

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:

FAT DIC GIES			Away
C alun			Become A Host
	Welcome T KINDLY SETUP YOUR	To Funaway HOST PROFILE FIRST	
	First Name	Last Name	
	Email Address	+22 • Phone Number	
	Password	Confirm Password	
	весом	EA HOST	
	New User <u>Go To Login</u> By Proceeding, You Agr	ee To Funaway <u>Privacy Policy</u> And <u>Terms Of Use</u> .	

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:

Home / Messages / Notifications	ations			Notifications Mossoges Reviews
Notifico	ations			
	ITON ON	PICATIONS		
	MISSION & VISION Fur-Away is an online marketplace that connects active and welfanse traveline directly with local hosts on popular island destinations in Asta. Our vision is to raise ani/rommantal exverses and local irregonability during your trapical exceptions at a time.	BROWSE Cancellation Policy Testcode5 Biog About Us All Block Page Biog Faq Find Flights test page	ABOUT Contact Us Biog Fatbit Testcode4 Faq	

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:

A Cating		Become A Host
	Welcome Back	
I	f LOGIN WITH FACEBOOK	
	G+ LOGIN WITH GOOGLE	
	Or	
En	nail Address nost@dummyid.com	
PC	assword	
•	LUGIN FUN AWAT	
	New Userton to Signup Forget Password?	
	Lanin carean	

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:





Destination - Activity Type -	Q Activities			🌲 📕 🗲 Booking	gs 🕶 Listing 👻 Fatbit	•
Home / Messages / Notifications					Notifications Messages	Reviews
	Notifications					
	Your Sagrada Familia TourActivity Content Has Been Changed By Admin					
	New Review Added					
	New Review Added			•		
	New Review Added			•		
	New Review Added	•				
	New Review Added	•				
	New Review Added	•				
	New Booking-BO-2	•				
	MISSION & VISION Fun-Away is an online marketplace that connects active and welness traveler affectly with local hosts on popular island destinations in Asia. Our vision is to raise environmental awareness and social responsibility using your trajectal exceptedes, one island at a time.	BROWSE Cancellation Policy Blog About Us All Block Page Blog Faq Testcode5	ABOUT Contact Us Biog Fatbit Testcode4 Faq			

Notifications list

Host can delete notifications by clicking on 🔳 button.

Away	Destination - Activity Type -	Q Activities	🛦 🔎 🖻 Bookings 👻 Listing 👻 Fatbit 👻 🌒
Home / Messages /	Notifications		Notifications Mossages Reviews
		Notifications	
		New Review Added	
		New Booking-BO-6	
		New Booking-BO-5	•
		Your Sagrada Familia TourActivity Contant Has Been Changed By Admin	
		New Review Added	
		New Review Added	•
		New Review Added	
		New Review Added	•
		New Review Addod	
		New Review Added	
		New Booking-BO-2	

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:

Away	Destination · Activity Type ·	Q Activitie	8				A Box	okings 🔹 Listing 👻 Fatbit 👻 📃
Home / Messages /	Message							Notifications Messages Reviews
		Messag	ges			ALL		
		traveler: Village to 2017-08- gvdfgdg	22 sharma purs (Pattaya) 08 12:54			[
			MISSION & VISION Fun-away is an online marketplace that connects active and welfiness troview all decidy with local hosts on popular leand destinations in Ala. Our vision is to raise environmental avaraness and social responsibility during your trajectal escapades, one island at a time.	BROWSE Cancellation Policy Blog About Us All Block Page Blog Faq Testcode5 test page	ABOUT Contact Us Blog Fatbit Testcode4 Faq			
						VISA 😂 💷		
			HANG O	UT WITH US				
			Messa	iges 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:





Destination - Activity Type	• Q Activities				🌲 🔎 🗲 Bookings 🔻 Listi	ng 🔻 Fatbit 🔻	
Home / Messages / Message / View					Notification	Messages	Reviews
	Messages						
		Helio Dear. Please let me know from where you will be picking us for the trip. By traveler22 sharma 2017-08-07 12:33					
		hi there By travelar22 sharma 2017-08-0719:42					
			hi By Me 2017-08-	-07 20:53			
		gvdfgdg By traveler22 sharma 2017-08-08 12:54					
	Your Reply V	Vite Here_					
				REPLY	2		

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:

Away	Destination *	Activity Type 🔻	Q Activities					Bookings * Listing * Fatbit * 🗙
Home (Messages)								Notifications Messages Reviews
			Messages	ssages				
			traveler22 sharma Village tours (Pattaya) 2017-08-08 12:54 gvdfgdg		Write Your Reply		- •	
			MISSION E	Your Reply Write Here			NCY	
			wellness trav destinations and social re at a time.			REPLY	Fun Away	
			Coop	gle play	Faq Testcode5 test page			
						VISA		

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:





Destination • Activity Type •	Q Activities		•	📕 🗲 Bookings 🕶 Listing 👻 Fatbit 👻 🌅
Home / Messages / Reviews				Notifications Messages Reviews
	Reviews			
	Aug 07 207 ★★★★★ bien			
	MISSION & VISION Furn-Arroy is on online marketplace that connects active and welness travelers directly with local horts on popular literal destinations in Asia. Our vision is to raise environmental avareness and social responsibility varing your trapical encopoids, one island at a time. we could be added a social of the social of the social of the social counts social proposition of the social of the social of the social counts social proposition of the social o	BROWSE ABOUT Cancellation Contact Us Policy Biog Testcode5 Fatbit Biog Fatbit Biog Testcode4 All Biock Page Faq Biog Faq Find Flights test page		
			VISA 😂 🎫	

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:





Destination - Activity Type -	Q Activities	:				<u>•</u>	Bookings Visting V
Home / Bookings / My Wallet							My Wallet Re
	My Wal	let					
		BALANCE 🛪		CREE	R TIC	DEBIT 7	
	\$168			\$168		\$0	
	Start Date	Start Date		End Date		SEARCH	
	NO	DATE	DEBIT	CREDIT	DETAILS	ACTION	
	1	2017-08-08		\$80	New Booking Added :	BO-6	
	2	2017-08-08		\$80	New Booking Added :	BO-5	
	3	2017-08-07		\$4	New Booking Added :	BO-1 🔹	
	4	2017-08-03		\$4	New Booking Added :	BO-2	

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:

Away	Destination 🝷	Activity Type 🔻	Q Activities						🌲 📕 🔄 Bookin	gs 🔹 Listing 👻 Fatbit 👻 🚺
Home / Bookings / R	equest Withdrawal									My Wallet Request Withdrawal
			Reques	t Withdrawal≯					ADD NEW	
			SR. NO.	AMOUNT	REQUEST TIME		STATUS		ACTION	
			1	\$1	2017-08-08 16:57		Pending		└	
				MISSION & VISION Fun-Away is an online marketpu welness troviers affectly with destination in ana. Our vision and social responsibility during at a time.	lace that connects active and core hasts on popular island to raise environmental avareness your tropical escapades, one island to county stoots App Store	BROWSE Cancellation Policy Biog About Us All Biock Page Biog Faq Testcode5 test page	ABOUT Contact Us Biog Fatbit Testcode4 Faq			
]	VISA 章 💷		
					HANG OL	JT WITH US				
				f FACEBOOK y TW	ITTER 🖸 INSTAGRAM 🦻 PI	NTEREST 🌲 SNA	PCHAT D YOUTU	IBE G. GOOGLE		

Request withdrawal management

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





Destination · Activity Type · Q Activitie	15					4 ■ E	Bookings 👻 Listin	ng 🔻 Fatbit 🔻	1
Home / Bookings / Request Withdrawal / Add Request Withdrawal							My Bookings	Cancellations	Reports
Add W	ithdrawal Request				Available Withdrwal Amount :	\$167			
	Amount* Comment	\$ Withdrawal Request Amo	ount Placeholder	A.					
	MISSION & VISION		BROWSE	ABOUT	CURRENCY				
	Fun-Away is an online marketpicce the webness traveless directly with local ho destitutione in Asia. Our vision is to raid and social responsibility during your tra at a time. Coogle play	or connects active and sits on popular likind se environmental awareness optical escopades, one island	Cancellation Policy Blog About Us All Block Page Blog Fag Testcode5 test page	Contact Us Blog Fatbit Testcode4 Faq					
					VISA 🤩 💷				

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:





Destination - Activity Type -	Q Activities						• •	Bookings 🔻 Listing	▼ Fatbit ▼	
Home / Bookings / My Bookings								My Bookings Cancellations	ancellations	Reports
	My Bookings							Reports		
	UPC	OMINGS	COME	LETED		CANCELLED	L	Request Withdrawal	•	
		200	<i>.</i>	0		<u>^</u>				
	Total A	ctivities : 3	Total Act	ivities : 2	т	otal Activities : 0				
	٥	ETAILS	DET	AILS		DETAILS				
	Start Date	End Date	Booking Id	PAYMENT STATUS	• A(
	BOOKING TYPE	- SEAR	сн							
	BOOKING ID	ACTIVITY	STATUS	ACTIVITY DATE	AMOUNT	ACTION				
	BO-6	James City Activity	Paid	2017-08-08 17:45	100.00		-			
	BO-4	James City Activity	Unpaid	2017-08-15 00:00	100.00	CANCEL				
	BO-5	James City Activity	Paid	2017-08-15 00:00	100.00					
	BO-2	Village tours (Pattaya)	Paid	2017-08-01 00:00	5.00	•				
jevascript;	BO-1	Village tours (Pattaya)	Paid	2017-08-01 00:00	5.00	0				

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:



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:

Away Destination * Activity Type * Q act						4	🕯 📕 📴 Bookings * Listing * Fatbit *	ĸ
	\$300 Total Activities : 3 etyxxs		Total	\$10 Activities : 2 STARS	E	SO Total Activities : 0		
11		End Dote	Booking Id	PAYMENT STATUS	•			
80	OOKING TYPE		Booking Car	ncellation -BO-4				
		Comment*						
80	DOKING ID					ACTION		
BC	0-6							
80	0-4	Enter Small Description Why Yo	u Want To Cancel			CANCEL		
BC	0-5				SU	CANCEL		
B	0-2	Village tours (Pattaya)			5.00			
B					5.00			
		DN & VISION by is an online marketplace that con travelars directly with local hosts o	mects active and n popular island	BROWSE Cancellation Policy	ABOUT Contact Us Blog	CURRENCY USD -		

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:

Destination - Activity Type -	Q Activitie	5				Bookings 👻 Listing 👻	Fatbit 🔻	
Home / Account / Reports						My Bookings	cellations	Reports
	Report					Reports Request Withdrawal	-	
		TODAY BOOKINGS		LAST 7 DAYS				
		\$200 Total Booking : 2		\$210 Total Booking	: 4			
	Genera	ite Report						
	ACTIVITY	Stort Dote End Dote	DAT	E WISE -	SEARCH			
		MISSION & VISION Fur-Away is an anline marketplace that connects active and welreas travelers directly with local hosts on popular island destination in Auki. Our vision is for misse environmental overseness and social responsibility during your trapical escapades, one island at a time. Country Store Coogle placy Country Store Coogle placy	BROWSE Cancellation Policy Blog About Us All Block Page Blog Faq Testcode5	ABOUT Contact Us Blog Fatbit Testcode4 Faq				
		Rep	orts					





7.0 Listings

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

Notifications Ad Using Monage Usings Within the Society Bool of Emilion Foundation (Compared By Admin) Image Society Soci	Away	Destination 👻 Activity Ty	e - Q Activit	ties					🗲 Bookings 🔻	Listing 🔻 F	atbit 🔻 📘
New Booking-BO-6 Image Listings New Booking-BO-5 Image Listings Your Sagrada familia Tourkativity Content Has Been Changed By Admin Image Listings New Review Addad Image Listings New Booking-BO-2 Image Listings MISSION & VISION Review Addad Image Listings New Booking-BO-2 Image Listings Image Listings Mission & VISION Review Listings Contact Us Listings Mission & VISION Review Listings Listings Mission & Listing Purkets to popular Istand diversents Image Listings Listings Mission & Listing Purkets to popular Istand diversents Mission Review Listings Listings Mission & Listing Purkets to popular Istand diversents Mission Review Listings Listings Mission Listand Purke			Notific	cations						Add Listing	
New Booking-BD-6 Image: Consect of the States of Changed By Admin New Review Added Image: Consect of the States of Changed By Admin New Review Added Image: Consect of the States of Changed By Admin New Review Added Image: Consect of the States of Changed By Admin New Review Added Image: Consect of the States of Changed By Admin New Review Added Image: Consect of the States of Changed By Admin New Review Added Image: Consect of the States of Changed By Admin New Review Added Image: Consect of the States of Changed By Admin New Review Added Image: Consect of the States of Changed By Admin New Review Added Image: Consect of Changed By Admin New Review Added Image: Consect of Changed By Admin New Review Added Image: Consect of Changed By Admin New Review Added Image: Consect of Changed By Admin New Review Added Image: Consect of Changed By Admin New Review Added Image: Consect of Changed By Admin New Review Added Image: Consect of Changed By Admin New Review Added Image: Consect of Changed By Admin New Review Added Image: Consect of Changed By Admin New Review Added Image: Consect of Changed By Admin										Manage Listi	nas
New Booking-BO-5 Your Segrado Familia TourActivity Content Hos Been Changed by Admin New Review Added New Review Added <			New Bo	oking-BO-6						Wishlist	
Your Sograda Familia TourActivity Content Has Been Changed By Admin I New Review Added I			New Bo	oking-BO-5							
New Review Added Image: Current of a content of a			Your So	grada Familia TourActivity Content Has Been Changed By Admin				•			
New Review Added Image: Consects on the service Added Image: Consects on the service Added New Review Added Image: Consects on the service Added Image: Consects on the service Added New Review Added Image: Consects on the service Added Image: Consects on the service Added New Review Added Image: Consects on the service Added Image: Consects on the service Added New Review Added Image: Consects on the service Added Image: Consects on the service Added New Review Added Image: Consects on the service Added Image: Consects on the service Added New Review Added Image: Consects on the service Added Image: Consects on the service Added New Review Added Image: Consects on the service Added Image: Consects on the service Added New Review Added Image: Consects on the service Added Image: Consects on the service Added New Review Added Image: Consects on the service Added Image: Consects on the service Added Number Added Image: Consects on the service Added Image: Consects on the service Added Number Added Image: Consects on the service Added Image: Consects on the service Added Number Added Image: Consects on the service Added Image: Consects on the service Added Number Added			New Re	view Added				•			
New Review Added Image: Constant of the constant			New Re	view Added							
New Review Added Image: Current of a connects active and wellness throws and the current of acconnects active and wellness throws and the current of acconnects active and wellness throws and the current of acconnects active and wellness throws and the current of acconnects active and wellness throws and the current of acconnects active and wellness throws and the current of acconnects active and wellness throws and the current of acconnects active and wellness throws and the current of acconnects active and wellness throws and the current of acconnects active and wellness throws and the acconnects active and the current of acconnects active and the current of acconnects active and the acconnects active ac			New Re	view Added				÷			
New Review Added Image: Current of a content of a			New Re	view Added				Ŧ			
New Booking-BD-2 Image: Current of avoid in a connects active and wellness travelers directly with local hots on populate environment of avoid environments BROWSE Concellation Contact Us USD Contact USD			New Re	view Added							
New Booking-BO-2 MISSION & VISION Fun-Away is an online marketplace that connects active and wellness travelers directly with local hots on populate inland Blog Blog Contract Us USD Blog Contact Us USD Blog			New Rev	view Added							
MISSION & VISION BROWSE ABOUT CURRENCY Fun-Xwoy is on online monketplace that connects active and Concellation Contact Us USD - wellness travelers directly with local hosts on populate environmental avageness Blog to the back of the			New Bo	oking-BO-2							
MISSION & VISION Fun-Away is on online marketplace that connects active and Concellation Contact Us USD - wellness travelers directly with local hosts on populate environmental avageness Blog destinations in Audio urvision is to raise environmental avageness Blog											
MISSION & VISION BROWSE ABOUT CURRENCY Fun-xway is on online marketpiace that connects active and Policy Biog wellness travelers directly with local hosts on popular island destinations in Asia U vision is to raise environmental avareness Biog Table											
Pathla				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 ovareness.	BROWSE Cancellation Policy Blog	ABOUT Contact Us Blog	USD -				
and social responsibility during your tropical escapades, one island About Us Testcode 4 at a time. Billock Page For				and social responsibility during your tropical escapades, one island at a time.	About Us All Block Page Blog	Fatbit Testcode4 Faq	AFuny				
Consideration Consideration Consideration Consideration For					Faq						





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:

Destination - Activity Type - Q Activities					🌲 📕 🖪 Bookings 👻 Listing 👻 Fatbit 👻 📃
Home / Listing / Add Listing					Add Listing
	Add Listing				Manage Listings Wishlist
	Basic Information	Activity Name*			
	Photos	Country	SELECT		
	Videos				
	Activity Brief	City	SELECT	•	
	Мар		Request a new City to Admin		
	Availability	Activity Type	SELECT	•	
	Addons				
		Category	SELECT	•	
		Start Date 🛪 *			
		End Date 2 *			
		Lind Date (
		Max Traveler*	1		
		Bookings Accepted*	SELECT	•	
		Activity Duration*	SELECT	•	
		Activity Price*	S	PER PERSON V	
			Commission Percentage?		
		Status 7	INACTIVE	•	
		Available For Booking 7	NO	•	
			SAVE	NEXT STEP	

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:

Destination - Activity Type	Q Activities	a 🗖 🔁 Bookings	 Listing < Fi 	atbit 🕶 📃
Home / Listing / Add Listing			Add Listing	Manage Listing
	Add Listing			
	Basic Information Photos			
	Videos Activity Briof			
	Map Availability	PREV STEP UPLOAD NEXT STEP		
	Addons			

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:

Destinction - Activity Type	• Q Activities			🛔 🔎 🗲 Booki	ings 🔹 Listing 👻 Fatbit 👻 📃
Home / Listing / Add Listing					Add Listing Manage Listing
	Add Listing				
	Basic Information	Funny Cute Babies Ta			
	Videos	-			
	Activity Brief Map				
	Availability				
	Addons	on	vimeo.com, youtube.com, youtube		
			PREV STEP ADD VIDEO	NEXT STEP	

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:





asic Information	Highlights*	BIUA	🔺 T 🧷 🗄 🗄	
notos		Indulge your visual will take you across	senses as you take on th the periphery of the migh	e Tosh valley trek, a trail that ty Himalayas. A village at the
ideos		of 7,874ft and leads	to the beautiful Pin Parv Parvati River, which suc	ati Pass. The Tosh River here
ctivity Brief		Pulga.		
ap				
vailability				
ddons				
		Describe Your Activity	In 3-4 Paragraphs	
	Description			
	Description	A splendid view of t	he scenic valleys and unt	ouched hills. After your arrival
		Transfer to the Trek deep into the pine for rocks.	king Point and Follow the	furious Tosh River as it flows
		Detailed Description C	of The Activity	
	Inclusions*	Food and drinks,	Stay.	
		Please Press Enter For	New Line	
	Requirements*	Your Basic Stuff ,	ID Proof , Trekking Bag.	
		Please Press Enter For	New Line	
	Cancellation Policy 7*	2 DAYS		•
		How We Handle Canc	ellations	
	Lanauaaes	English	French	German
	5 5	Spanish	Dutch	
		Mandarin	Korean	
		Hebrow	Russian	
		Hebrew	Russian	
		vietnamese		
		Filipino	Hindi	Swedish
		Finnish	Norwegian	Danish
		Portuguese	Greek	Turkish

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:





Destination - Activity Type - Q Activities					🛦 📲 🖻 Bookings 🔻 Listing 👻 Fatbit 👻 🌅
Home / Listing / Add Listing					Add Listing Manage Listing
	Add Listing				
	Basic Information Photos	Address	Kasol , India		
	Videos Activity Brief	-	10 JUNE	8	
	Map	3-5-2	Sup-		
	Addons	2 STA			
			Manikaran	2.34	
			Tel A	Pul	
		Juan Shat	NIA CO	2000	
		LIV ASS	A. W. M. DE	30102	
		HIEDOX	© Mapb	ox © OpenStreetMap Improve this map	
			PREV STEP UPDATE	NEXT STEP	

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:

Destination - Activity Type - Q Activities																*	_ e	Bookings	s 🔻 List	ing 🔻 I	atbit 🔻	3
Homo / Listing / Add Listing																			Ade	d Listing	Manage	Listing
	Add Listing																					
		Understand	Ver																			
	Basic Information	update	fou	ir Avdii	abiii	ty For S	elec	ted Mo	nth													
	Photos	Service 7					Yes (No														
	Videos	Bulk Entri	s 7				ELECT	OPTION														
	Activity Brief																					
	Мар							2017 Au	ug NI	IXT				DELETE A	u							
	Availability	Sun		Mon		Tue		Wed		Thu		Fri		Sat								
	Addons																					
				7		8		9		10		11		12								
				05:00	×	05:00	x	05:00	×	05:00	×	05:00	×	05:00	×							
		13		14		15		16		17		18		19								
		05:00	×	05:00	×	05:00	×	05:00	×	05:00	×	05:00	×	05:00	×							
		20		21		22		23		24		25		26								
		05.00	x	05.00	×	05.00	x	05.00	x	05.00	×	05.00	×	05.00	x							
		27		19		20		20		21												
		05:00	×	05:00	×	05:00	×	05:00	×	05:00	×											
								2017-4	ua w			_		_								
								2017 A	-9 N													
		PREV ST	ΈP											NEXT S	TEP							

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:





Destination - Activity Type - Q Activities					🛔 🔎 🖻 Bookings 🔻 Listing 👻 Fatbit 👻 🕕
Homo / Listing / AddListing					Add Listing Manage Listin
	Add Listing				
	Basic Information Photos Vidaos Activity Brief Map Availability Addons	Add-on Title Add-on Price Description	PREV STUP ADD		
		ADD-ON	PRICE DESCRIPTION	ACTION	
		Night Stay	If you want to extend the trip to number of days , 10.00 <u>Read more</u>		

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.





Destination • Activity Type •	Q Activities	🔺 📕 🖻 BC	okings 👻 Listing 🍷 Fatbit 👻 📘
Hame / Listing / Manage Listing			Add Listing + Listing
	Activities	ALL 👻 ALL 👻	Wishlist
	stdfk	P10000 C	
	<szdfgx< td=""><td>РЕКОЛКО 🛇 🖌</td><td></td></szdfgx<>	РЕКОЛКО 🛇 🖌	
	Cosear cosas Lorem ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been	Рекониб 🖉 🗾	
	Sagrada Familia Tour hghghghghg	CONFIRMED 🗸	
	hiuhinom	PERDING 📀 🥜	
	James City Activity	CONFIRMED 🗸 🖍	
	asjdgjh	PENDING 🖉 🥒	
	Rafting Otherwise known as the international Scale of River Difficulty, below are the six grades of difficul	сомлямы и	
	skydiving Welcome to the rush of skydiving. There is nothing like skydiving for sheer heart-stopping adre	сомлямео 🗸 🔽	
waszist	litesh	CONFIRMED 🛩 🧨	

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:

Destination - Activity Type	Q Activities		▲ ■ G	Bookings • Listing • Fatbit •
Home / Account / Wishlist				Add Listing
	Wishlist			Wishlist
	James City Activity			
	Learn Surfing in Beach The surfing at Borneo is renowned for having the best waves arcoss the world, a graduolly incr	nd	UPDATE	
	Rafting Otherwise known as the international Scale of River Difficulty, below are the six g difficul	odes of	UPDATE	
	MISSION & VISION Fun-Away is an online marketplace that connects active and welness travelered affectly with local hosts on popular island destinations in Asia. Our vision is to roise environmental avoreness and social responsibility during your trapical escapades, one island at a time. Country Social Cooper play	BROWSE ABOUT Cancellation Contact Us Policy Blog Biog Fatbit About Us Testcode4 All Block Page Faq Foq Testcode5 testcode5 test page		

Wish list management





8.0 Profile

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

Destination - Activity Type -	Q Activities		🌲 📕 🗲 Bookings	▼ Listing ▼ Fatbit ▼
Home / Messages / Notifications			Not	ific Profile Reviews
	Notifications			Reviews
	New Booking-BO-6		• • •	Logout
	New Booking-BO-5		•	
	Your Sagrada Familia TourActivity Content Has Been Changed By Admin		•	
	New Review Added		•	
	New Review Added			
	New Review Added		•	
	New Review Added			
	New Review Added		•	
	New Review Added		• • • • • • • • • • • • • • • • • • •	
	New Booking-BO-2		1	
	MISSION & VISION Fun-Away is an online marketpicce that connects active and welfness travelers directly with local hosts on popular island destinations in Alab. Our vision is to raise environmental avarances environmental vision our traveleral enconders one listend	BROWSE ABOUT Cancellation Contact Us Policy Biog Biog Fatbit		





My account management

8.1. Profile

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

Destination - Activity Type -	Q Activities		4	🕨 📕 🗲 Bookings 👻 Listing 👻 Fatbit 👻 🌅
Home / Account / Profile				Profile Payout Settings
	Edit Profile			
	Profile Info	First Name*	Fotbit	
	Profile Photo	Last Name*	Team	
	Update Password			
	Update Email	Email	raj@dummyid.com	
		Country	INDIA -	
		Phone No 7	+91 9	
		Alternate Email 🛪	sales@fatbit.com	
		Company		
		Website		
		Introduce Yourself 7 *	An Adventure enthusiast myself, I love to do new adventure activities and also make other feel the same rapture and thrill.	
			Describe Yourself In 2-3 Sentences To Engage Traveler	
			UPDATE	

Profile management

8.2. Payout settings

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

Destination - Activity Type - Q	Activities						Bookings 🔻	Listing • Fatbit •
Home / Account / Payout								Profile iettings
Ραγ	iyout							Reviews
Ban	nk Details	Bank Name*	s	581				Logout
Pay	iyout Terms	Propert		tobal				
		Branch-		Monali				
		Account Number*	c	lgfgfgfdg				
		Account Name*	d	dfhgdfhg				
		Account Address*	1	ghdfhg				
		Ifsc Code*		FSC1				
						SAVE		
			-				-	
	MISSION & VISION Fun-Away is an online marketplace t wellness travelers directly with local destinations in Asia. Cur vision is to r and social responsibility during your at a time.	hat connects active and losts on popular island lise environmental awareness ropical escapades, one island	BROWSE Cancellatio Policy Blog About Us All Block Pa	in .	ABOUT Contact Us Blog Fatbit Testcode4			

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:

Destination - Activity Type - Q Acti	flies	a =	🛛 🗲 Bookings 🔻 Listing 👻 Fatbit 👻 📃
Homo / Mossages / Notifications			Notific Profile Reviews
	Notifications		Reviews
			Logout
	New Review Added	•	
	New Booking-BO-8		
	New Booting-BO-5		
	Your Sagrada Familia TourActivity Content Has Been Changed By Admin		
	New Review Added		
	New Booking-80-2	•	

Logout link