



# HOST MANUAL



PREPARED BY :  
**FATBIT TECHNOLOGIES**



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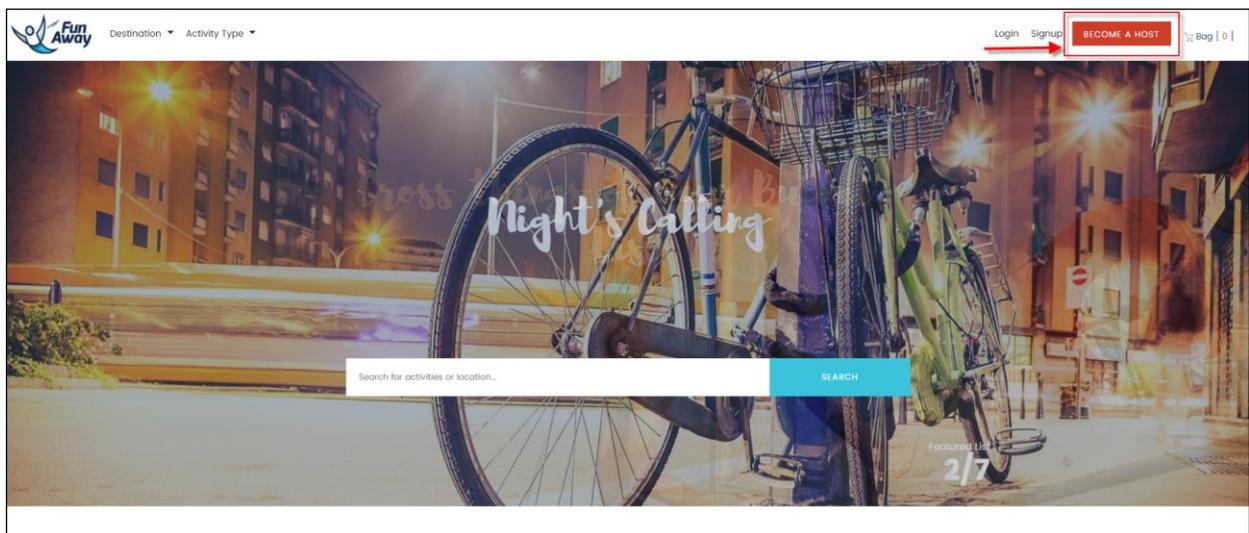
## 1.0 Registration/Signup

There are two user types as mentioned below:

1. Traveler
2. Host

Host can register from 'Become a Host' page.

Please check the screenshot from where user can get redirected to the Signup page to register on the website as a host.



***Signup link***

On clicking the 'Become a Host' link, user will be redirected to the form page which will require the host to enter all the details in it. Please see the screenshot below:

Welcome To Funaway  
KINDLY SETUP YOUR HOST PROFILE FIRST

First Name Last Name

Email Address +22 Phone Number

Password Confirm Password

**BECOME A HOST**

New User [Go To Login](#) | By Proceeding, You Agree To Funaway [Privacy Policy](#) And [Terms Of Use](#)

**Signup form for host**

Host will need to verify their email account after registering on the website. In case they have not received the verification email, they can resend it from the link given in the alert messages. Please see the screenshot below:

Destination ▾ Activity Type ▾ Activities

Home / Messages / Notifications

Notifications Messages Reviews

NO NOTIFICATIONS

**MISSION & VISION**  
Fun-Away is an online marketplace that connects active and wellness travelers directly with local hosts on popular island destinations in Asia. Our vision is to raise environmental awareness and social responsibility during your tropical escapades, one island at a time.

**BROWSE**  
Cancellation Policy  
Testcode5  
Blog  
About Us  
All Block Page  
Blog  
Faq  
Find Flights  
test page

**ABOUT**  
Contact Us  
Blog  
Fatbit  
Testcode4  
Faq

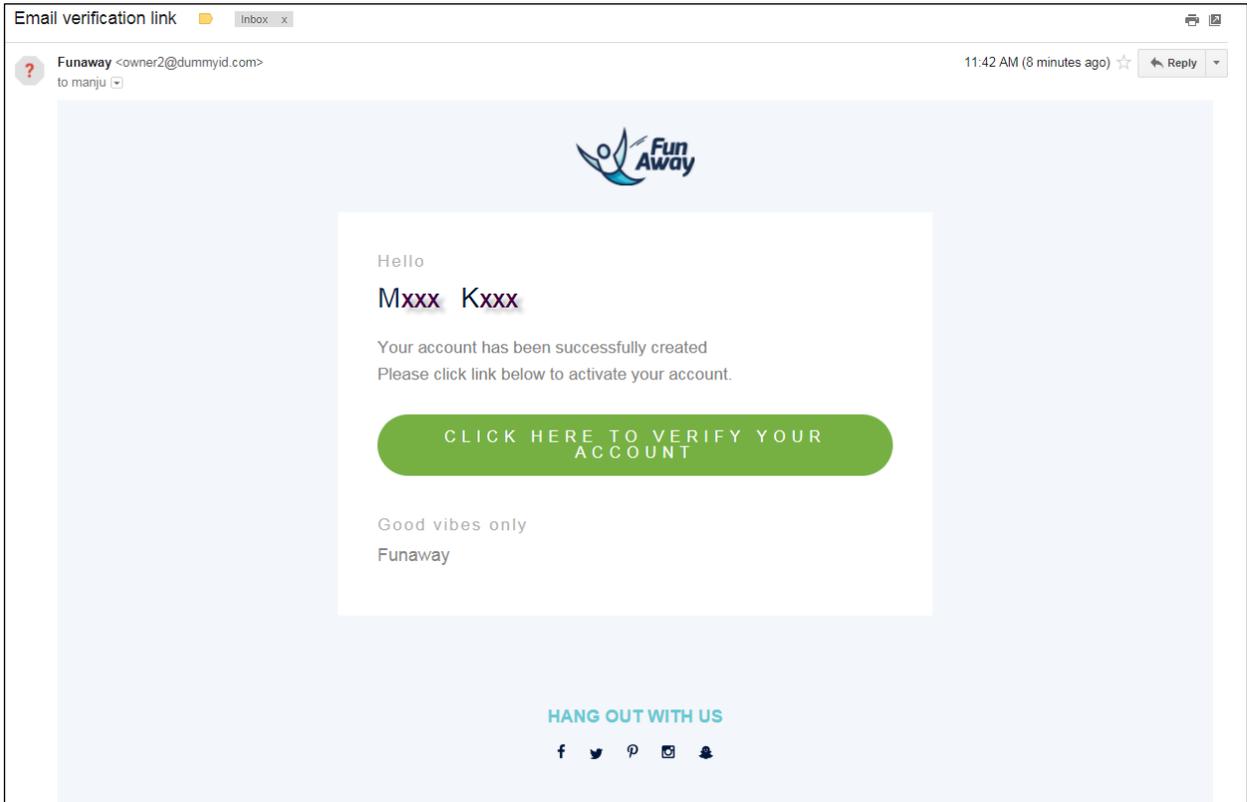
**CURRENCY**  
USD

**COMING SOON**  
Google play App Store

Email Not Verified, [Click Here To Resend Email Verification Link.](#)

**Email verification alert**

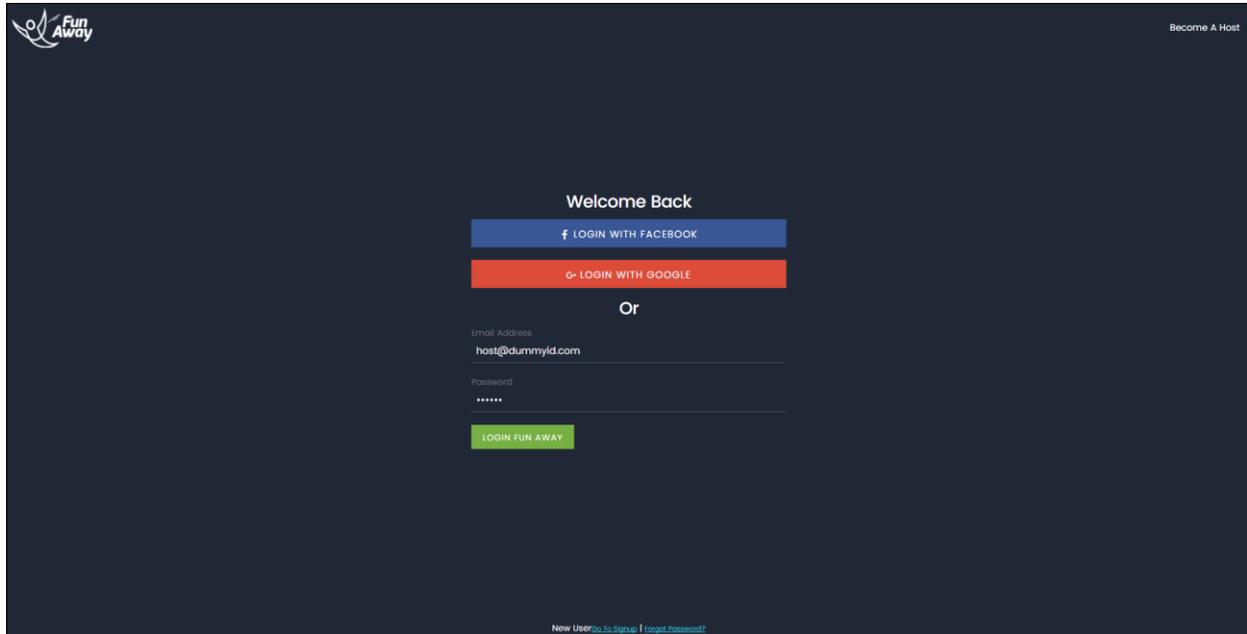
Email with the verification link will be sent to the host in the email. Please see the screenshot below:



**Email with verification link**

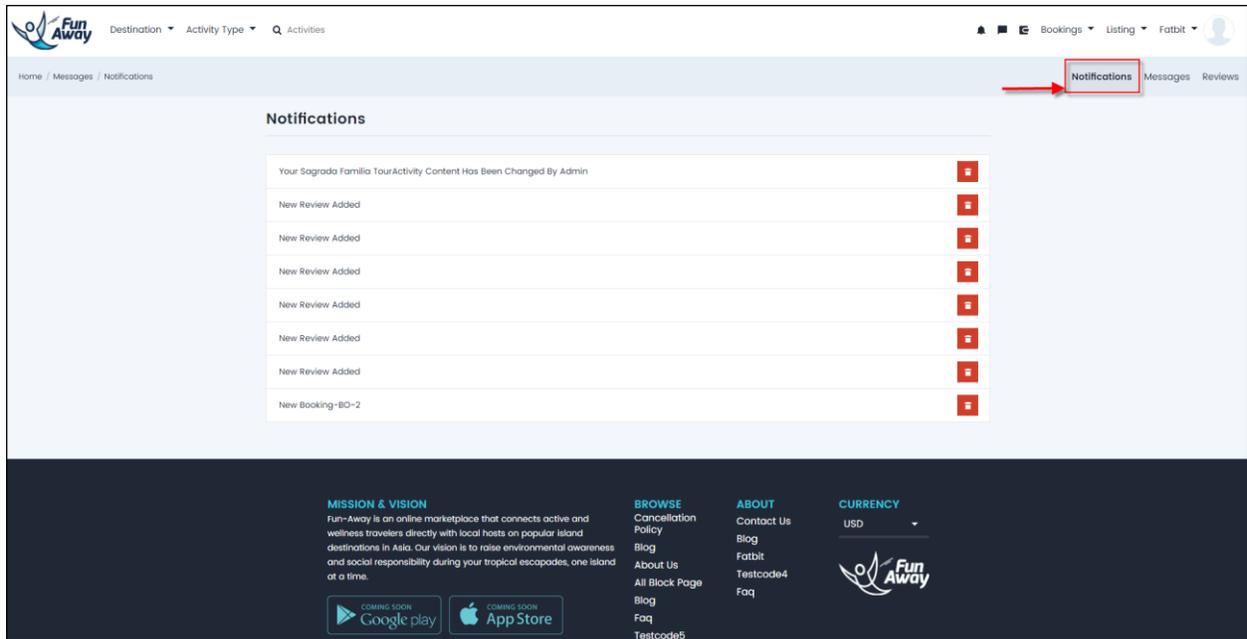
## 2.0 Login

Hosts can login to the system by providing the email id with which he has registered on the website and password. Please see the below screenshot:



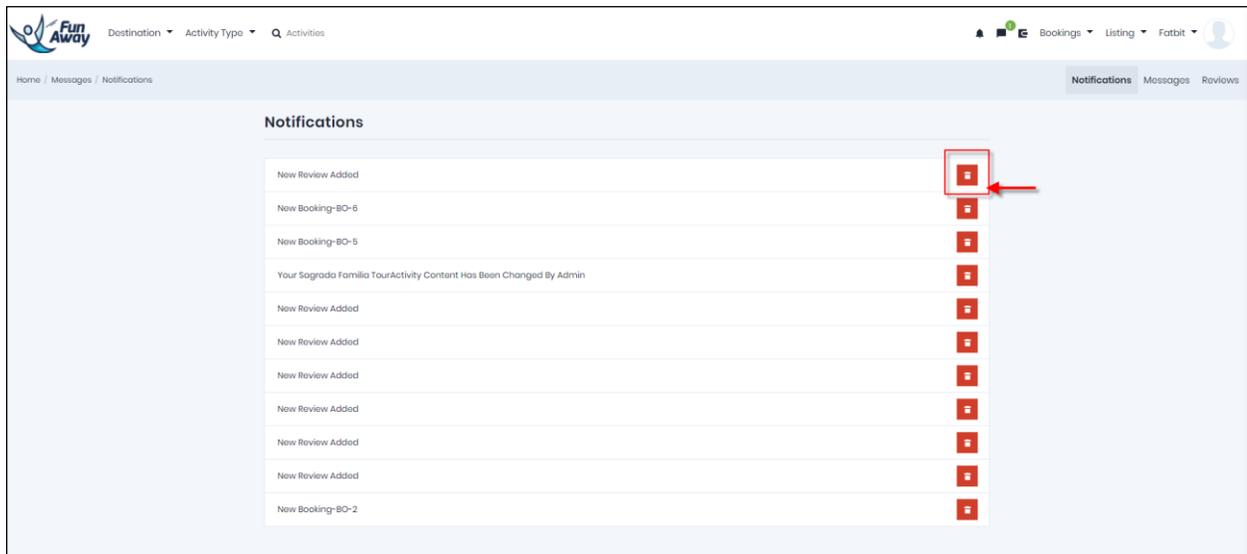
***Login screen***

After login into the system, hosts will be redirected to the dashboard with notifications. They will also be seeing the notifications tab after login into the system. Please see the screenshot below for your reference:



**Notifications list**

Host can delete notifications by clicking on  button.

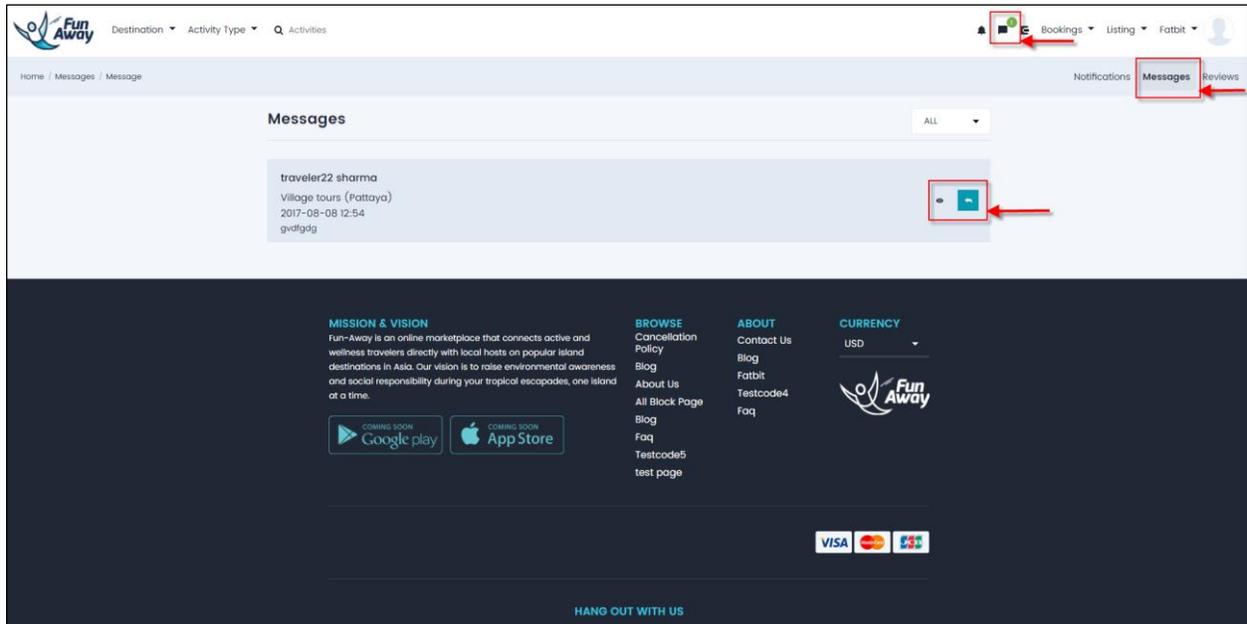


**Notifications list**

## 3.0 Messages

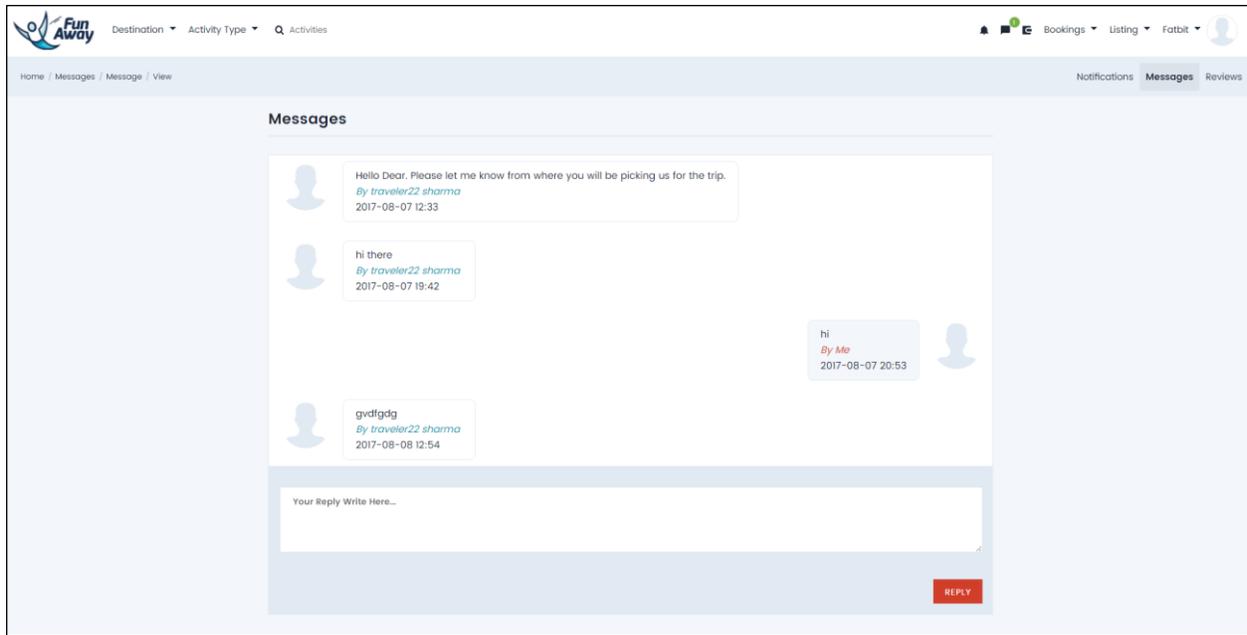
Hosts can click messages icon/link and s/he will be redirected to the messages listing page.

Please see the screenshot below for your reference:



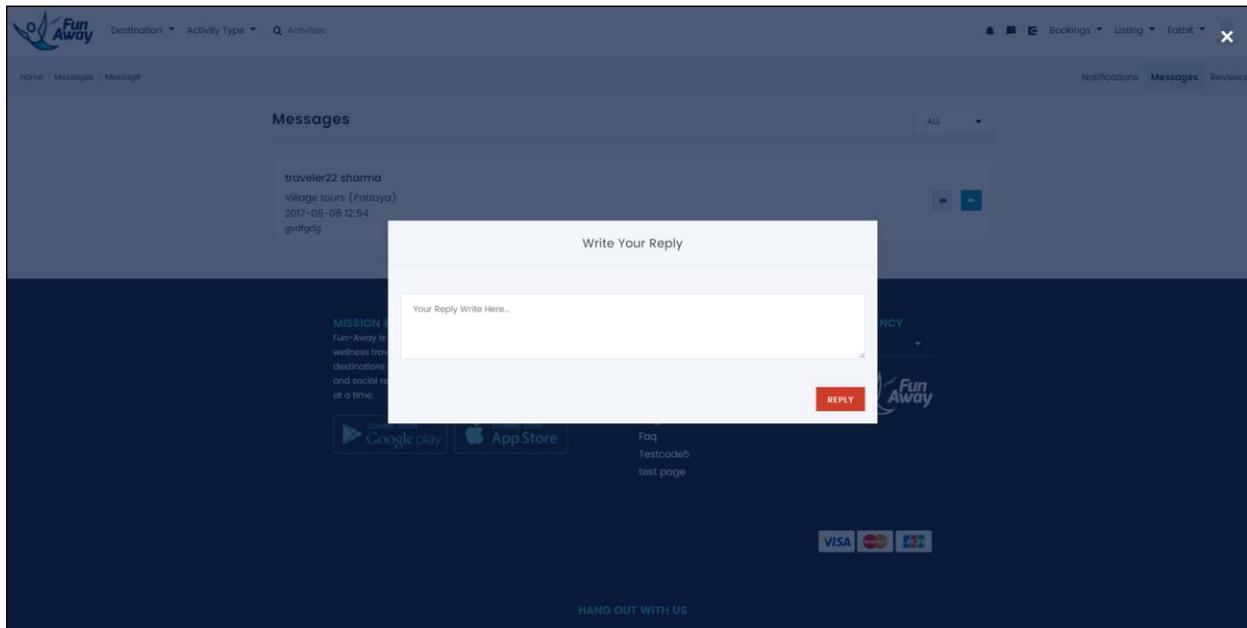
*Messages list*

Click on  will redirect the host to the message thread history of that particular message. Host can reply to the messages thread from here. Please see the screenshot below:



**Message thread**

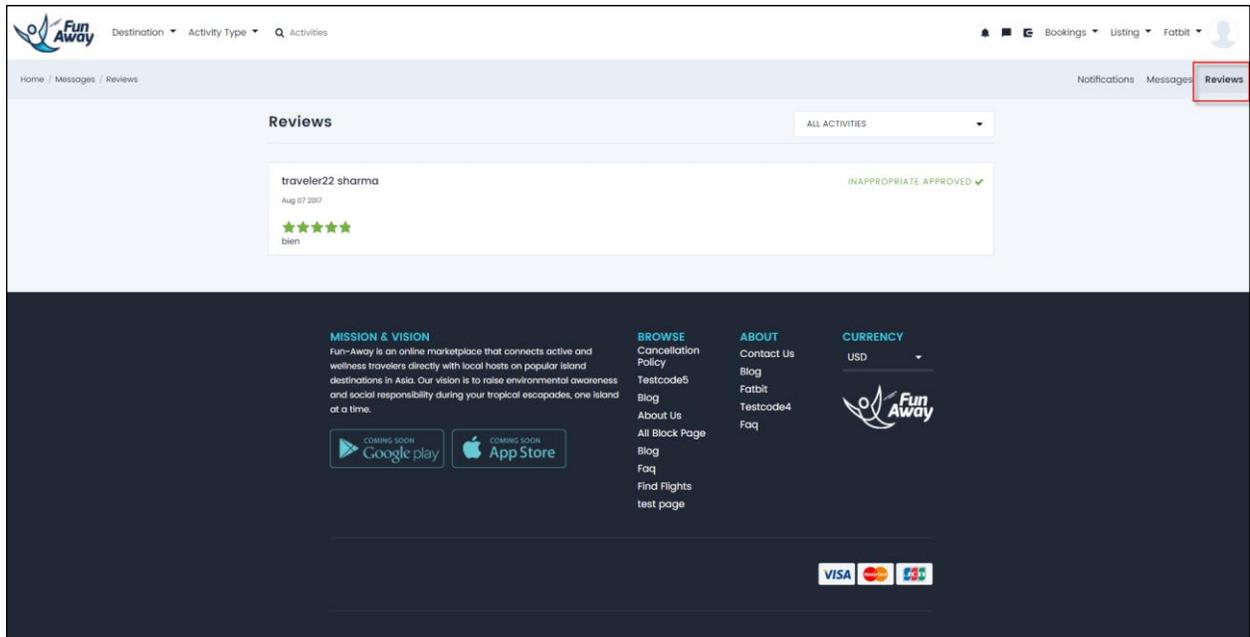
Click on  will open a popup for the host to send a reply to the messages thread from here. Please see the screenshot below:



**Message reply popup**

## 4.0 Reviews

Hosts can see the reviews travelers have given on their listed activities from reviews tab. S/he will be redirected to the reviews listing once click on the reviews link. Please see the screenshot below:

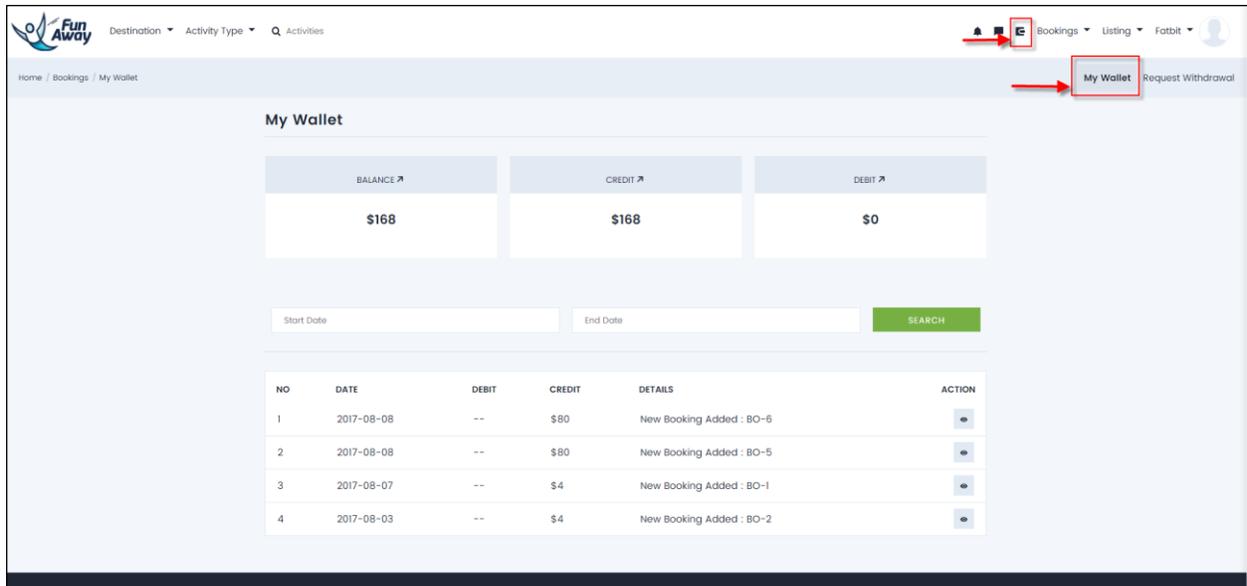


*Reviews list*

## 5.0 My Wallet

Hosts can view the transaction history under the My wallet tab. The balance in hosts wallet from the transactions can be viewed if the host clicks on the Wallet tab.

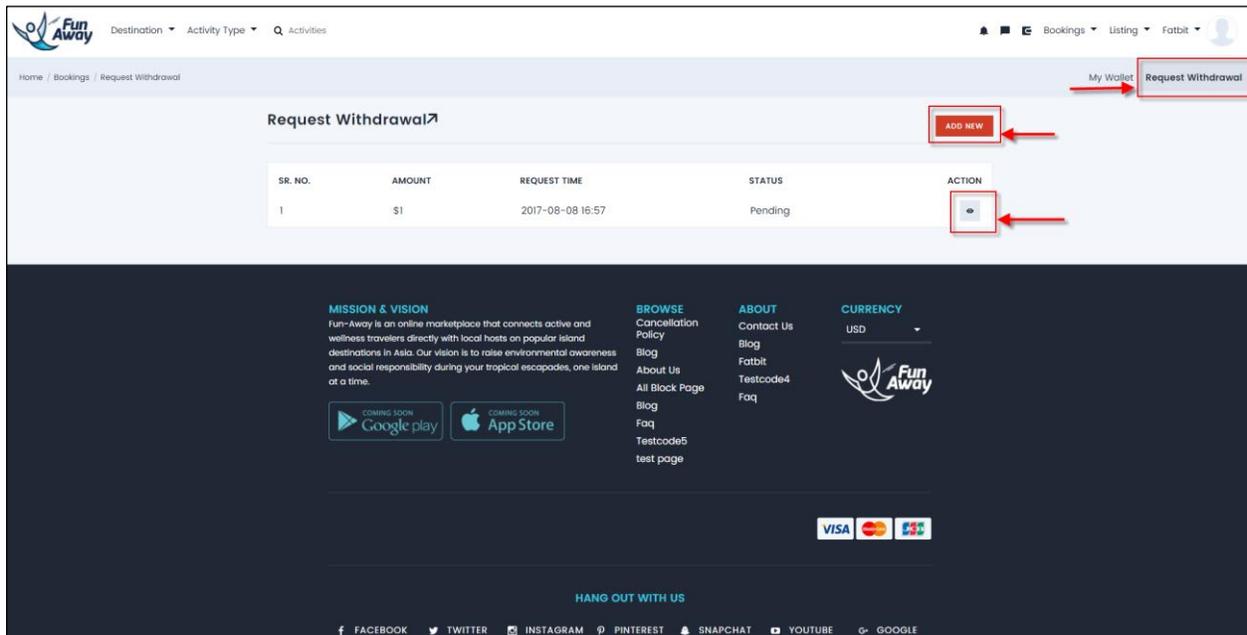
Please see the screenshot below:



**My wallet management**

Host can view the wallet transactions for any particular date range as well by entering preferred Start date and End date.

Host can request for the withdrawal to the Admin from his wallet by clicking on the 'Request withdrawal' form. S/he can enter the amount which he wants to be sent into his account by the Admin. Please see the screenshot below:



**Request withdrawal management**

Below is the screenshot of the form for adding a new withdrawal request:

***Withdrawal request form***

## 6.0 Bookings

### 6.1. My bookings

Host can see the bookings done by the travelers for his listed activities from 'My Bookings' tab. The stats of upcoming, completed and cancelled bookings will be also be highlighted over here. Host can filter the list on the basis of date range, booking Id, payment status, activity and booking type. Please see the screenshot below:

My Bookings

UPCOMINGS	COMPLETED	CANCELLED
\$300 Total Activities : 3	\$10 Total Activities : 2	\$0 Total Activities : 0
<a href="#">DETAILS</a>	<a href="#">DETAILS</a>	<a href="#">DETAILS</a>

Start Date: [ ] End Date: [ ] Booking Id: [ ] PAYMENT STATUS: [ ] ACTIVITY: [ ]

BOOKING TYPE: [ ] [SEARCH](#)

BOOKING ID	ACTIVITY	STATUS	ACTIVITY DATE	AMOUNT	ACTION
BO-6	James City Activity	Paid	2017-08-08 17:45	100.00	<a href="#">CANCEL</a>
BO-4	James City Activity	Unpaid	2017-08-15 00:00	100.00	<a href="#">CANCEL</a>
BO-5	James City Activity	Paid	2017-08-15 00:00	100.00	<a href="#">CANCEL</a>
BO-2	Village tours (Pattaya)	Paid	2017-08-01 00:00	5.00	<a href="#">-</a>
BO-1	Village tours (Pattaya)	Paid	2017-08-01 00:00	5.00	<a href="#">-</a>

**Bookings management**

On clicking  , host will be redirected to that particular booking detail page where the date, slot, no. of people and other details related to that booking will be listed. Please see the screenshot below:

Booking Details  
Booking Id: BO-6

**YOUR BOOKING**

James City Activity  
On 8 Aug 2017 For 1 People  
Booking Id: BO-6  
[MESSAGE CUSTOMER](#)

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**BROWSE**  
Cancellation Policy  
Blog  
About Us  
All Block Page  
Blog  
Faq  
Testcode5  
test page

**ABOUT**  
Contact Us  
Blog  
Fatbit  
Testcode4  
Faq

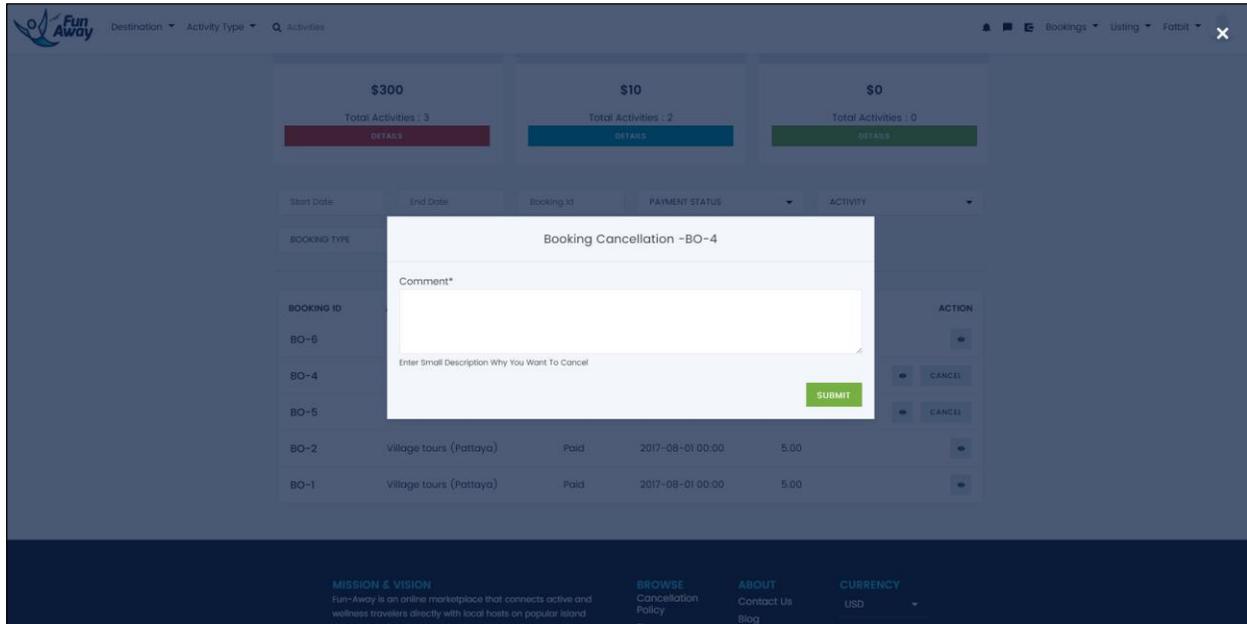
**CURRENCY**  
USD

[Google play](#) [App Store](#)

VISA

**Bookings details**

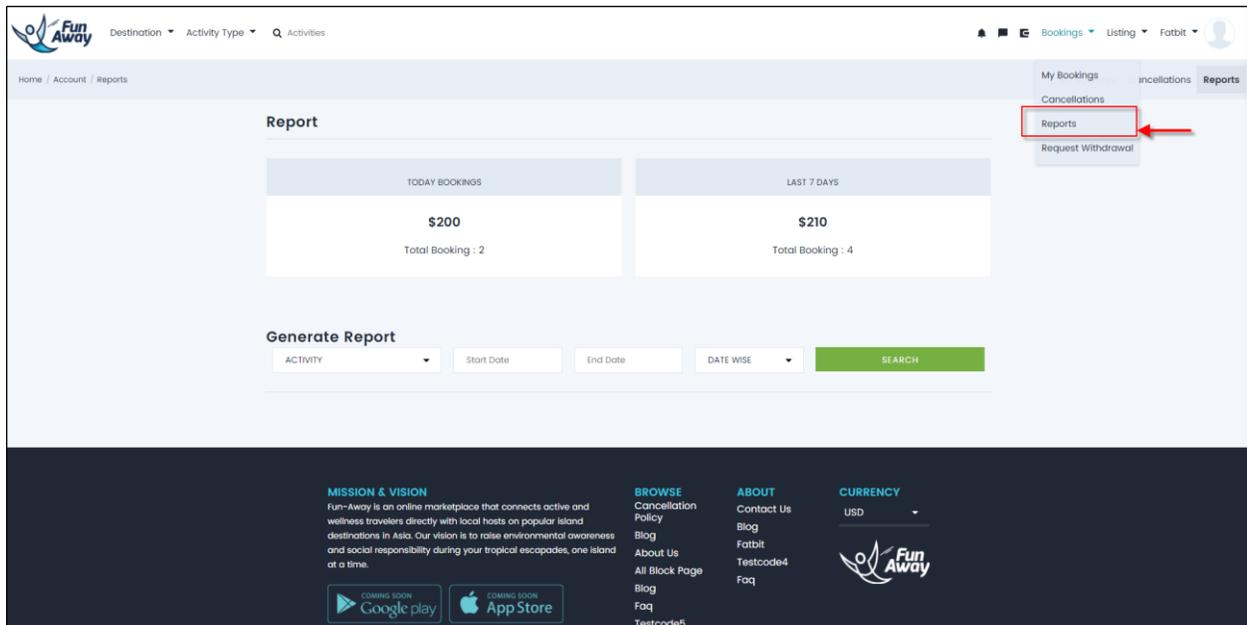
On clicking **CANCEL**, the host can cancel the booking done by any traveler. A popup to share the reason for cancellation will be asked by the host and this reason will be sent to the traveler. Please see the screenshot below for your reference:



**Bookings cancellation**

## 6.2. Reports

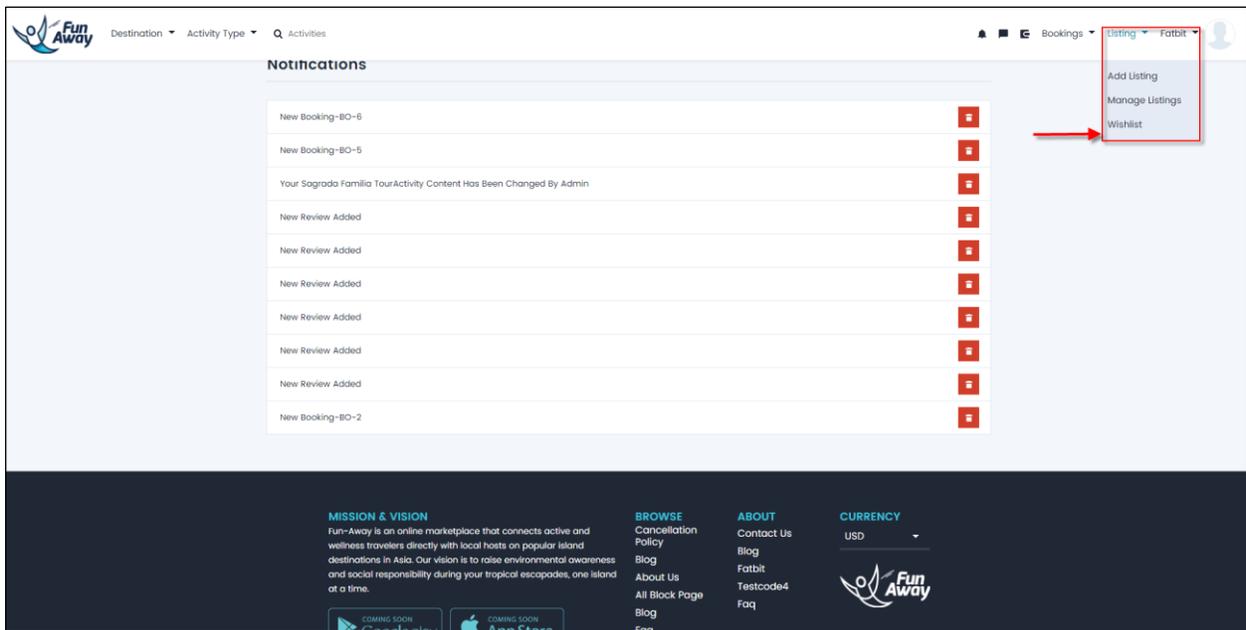
Hosts can view the reports on the basis of preferred filters which can be set by the activity, date range and date wise/month wise/activity wise options. Please see the screenshot below:



**Reports**

## 7.0 Listings

This will list all the functionality related to the activities listed by the host. Please see the screenshot below:

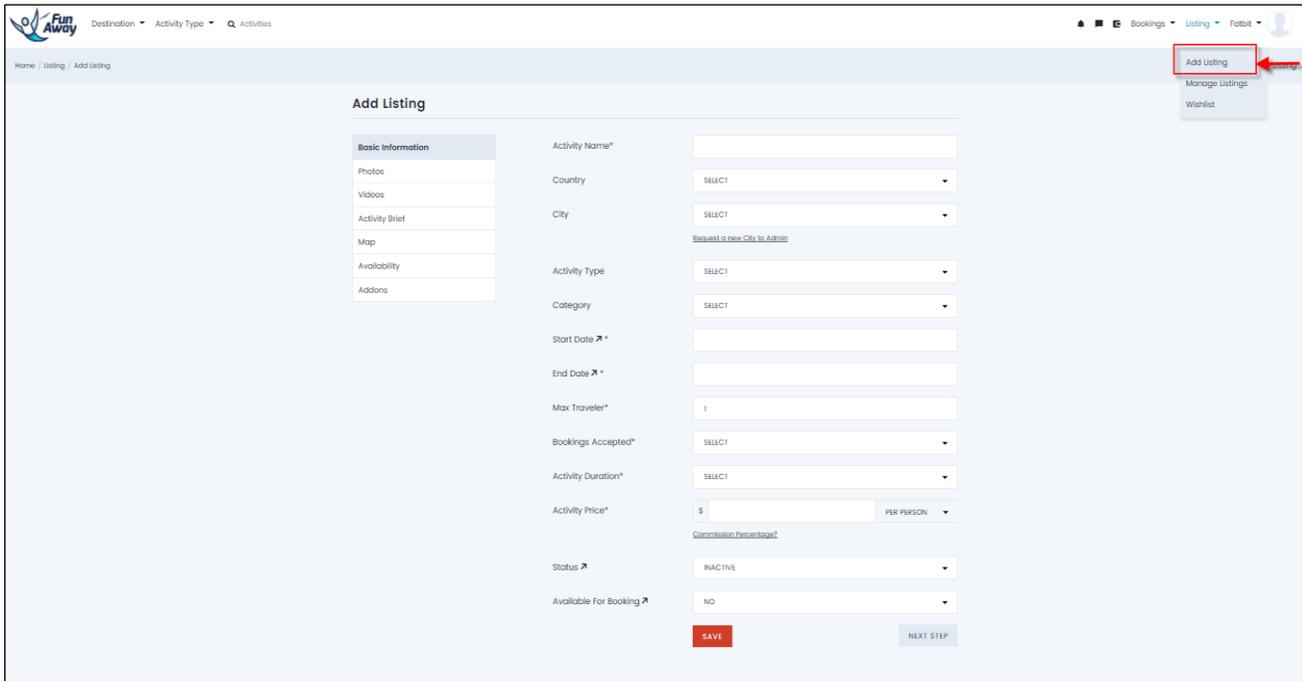


**Activity listing management**

## 7.1. Add listing

Host can add a new activity to be listed from this tab. S/he will be redirected to a form to provide all the details of a new activity. There will be 7 steps to upload any activity.

Please see the below screen to view the form fields to list a new activity:



**Add new activity listing form**

Host will need to provide all the details under various tabs of the new activity form provided.

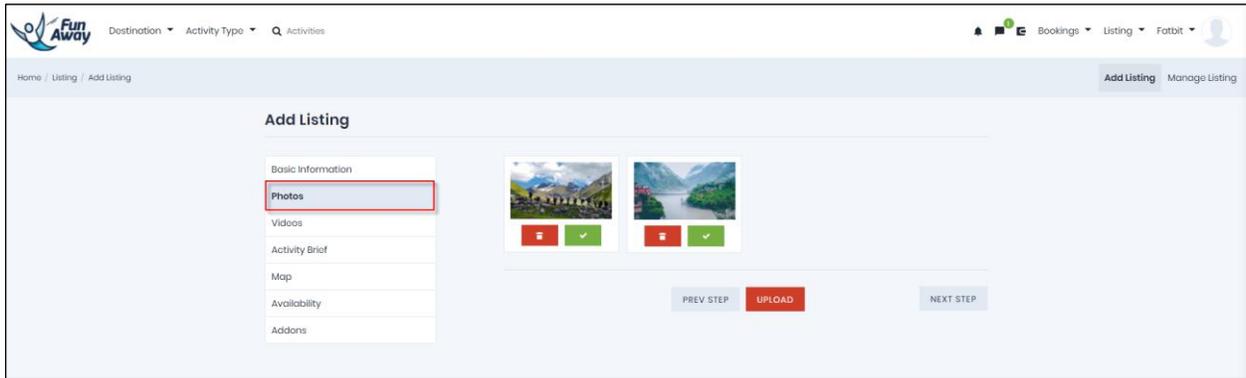
### Step 1: Basic Information:

- Activity name: Name of the activity by which it will be listed and searched on the front end
- Country: The country in which the activity will be performed
- City: The city in which the activity will be performed
- Activity type: Selection for the activity type under which the activity will be listed
- Category: Selection for the category under which the activity will be listed
- Start date: The date from which the activity will be available for booking
- End date: The date up to which the activity will be available for booking
- Max traveler: Maximum number of traveler that can go on that activity
- Bookings accepted: The time up to which booking will be accepted before the closing date of the booking
- Activity duration: Duration of the activity
- Activity price: Price of the activity
- Status: Set the status as active to list it on the front end and Inactive if do not want to display it on the front end

- Available for booking: If the booking is being accepted then keep the status as Yes, if the booking is not accepted for the activity then keep this setting as No

**Step 2: Photos:**

Host can add photos for the activity from this tab. Please see the screenshot below for more details:

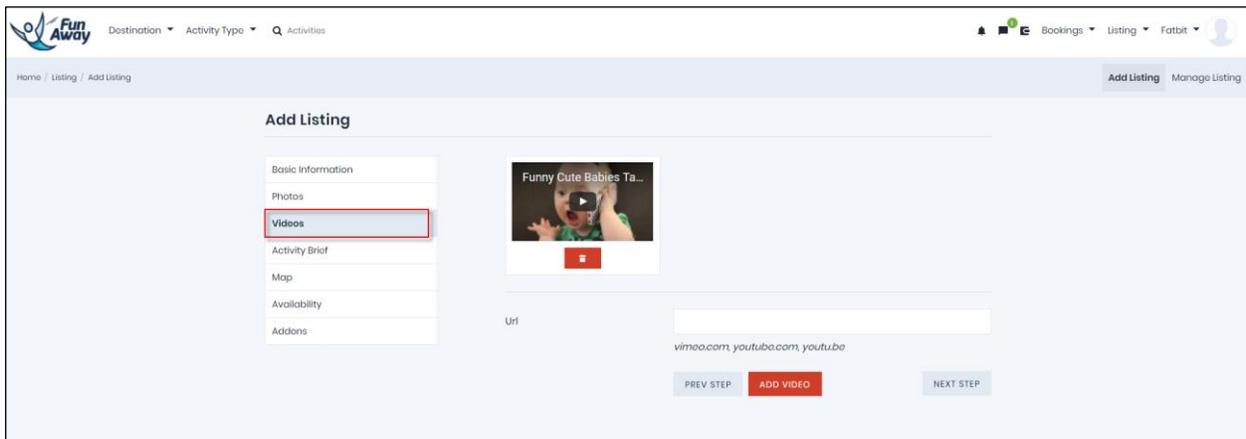


**Add new activity listing form**

They can delete the image uploaded earlier as well.

**Step 3: Videos:**

Host can add videos for the activity from this tab. They can add vimeo.com and youtube.com URLs. Please see the screenshot below for more details:



**Add new activity listing form**

**Step 4: Activity brief:**

Host needs to add details regarding the activity from this tab. They need to add the following details:

- Highlights: The highlights of that activity can be shared here
- Description: The detailed description of the activity will be entered here

- Inclusions: All the inclusions and facilities provided with the activity will be mentioned here
- Requirements: Any requirement that the traveler needs to bring will be mentioned here
- Cancellation policies: Host can select the cancellation policy that he wants to bind with his activity listing
- Languages: The languages that will be supported and spoken at the activity will be selected from here

Please see the screenshot below for more details:

### Add Listing

- Basic Information
- Photos
- Videos
- Activity Brief
- Map
- Availability
- Addons

**Highlights\***

**B I U A**

Indulge your visual senses as you take on the Tosh valley trek, a trail that will take you across the periphery of the mighty Himalayas. A village at the end of the [Parvati Valley](#) in [Himachal Pradesh](#). Tosh is situated at a height of [7,874ft](#) and leads to the beautiful Pin [Parvati](#) Pass. The Tosh River here is an offshoot of the [Parvati](#) River, which suckles into the main river at [Fulga](#).

**Description\***

**B I U A**

A splendid view of the scenic valleys and untouched hills. After your arrival, Transfer to the Trekking Point and Follow the furious Tosh River as it flows deep into the pine forests, till you reach beautiful springs and colossal rocks.

**Inclusions\***

Food and drinks, Stay.

Please Press Enter For New Line

**Requiroments\***

Your Basic Stuff , ID Proof , Trekking Bag.

Please Press Enter For New Line

**Cancellation Policy ↗\***

2 DAYS

[How We Handle Cancellations](#)

**Languages**

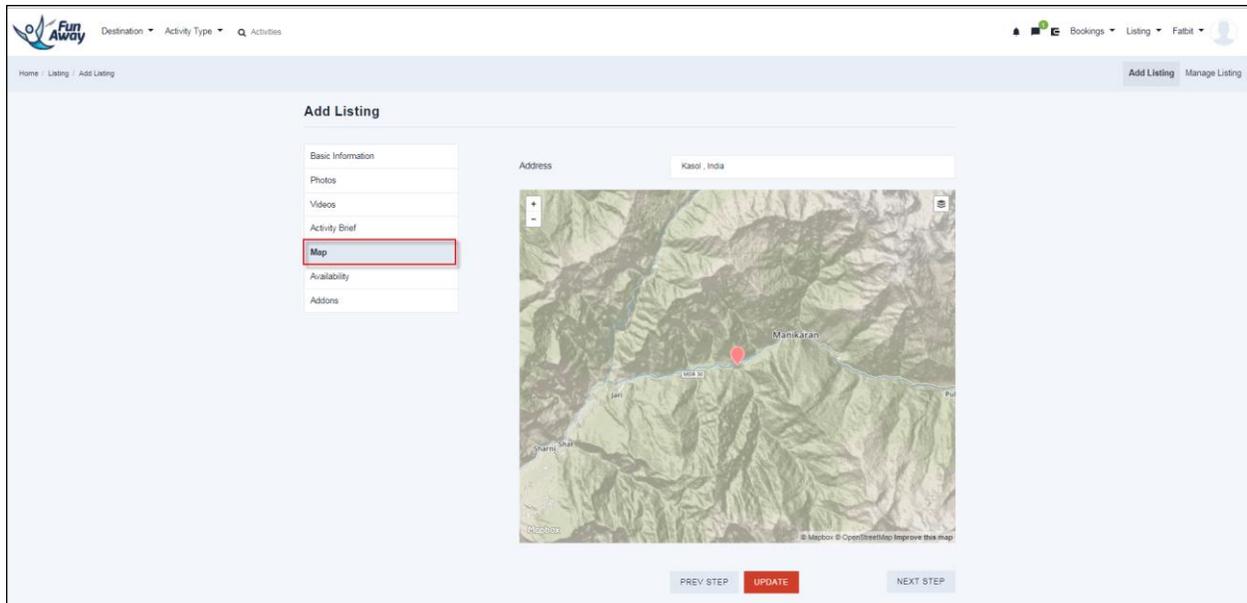
<input checked="" type="checkbox"/> English	<input type="checkbox"/> French	<input checked="" type="checkbox"/> Gorman
<input checked="" type="checkbox"/> Spanish	<input checked="" type="checkbox"/> Dutch	<input checked="" type="checkbox"/> Italian
<input type="checkbox"/> Mandarin	<input type="checkbox"/> Korean	<input type="checkbox"/> Japanese
<input type="checkbox"/> Hebrew	<input type="checkbox"/> Russian	<input checked="" type="checkbox"/> Thai
<input type="checkbox"/> Vietnamose	<input checked="" type="checkbox"/> Malay	<input type="checkbox"/> Indonesian
<input type="checkbox"/> Filipino	<input type="checkbox"/> Hindi	<input type="checkbox"/> Swedish
<input type="checkbox"/> Finnish	<input type="checkbox"/> Norwegian	<input type="checkbox"/> Danish
<input type="checkbox"/> Portuguese	<input type="checkbox"/> Groek	<input type="checkbox"/> Turkish
<input type="checkbox"/> Arabic		

PREV STEP
UPDATE
NEXT STEP

**Add new activity listing form**

**Step 5: Map:**

Host has to mark/point the location of the activity on the map in this tab. Please see the screenshot below for your reference:

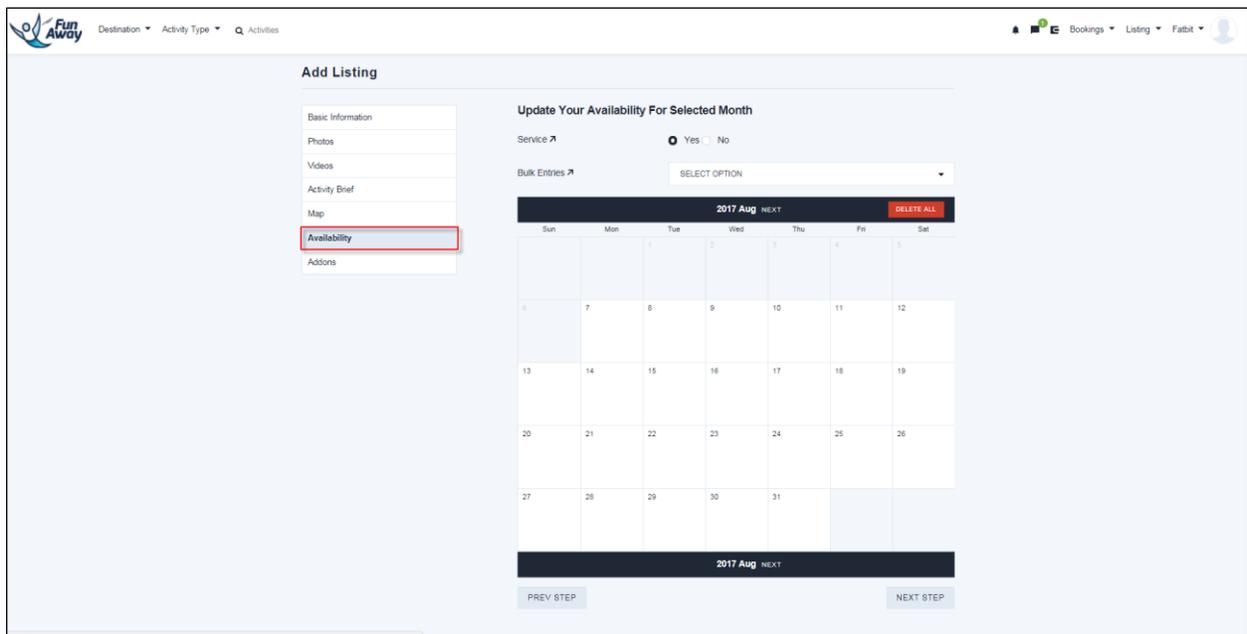


**Add new activity listing form**

**Step 6: Availability:**

Host can set the slots of the activity for various dates/months on which it will be organized. Traveler can select any time slot and book the activity.

Please see the screenshot below for your reference:



**Add new activity listing form**

Host will need to provide details via the following fields:

- Service: Host needs to select YES, if activity is available at any time. Host needs to select NO, if activity is available at specific times only. Host may set specific time of activity using the calendar
- Bulk entries: Host can select “Daily” if the activity is offered every day, “Weekly” if the activity is offered on specific days of the week. If the activity slots are not provided on a regular, they may skip this option and add activity manually using the calendar

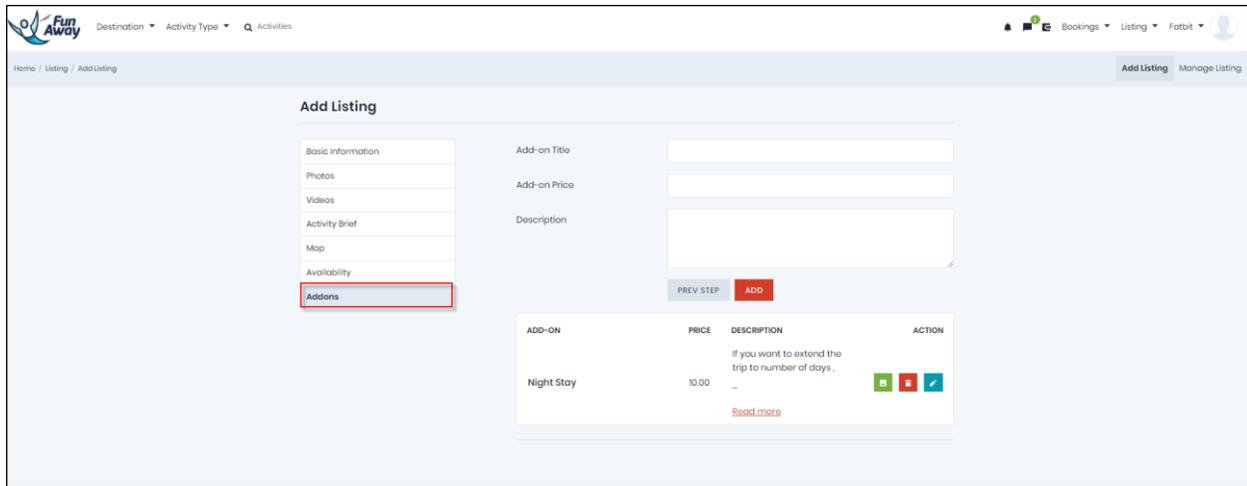
Please see the screenshot below:

The screenshot shows the 'Add Listing' form in the Fun Away system. The 'Update Your Availability For Selected Month' section is active, showing a calendar for August 2017. The 'Service' dropdown is set to 'Yes' (radio button selected), and the 'Bulk Entries' dropdown is set to 'SELECT OPTION'. The calendar shows availability slots for each day, with '05:00' and an 'x' indicating a slot. The calendar is titled '2017 Aug NEXT' and has a 'DELETE ALL' button. Navigation buttons for 'PREV STEP' and 'NEXT STEP' are visible at the bottom of the calendar area.

**Add new activity listing form**

**Step 7: Add-ons:**

Host can provide Add on details if any add on service is being provided with the activity at any additional cost. Please see the below screenshot for your reference:



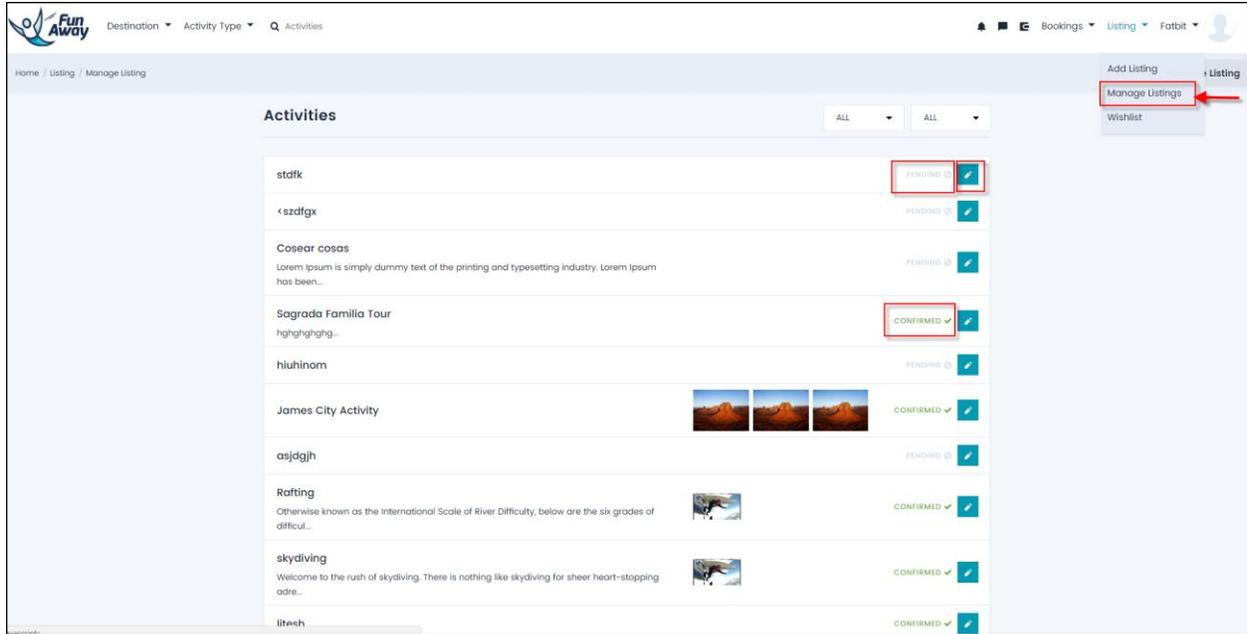
**Add new activity listing form**

To add an Add-on, host needs to add following details:

- Add-on Title: Title of the Add-on to be listed with the activity
- Add-on Price: Price of the Add-on
- Description: Description of the Add-on that will be listed with the activity

## 7.2. Manage listing

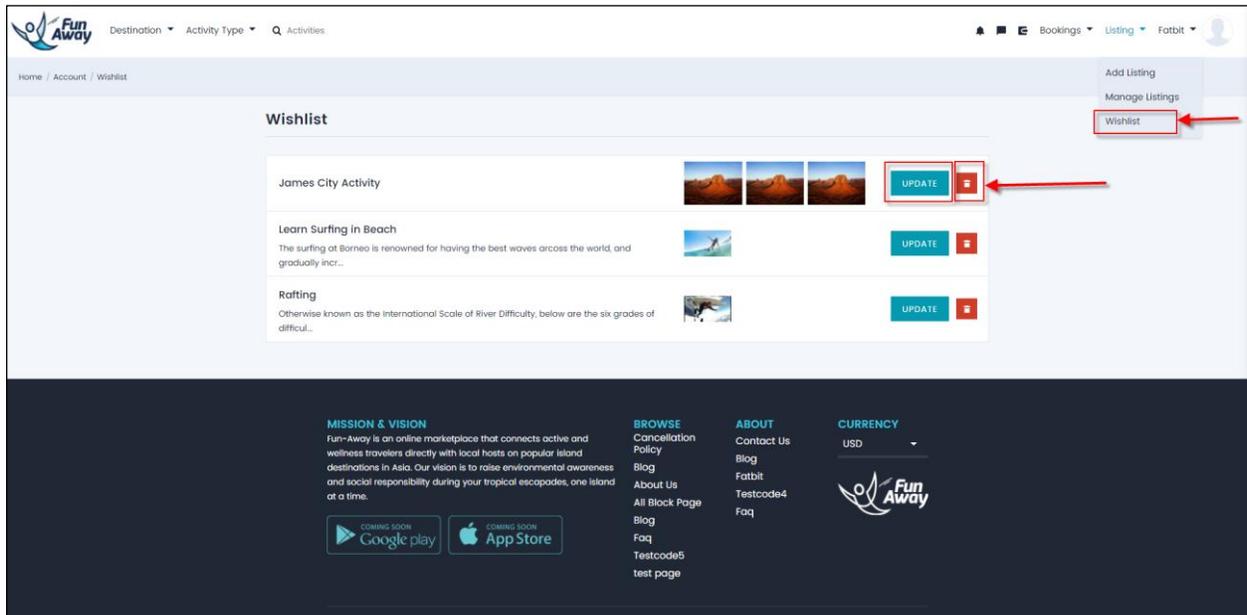
Host can manage the activities he has already listed to be published and open for booking on the front end. They activities will be published on the front end after approval from the Admin only. Also, host can edit details of any activity from here. Please see the screenshot below in which the status of the activity is highlighted along with the edit button to modify the changes in the activity.



**Activity management**

### 7.3. Wish list

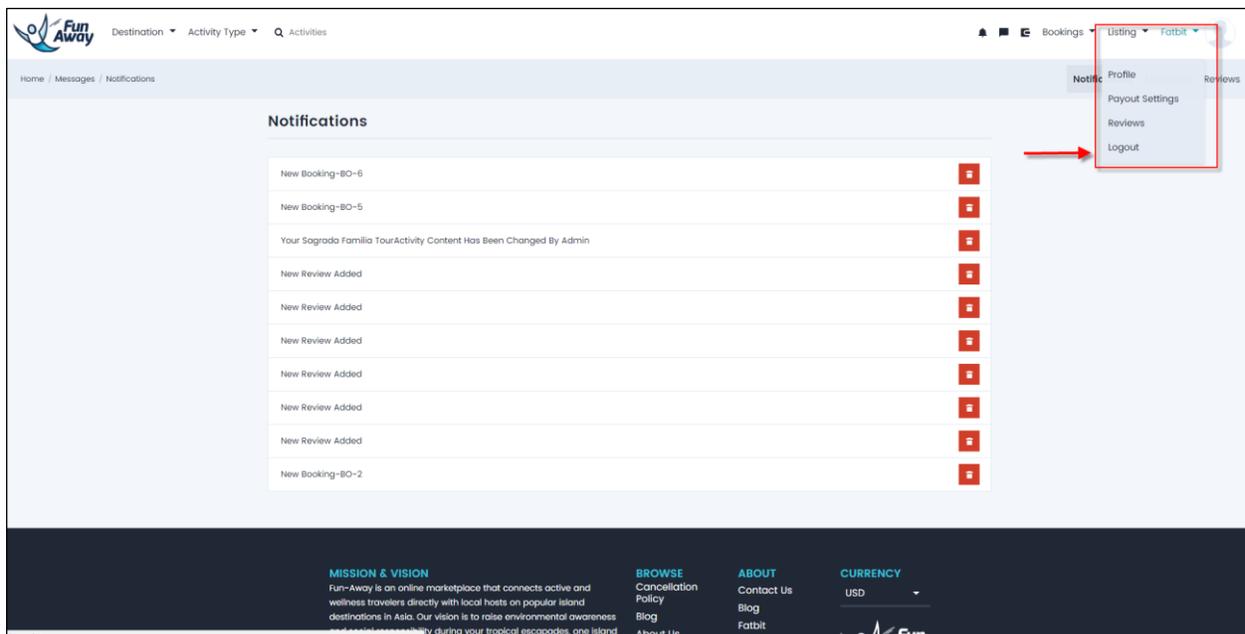
Host will see the listed activities he has marked for wish list to be updated or deleted in future. Please see the screenshot below:



**Wish list management**

## 8.0 Profile

Host can view their profile details by clicking on the profile tab. Please see the screenshot below:



## My account management

### 8.1. Profile

Host can manage the profile details from this tab. Please see the screenshot below:

**Profile management**

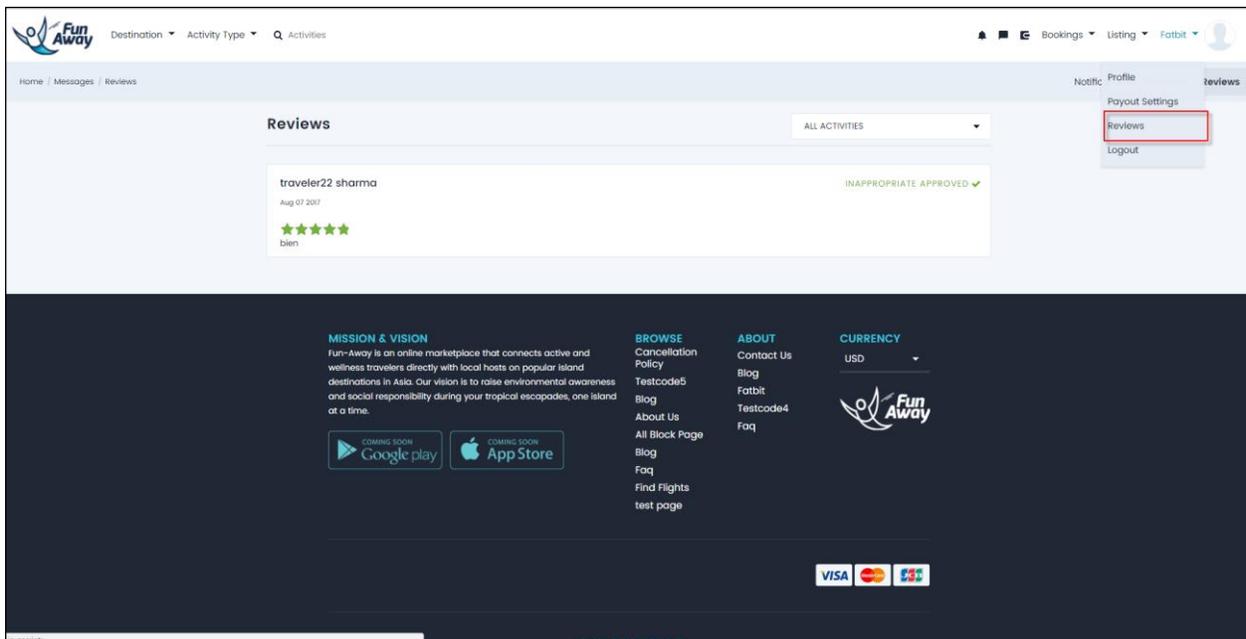
### 8.2. Payout settings

Host can manage bank details for payments from this tab. Please see the screenshot below:

**Payout details management**

### 8.3. Reviews

Host can see the reviews given by the traveler for his listed activities in the past from reviews tab. Please see the screenshot below:

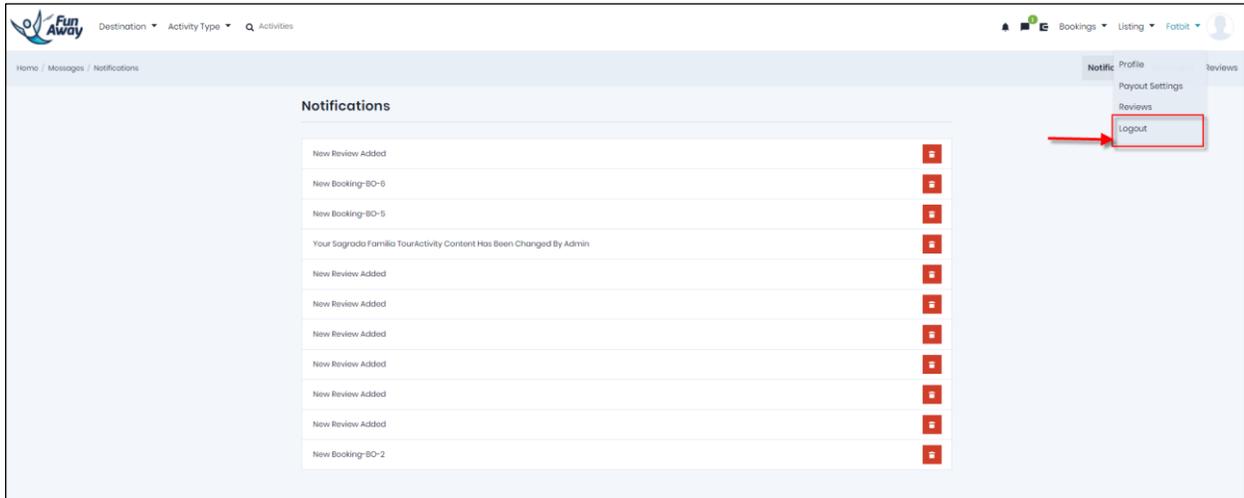


**Reviews management**

## 8.4. Logout

Host can logout of the system by clicking on the logout link provided under Profile tab.

Please see the screenshot below:



**Logout link**