☐ HotelMate – Property Creation & Setup Guide

Once you've completed your **account sign-up and verification**, the next step is to **create your property profile** in HotelMate. This setup ensures your property details are correctly configured for bookings, payments, and guest communication.

Follow the steps below to create your property:

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1. Welcome Screen – Start Property Creation

After signing in, you'll be greeted with a **Welcome to HotelMate** screen.

- Click **Continue** to begin the property creation journey.
- This guided process will walk you through **18 simple steps**.

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2. Select Property Type

You'll first choose the **type of property** you want to create.

- Options include **Hotel, Resort, Villa, Inn, Hostel, Rest House, B&B, Homestay**.
- Select the most relevant option for your property and click **Continue**.

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3. Enter Property Name

Provide the **official property name** that guests will see during booking.

- Example: *Citrus Hikkaduwa*
- This name should match your branding.

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4. Choose Home Currency

Select the **main currency** you want your property to operate with.

- ☐ **Important:** This will be used for all accounting and reports.
- Once selected, you **cannot change it later**.

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5. Select Primary Language

Choose the **default language** for your property's communication and system settings.

- Example: English, Spanish, French, etc.

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6. Select Property's Country

Choose the country where your property is located.

- This determines tax rules, regional settings, and currency.

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7. Enter City Name

Provide the **city or town** where your property is located.

- Example: *Hikkaduwa*.

8. Enter Street Address

Add the **full street address** of your property.

- Example: *123 Main Street, Suite 100.*

9. Pin Property Location on Map

Use the **Google Map integration** to set your property's exact GPS coordinates.

- Drag and drop the map pin or search your property name.
- Click **Use My Location** if you're on-site.

10. Property Email

Enter the **official email address** for guest communication.

- This is where you'll receive **booking notifications & guest inquiries**.

11. Property Phone Number

Provide a **valid phone number** for guest contact.

- Use international format (+CountryCode).

12. Website (Optional)

If your property has an official website, add the **URL**.

- Example: *https://yourproperty.com*
- If not, you can **skip this step**.

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13. Property Description

Describe what makes your property special.

- Highlight **amenities, unique features, location benefits**.
- You can also use the **"Write with AI"** option for suggestions.

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14. Upload Property Images

Add high-quality **property images** to attract guests.

- Upload rooms, lobby, pool, restaurant, or exterior shots.
- Add descriptions for each photo (e.g., "Deluxe Room", "Poolside").

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15. Upload Property Logo

Upload your **property logo**

- This will appear on invoices, guest communications, and dashboards.

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16. Choose Subscription Plan

Select a subscription plan based on the number of rooms:

- **$29/month** for the first 10 rooms.
- **$2/month per extra room** beyond 10.
- Adjust the room count using the slider.

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17. Review & Confirm Setup

The final step shows a confirmation screen:

- ✓"Your property is ready to be created!"
- Review your details and click **Create Property**.