

## INSTRUCTIONS FOR JOINING MEXICO HOSPITALITY NETWORK

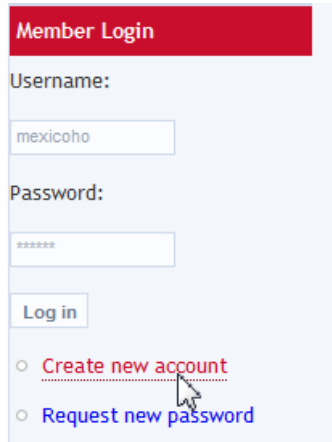
Go to <http://mexicohospitality.com>

Follow these steps to create an account, create your listing, pay for membership, and maintain your listing.

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## 1. CREATE AN ACCOUNT

If you are not already registered, click on Create new account in the Member Login section of the menu:



Member Login

Username:  
mexicoho

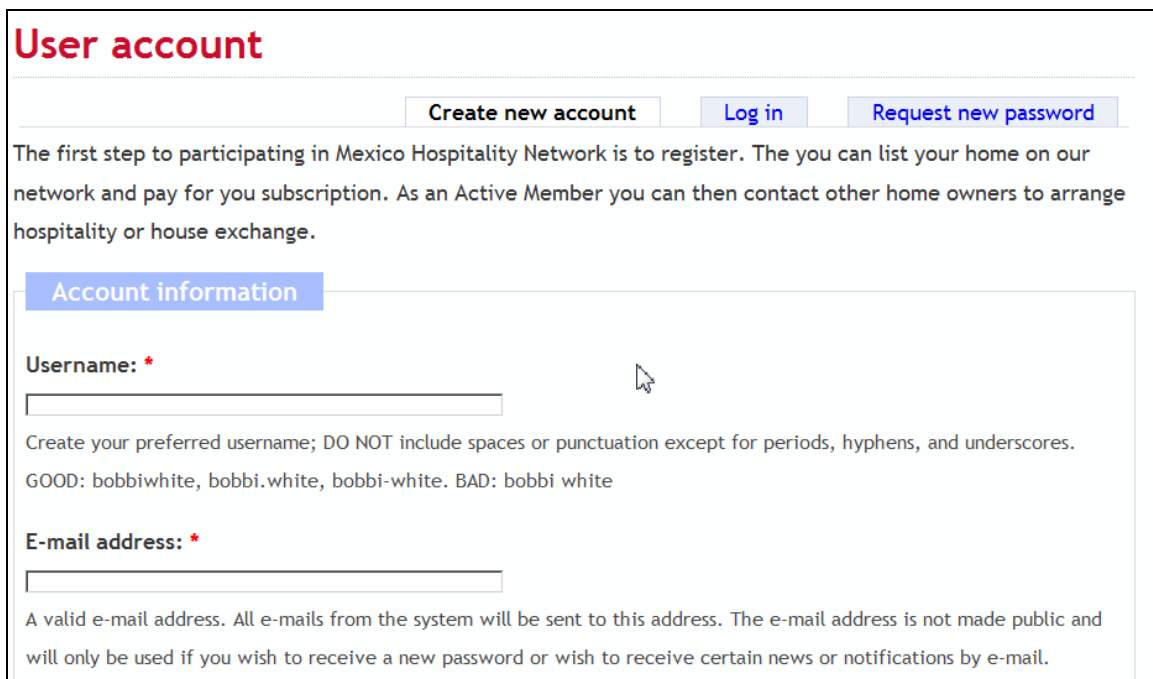
Password:  
\*\*\*\*\*

Log in

Create new account

Request new password

You will now see a screen that begins as shown below. Enter the requested information to create a username and password that you will use every time you log into Mexico Hospitality. You also need to provide a little personal information so that we can contact you if necessary. Your personal information will not be shared with other members.



User account

Create new account Log in Request new password

The first step to participating in Mexico Hospitality Network is to register. The you can list your home on our network and pay for you subscription. As an Active Member you can then contact other home owners to arrange hospitality or house exchange.

Account information

Username: \*

Create your preferred username; DO NOT include spaces or punctuation except for periods, hyphens, and underscores. GOOD: bobbiwhite, bobbi.white, bobbi-white. BAD: bobbi white

E-mail address: \*

A valid e-mail address. All e-mails from the system will be sent to this address. The e-mail address is not made public and will only be used if you wish to receive a new password or wish to receive certain news or notifications by e-mail.

## 2. CREATE YOUR HOME/HOSPITALITY LISTING

Click on **Create My Listing** in the menu.



You will now see the following screen:

### Become a Member: List Your Home & Join

Please read important [DISCLAIMER](#) before continuing....

#### Special Launch Offer

SPECIAL LAUNCH PRICE - First Year Free. \$40 second year *through February 15, 2008!* JOIN NOW to get a jump start.

To Join Mexico Hospitality Network, use [Create My Home/Hospitality Listing](#) to introduce yourself, your home, and your hospitality. After you have created your Home/Hospitality Listing, you will be asked to pay for Membership.

Your Membership will be activated immediately upon payment, so you may begin contacting other members without delay! New Home/Hospitality Listings are generally active within 1 or 2 business days.

Click on **Create My Home/Hospitality Listing** and enter the information requested. This will include an introduction to you, to your home, pictures, and what your interests are: Hospitality for yourself and other members, Home Exchange, or both.

First provide a name for you home and tell us where it is: the City and the State:

**House Name (Examples: Casa Laja, Bill's Country House): \***

  
**Categories**  
**City: \***  
  
City, or nearest city or town  
**State: \***

Tell other members a little about yourself:

### Meet The Host/Hostess

Tell other members a little about yourself and your hosting environment. For example:

- Your interests, background, life experience, hobbies, etc.
- Do you enjoy dining out or doing other activities with guests?
- What are some of the things people do in your area?
- Are there other people in your household that people should know about, such as children or family members who live with you.

**Let Me Introduce Myself: \***

Now tell others about your Home and the Hospitality you offer. We'll begin by adding a picture of your home or guest room:

### Our Home & Hospitality

TELL OTHER MEMBERS ABOUT YOUR HOME & AREA. For example: number and size of beds, bathroom facilities (shared/private), stairs/access, patios and terraces and views, how well-equipped the kitchen is, type of neighborhood, surrounding attractions, parking, public transportation, access to center of town and attractions -- and anything else that you think would be interesting.

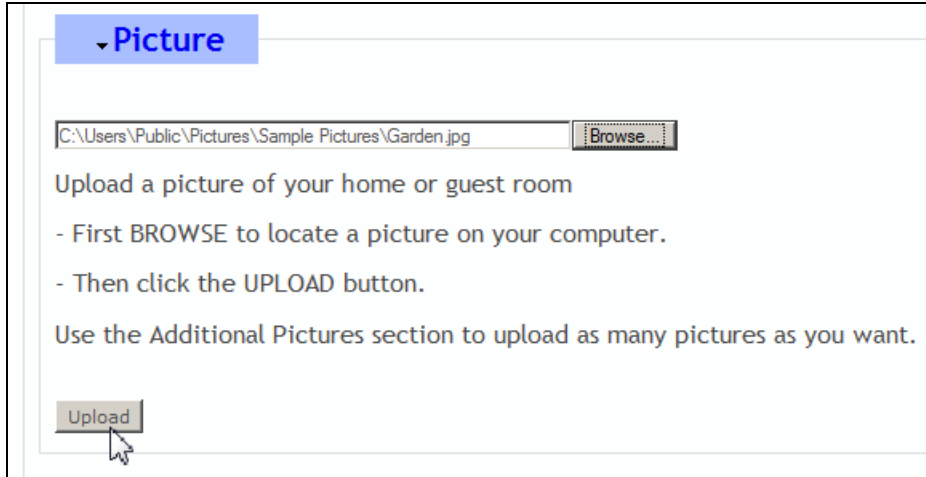
**Picture**

Upload a picture of your home or guest room

- First BROWSE to locate a picture on your computer.
- Then click the UPLOAD button.

Use the Additional Pictures section to upload as many pictures as you want.

To add a picture click the Browse button to locate the picture you want to use:



Picture

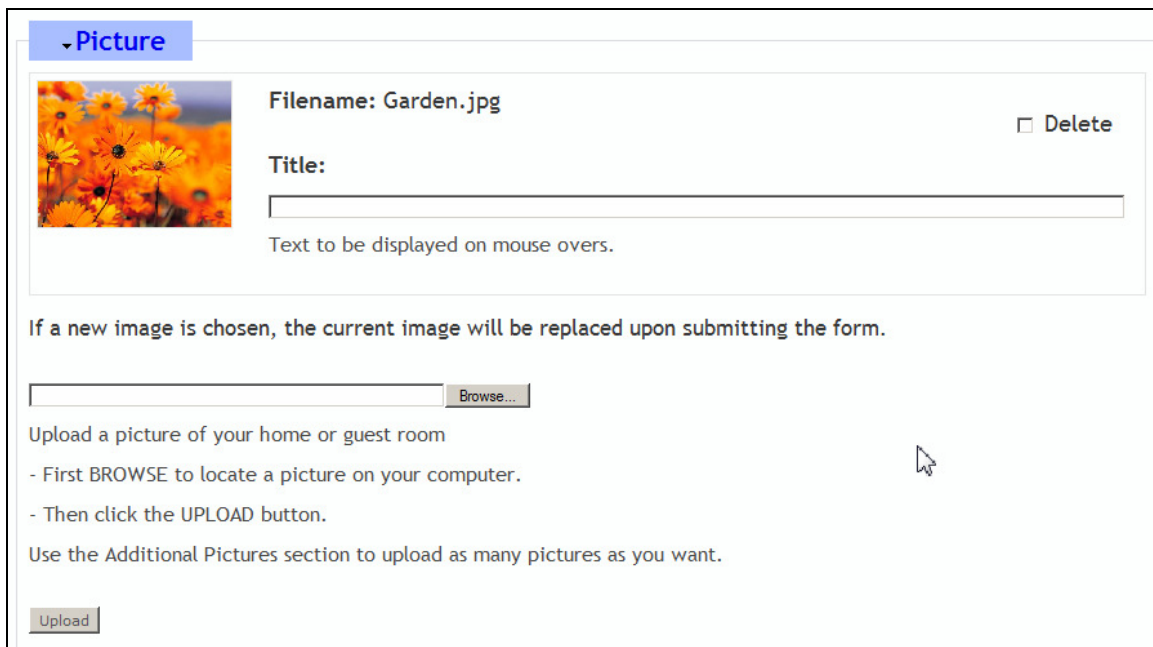
C:\Users\Public\Pictures\Sample Pictures\Garden.jpg

Upload a picture of your home or guest room


- First BROWSE to locate a picture on your computer.
- Then click the UPLOAD button.

Use the Additional Pictures section to upload as many pictures as you want.

Now press the Load button. This will save your listing with the picture inserted:



Picture

 Filename: Garden.jpg  Delete

Title:

Text to be displayed on mouse overs.

If a new image is chosen, the current image will be replaced upon submitting the form.

Upload a picture of your home or guest room

- First BROWSE to locate a picture on your computer.
- Then click the UPLOAD button.

Use the Additional Pictures section to upload as many pictures as you want.

At this point you can enter a description in the Title field or delete or change the picture. Note that a description entered in the title field will only be displayed when a person glides the mouse over the picture on your listing.

General Advice: You might also want to keep a copy of your description in a separate document (such as Word or Notepad). This makes it easy to rewrite it and keep it safe for future occasions when you might want to change or send the description.

Next describe your home:

**Description of Home:**

Next you are asked to provide the following information:

- Your interesting Mexico Hospitality: Hospitality, Exchange, or both?
- Setting: urban, rural, resort, other
- Maximum number of guests you can accommodate overnight (for Hospitality)
- Maximum number of people who can stay in your home (for Home Exchange)
- Seasonal considerations
- Travel interests
- Smoking allowed: yes/no
- Considerations regarding pets
- Number of days notice required
- URL that a member might use to learn more about you and your home

And finally, as many additional pictures as you want, with an optional general description that will appear above your pictures:

**Additional Pictures**

If you are interested in house exchange, a few additional photos will attract more attention and help perspective exchangers see if your situation is right for them. Listings without photos seldom get inquiries. So take a few minutes---get some help if needed---to take some good digital photos.

1. BROWSE to locate and select a picture on your computer.
2. Click UPLOAD to add the picture (It will be re-sized automatically.)

Add as many pictures as you want. (Note: Original pictures cannot be larger than 2MB. If your picture doesn't load, it may be too large. Reduce the size and try again.)

**About Pictures:**

Descriptions of pictures provided (optional)

**▼ Pictures**

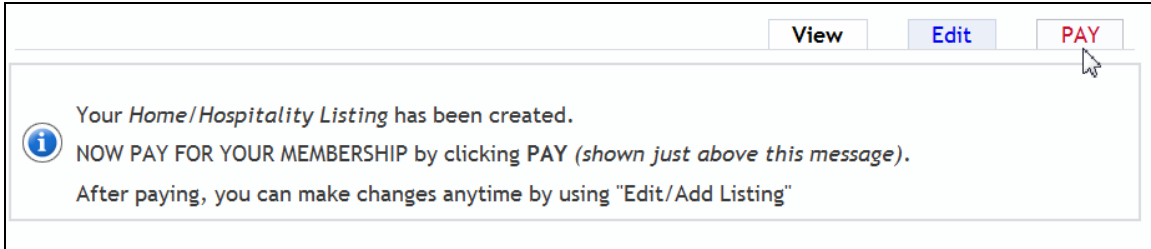
FINALLY, Click the SUBMIT button to save your listing:



Now you can see your Home/Hospitality Listing as it will appear on the site.

### 3. PAY

The next step is to Pay. At the top of the listing you will a tab that says **PAY**. Click there to go to paypal.com to pay for your membership.



After you have paid, the same tab will say **PAID! Thanks**:



At this point your membership will be active, your listing will appear for others to see, and you can contact other members from their listing.

Now begin exploring Mexico with “at home” hospitality and enjoy meeting people from other areas.

### 4. MAINTAIN YOUR LISTING

You can make changes to your listing anytime by using **Edit / Add Listing** in the **You Membership** section of the menu:



For example, this member has one listing under the Home name *Tres BBBs*.

## Home Listings

You have the following Home/Hospitality Listing(s). Click payment status.

Home

[Tres BBBs](#)

By clicking the home name, you can view the listing and click **Edit** the listing:

### Tres BBBs

[View](#) [Edit](#) [PAID! Thanks](#)

[Guanajuato](#) [San Miguel de Allende](#)

[Meet The Host/Hostess](#)

Lured to Mexico by a long time friend, my husband and I fell in love with the country and it's people. Now there's just me and my dog, the joy of making new friends, the thrill when someone understands my spanish, and a yearning to travel throughout Mexico.

After clicking **Edit**, you can make any changes you want:

# Tres BBBs

[View](#) [Edit](#)

House Name (Examples: Casa Laja, Bill's Country House): \*

Categories

City: \*

City, or nearest city or town

State: \*

Meet The Host/Hostess

Tell other members a little about yourself and your hosting environment. For example:

When you are finished, don't forget to press **SUBMIT** to preserve your changes:

[Preview](#) [Submit](#) [Delete](#)

Enjoy traveling in Mexico and the friends you meet through Mexico Hospitality Network!