



# Mountain Life Hub: Quick Reference Guide

## Home Set Up

In order to set up your property as a Home, you must create your account and select **Home** as your Property Type. Ensure Membership of either Annual or Monthly has been paid. Once this is done, you can now set up your venue as a Home. You will also be able to select your home to be included in the Home Swap Program.

### Step 1 – List my property

Complete all fields and select **Property Type: Home Register Now.**

### Step 2 – Membership

Select Monthly or Annual Membership

### Step 3 – Paypal Payment

System will direct you to Paypal – using your provided PayPal Account

### Step 4 – Profile

Update profile – already provided detail will be pre-populated

### Step 5 - Add Home

Complete all details of home

**URL Name** – Click on Generate and URL will be automatically created

Select **Allow Home Swap** Should you wish to be contacted by other Home Owners to discuss a potential Home Swap - This has no associated additional cost.

**Search Engine Optimisation** – Provide wording that could be used when potential clients will search for a Home to Rent: IE – Accommodation at Hotham.

**Submit**

### Step 6 – Pricing:

**From and To Date** that the Property is available to be booked

**Available** – number of bookings allowed per day

**Price** – Per night for the entire house.

There is a more Detailed explanation under FAQ

### [Information about your listing](#)

**Home Review** – List of all reviews made about your home

**Home Booking** – List of all the bookings made

**Home Swap Request:** All Request made by other Owners to swap with yourself

My Swap Requests

All Request you made to Swap with other owners