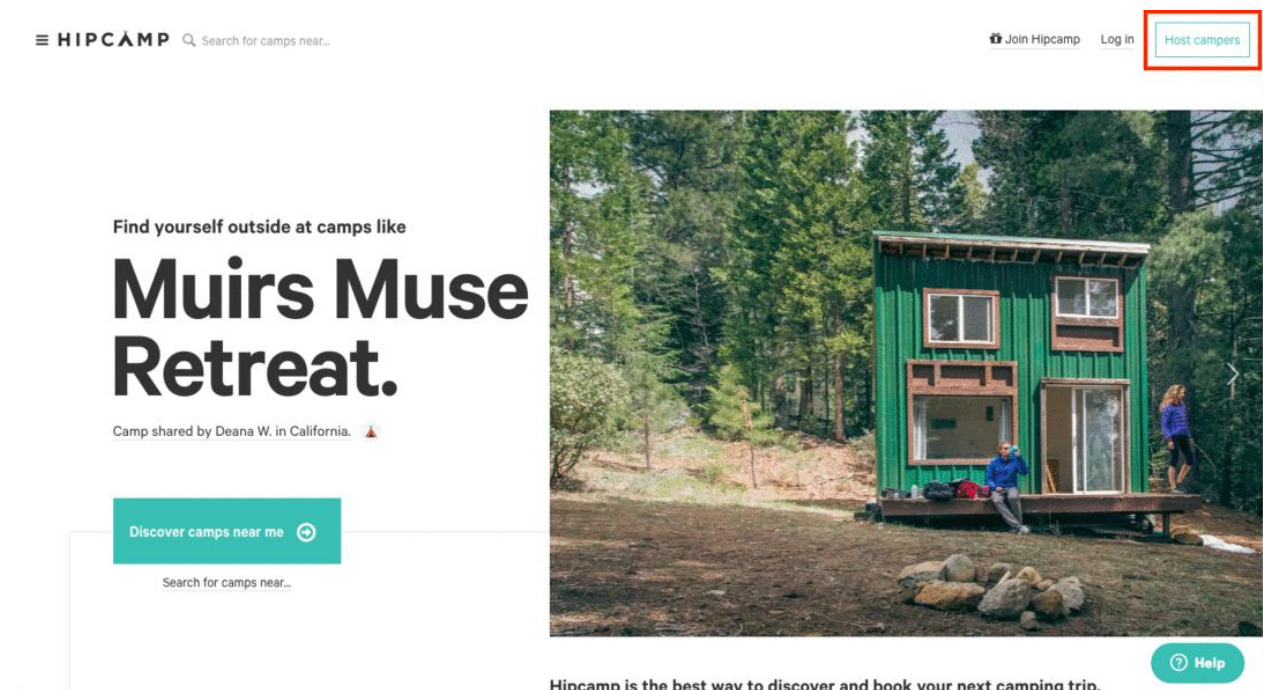


Ready to join Hipcamp?

Let's get started!

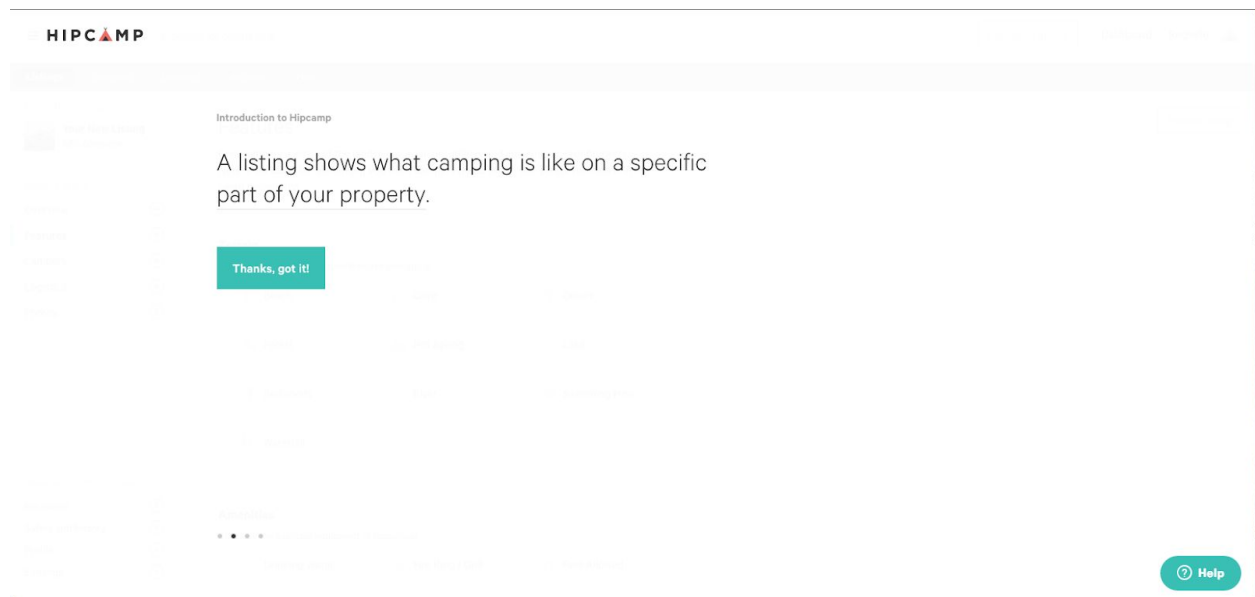
Getting started: Listing your land

To get started visit www.hipcamp.com and click on "Host Campers" on the top right corner of the home page. (as shown below)

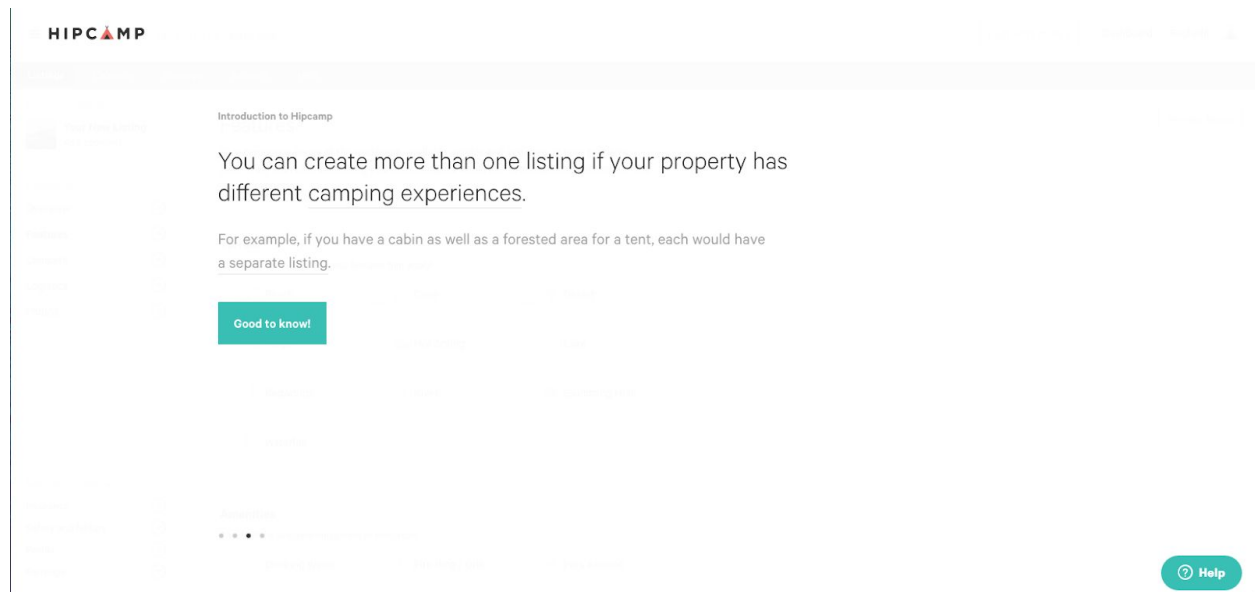


You will then be redirected to a page where you will be asked what state you live in, where campers will sleep on your property, and how you'd like to sign up (shown below).

Click on the teal “Ok, what’s a listing” to move onto the next step.

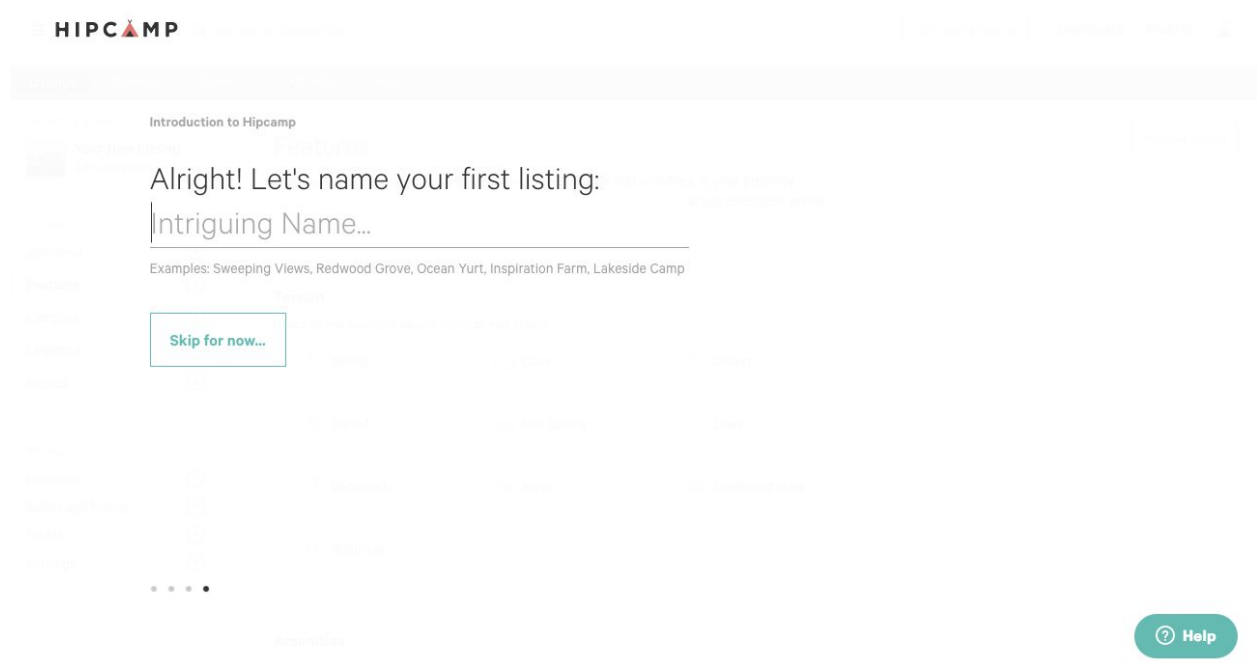


After reading the introduction to Hipcamp click on “Thanks, got it!” to continue.

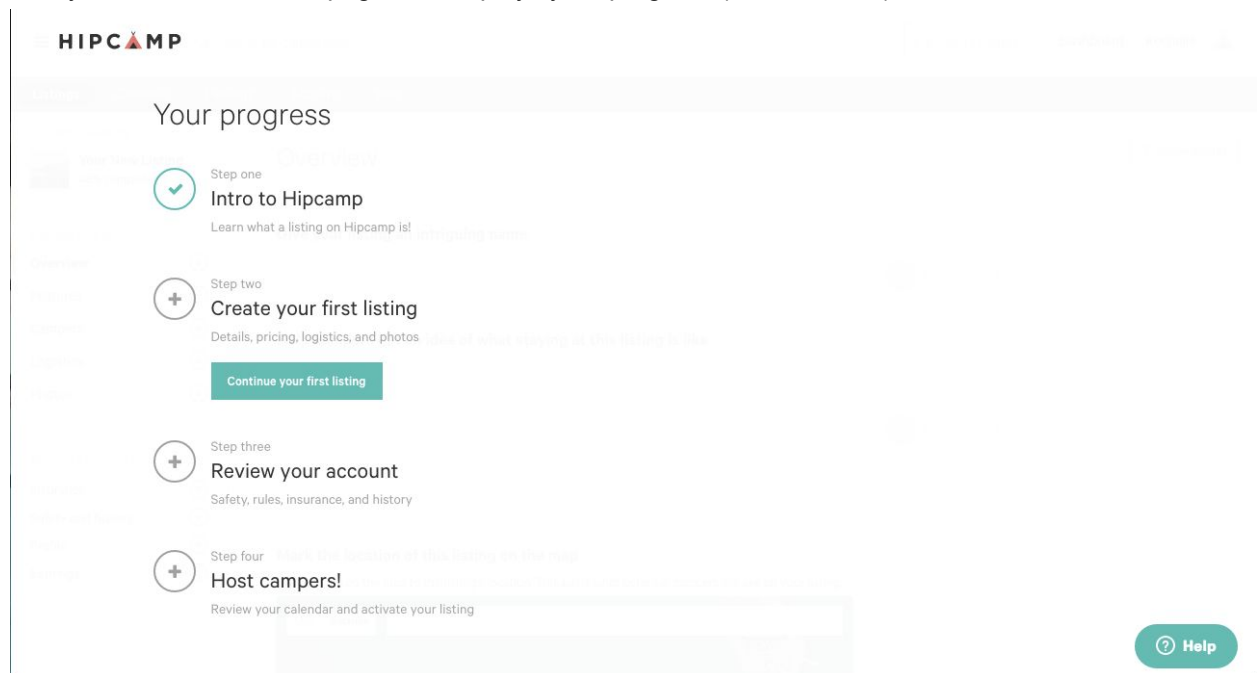


Click on “Good to know!” to continue. Next, you’ll be given the option to choose the name for your first listing. Enter a name and click “Save and continue.” You can always change this name later if you decide on something different.

You can also skip this step for now if you don't have a name in mind by clicking "Skip for now." (shown below)



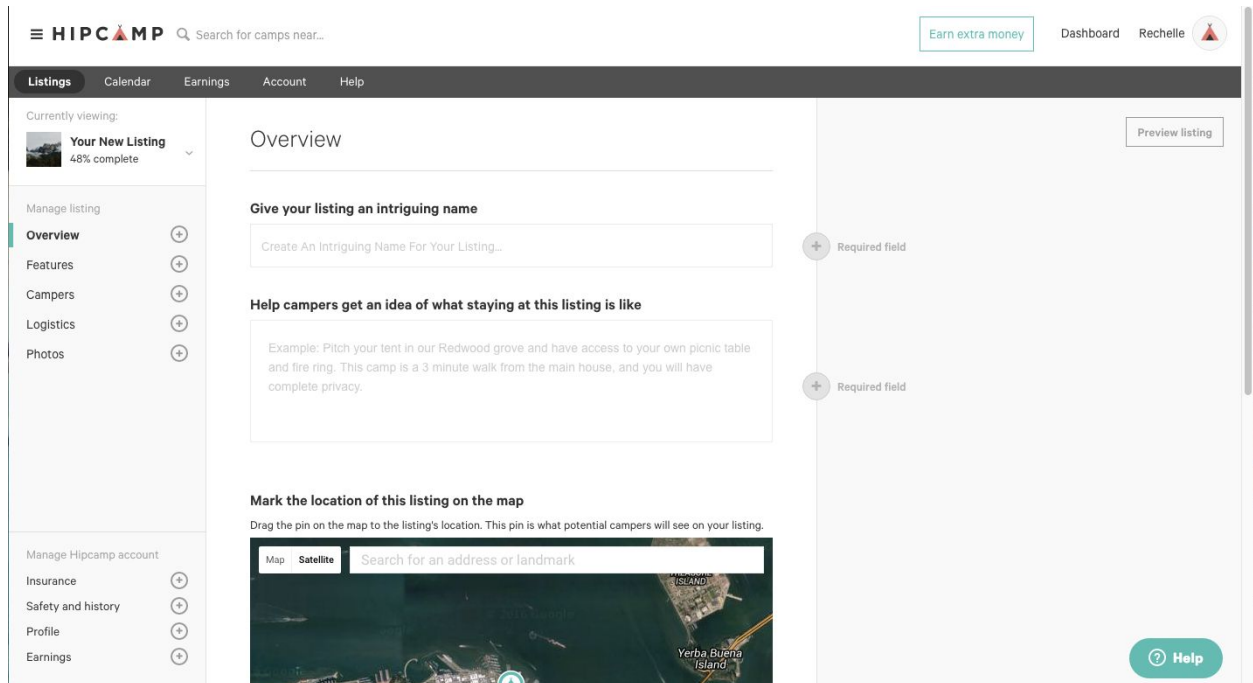
Next you'll be directed to a page that displays your progress (shown below).



Now that we've got you all caught up it's time to start on your first listing! Click on "Continue your first listing" to get started!

Welcome to your Dashboard!

This will be your home base for managing your listings, updating your calendar, keeping track of your earnings, and managing your account settings. You may want to bookmark this page so you can so you can access it easily.



On the left hand side is where you will manage your listing. You must fill out all these fields in order to take your listing live. Let's start with Overview.

Overview

In Overview you can change the name of your listing or add a name if you haven't done so already, write a description of your listing, mark the location on a map, and specify the listing's address.

Once you've filled in all the fields click "Save and continue" located on the bottom of the page. Next to overview a teal checkmark will appear and you'll automatically be moved to Features.

Features

In Features you can select the terrain of your listing, the amenities available, and activities.

Note: If you have an amenity or activity that is not listed feel free to mention it in the camp description located in "Overview".

Once you've checked everything that applies hit "Save and continue" at the bottom of the page. Next to Features a teal checkmark will appear and you'll be automatically moved to Campers.

Campers

In Campers you'll be able to edit site location, capacity, access, accommodation, and price. But before you can do all that you need to decide whether you want to list one site or multiple sites.

Not sure which one to select?

If your listing is a large meadow or grove perfect for dispersed camping select **multiple sites**.

If your listing has different sleeping structures, varied access to natural features and different amenities, we recommend you create a **separate listing** where the experience is consistent.

After selecting either multiple sites or single site a map will appear where you can change the location of your site(s), edit capacity, access, accommodation, and price.

How to move a site location

In order to move the site location simply click on the numbered teal circle on the map and drag to a desired location.

How to edit capacity, access, accommodation, and price

To edit capacity, access, accommodation and price click on "Edit site" located underneath Site #. You can then change capacity, access, accommodation, and price by using the drop down menus and by entering your desired price per night. Once you're done click "Save" under Site #. Click "save and continue" at the bottom of the page to move to the next step!

Logistics

In Logistics you'll be able to choose your bookability, minimum night stay, check in/check out time, check in process, and provide directions to the site as well as parking instructions.

Once you're done filling in all the required fields click "save and continue" at the bottom of the page to move to the next step!

Photos

Photos are an integral part of your listing. Having great photos can make your listing more appealing to campers which leads to more bookings!

We offer a free Field Scout visit where a professional photographer is scheduled to come out to your property to take beautiful pictures. If you would like to schedule a Field Scout click the Schedule Field Scout button at the bottom of the page. If you'd like to opt out of this service click Manage your own photos.

If you select Manage your own photos but change your mind you can always schedule a field scout by selecting "save time! Get more bookings! Schedule a Free Field Scout today!" located above Photos in the Photos section of your listing.

Note: If you select the Schedule Filed Scout button you will only be scheduled a Field Scout once your listing is live.

Note: You're required to upload a minimum of one photo before you can push your listing live.

Manage Hipcamp Account

Next you'll want to add Insurance, Safety and History, Profile details, and Payment info.

Insurance

If you have your own commercial insurance policy select Yes and click Save and continue. If you do not have a commercial insurance policy no problem! You may qualify to be under Hipcamp's Insurance policy. If you are able to check all the boxes as true then you're covered under Hipcamp's insurance policy! Click Save and continue at the bottom of the page to move to the next step.

Safety and History

Safety and History is a very important part of a listing. After a camper makes a booking they will receive the Safety and History section in their booking confirmation email.

Here you will be able to add safety notices on your property, rules on your property and history of your property. Once you've filled out all the fields click save and continue to move onto the next step!

Note: All the boxes must be filled in order for the Save and continue button to become clickable.

Profile

Profile is another very important part for managing your listing. Here you'll be able to upload a profile picture, give your property a special name, enter your email address, enter your phone number, and let us know how you heard about us. Once you've filled in everything click Save and continue.

You'll notice that once you complete Overview, Features, Campers, Logistics, Photos, Insurance, Safety and history, and profile you will be re-directed to a "Your progress" page. You're so close to having your listing up on Hipcamp to start hosting campers! Select Review and activate! To move onto the final step.

After clicking Review and activate! You will be redirected to your dashboard now displaying a teal button above Manage Hipcamp Account that says Activate this Listing! Once you click that you'll be live on our platform!

You may have noticed that the Earnings field was not required to activate your listing. You'll want to fill out your bank info as soon as possible so you can start getting paid for hosting campers.