<input type="text"/>
Weekend Pricing *	Cleaning Fee (optional)
<input type="text"/>	<input type="text" value="250.00"/>
<input type="checkbox"/> Friday <input type="checkbox"/> Saturday <input type="checkbox"/> Sunday	
Cleaning Fee Type (optional)	Security Deposit (optional)
<input type="text" value="Single Fee"/>	<input type="text" value="300.00"/>
Check In *	Check Out *
<input type="text" value="3:00 PM"/>	<input type="text" value="10:00 AM"/>
Minimum Nightly Stay *	
<input type="text" value="5"/>	

Click Next:

NEXT

This takes you to the Amenities section:

### Amenities and Features

Select the amenities and features that apply for your property

- |   |  |   |   |
|---|--|---|---|
| <input checked="" type="checkbox"/> Air Conditioners  | <input type="checkbox"/> Hot Tub                             | <input type="checkbox"/> Breakfast Included     | <input checked="" type="checkbox"/> Closet                |
| <input type="checkbox"/> Doorman                      | <input checked="" type="checkbox"/> Elevator in Building     | <input checked="" type="checkbox"/> Essentials  | <input type="checkbox"/> Kid Friendly                     |
| <input type="checkbox"/> Indoor Fireplace             | <input checked="" type="checkbox"/> Free Parking on Premises | <input type="checkbox"/> Gym                    | <input checked="" type="checkbox"/> Dryer                 |
| <input checked="" type="checkbox"/> Heating           | <input type="checkbox"/> Beach Front                         | <input checked="" type="checkbox"/> Non Smoking | <input type="checkbox"/> Pets Allowed                     |
| <input type="checkbox"/> Pool                         | <input type="checkbox"/> Private Entrance                    | <input type="checkbox"/> Projector              | <input type="checkbox"/> Smoking Allowed                  |
| <input type="checkbox"/> Suitable For Events          | <input checked="" type="checkbox"/> Smart Tv                 | <input checked="" type="checkbox"/> Washer      | <input checked="" type="checkbox"/> Wheelchair Accessible |
| <input checked="" type="checkbox"/> Wireless Internet |  |   |   |

When you've chosen all of your properties amenities click next to load your photos:



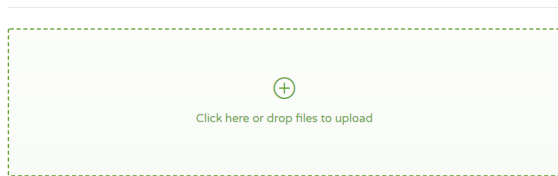
Adding Photos is a very important, and easy process.

Recommendations for photos:

- Bright and clear shots.
- Small image size (under 1 mb preferred).
- Descriptive.
- Represents the current property.
- Max 20 images.

On this page you will see a green box that says:

Add Photo



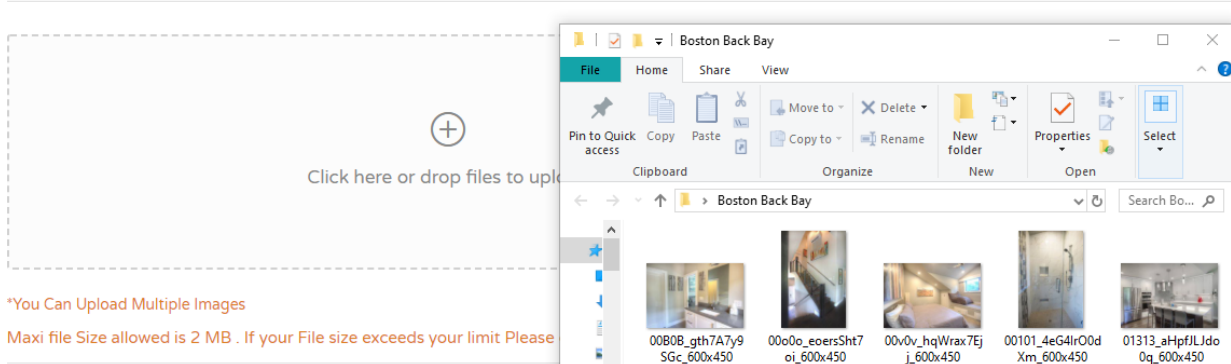
You can add multiple photos at one time by dragging and dropping the selected photos into the green box:

## Photos

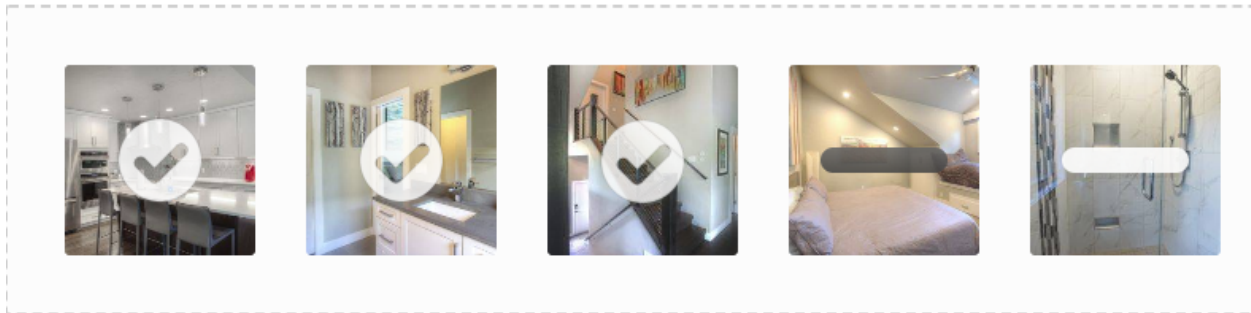
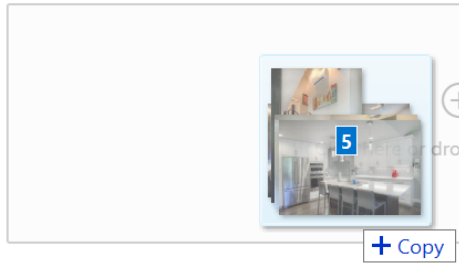
*\*Drag and drop the image to change the order.*

Example:

Add Photo

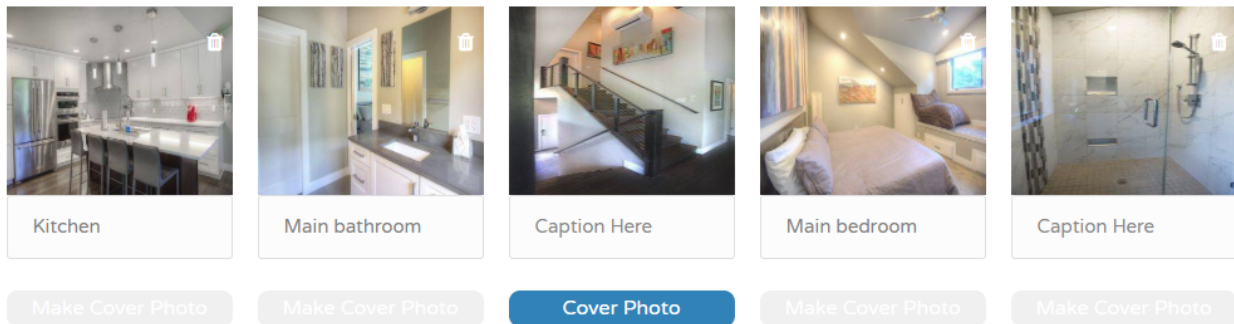


Add Photo



Once the photos have been uploaded you are able to:

1. Change their order.
2. Select the cover photo.
3. Add descriptions.



When finished just click on save and you are done.



Congratulations you have just listed your property. Your property is instantly available to view (if in USA, just search under USA and your property will be shown)