

Steps for registering as a supplier on Venue Ideas

When a sales person registers you, you will get an email to register yourself as an admin operator. An admin operator is a role that manages different locations. A location is every site or location where you offer your services.

Step 1: Registration Link

The email you will receive looks like follows:

Invitation to Register Your Account on Venues Ideas

Dear Venue Demo,

We are thrilled to invite you to join the Venues Ideas team! As a key part of our mission to connect venues with clients effortlessly, your role is crucial in helping us expand our network and provide exceptional service to our users.

To get started, please register your account using the link below:

[Register Your Account](#)

By creating your account, you will gain access to our platform's comprehensive tools and resources, allowing you to manage venue profiles, oversee bookings, and facilitate seamless communication between venues and clients.

Here's how to get started:

1. Click on the registration link above.
2. Fill in the required details to set up your account.
3. Explore the platform and familiarise yourself with the features available to you.

If you have any questions or need assistance during the registration process, feel free to reach out to our support team at venueideas@support.com

We are here to help!

We are excited to have you on board and look forward to achieving great success together.

Best regards,
Venues Ideas

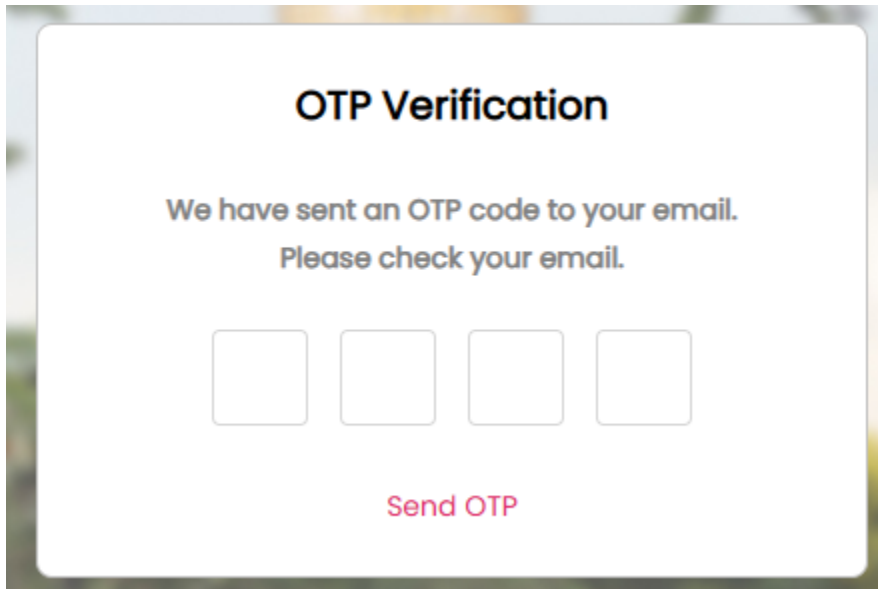
If you didn't receive an email, also check your junkmail.

Step 2: Register your account

Click on "Register your account" to proceed.

Step 3: Send OTP

You will be asked to request an OTP verification. Click on "Send OTP"



Step 4: Get the OTP

Find the OTP in your email. Also check your junkmail if you did not receive it.

Your OTP Code

Hello Venue Demo,

You requested to log in to your account using your email address: `speccon@proton.me`. Use the following OTP to proceed:

9669

Please note that this OTP is valid for 3h. If you did not request this, please ignore this email.

Thank you!

Step 5: Insert OTP

Insert this OTP on the venue ideas site.

Step 6: Create Password

Create a password for your account, and click "Continue"

Create Password

Password*



- × At least 8 characters
- × Contains one lowercase letter
- × Contains one uppercase letter
- × Contains one number
- × Contains one special character (@, #, \$, %)

Confirm Password*



Continue

Step 7: View your profile

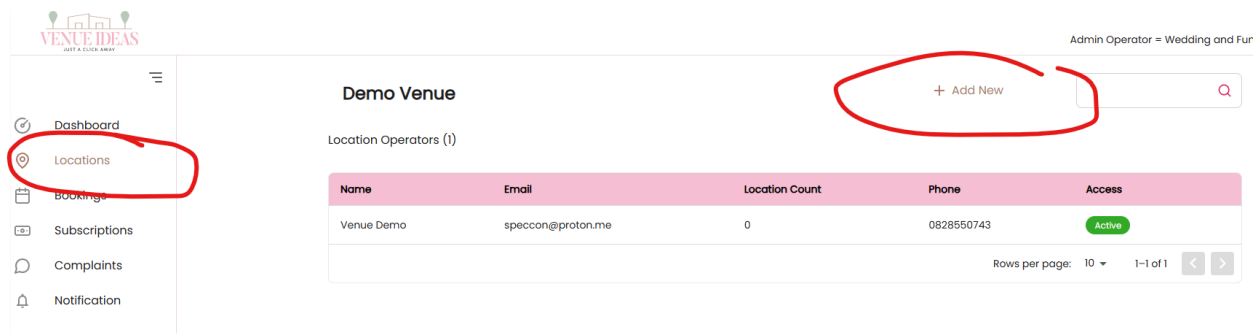
You will now see your profile for your “Admin operator”, and also what product you are registered for.

The screenshot shows the user dashboard for 'Venue Ideas'. The browser address bar displays 'https://app.venueideas.com/user/dashboard'. The user's profile is identified as 'Admin Operator = Wedding and Function Venues', which is circled in red. The dashboard includes a sidebar with navigation options: Dashboard, Locations, Bookings, Subscriptions, Complaints, and Notification. The main content area features a greeting 'Hello Venue Demo,' and three summary cards for 'Locations', 'Booking', and 'Reviews', each showing a count of 0. Below these cards are filters for 'Demo Venue' (set to 'All Operators') and 'All Locations'. A 'Locations' section contains a message: 'No operators and related locations available.' A legend at the bottom indicates 'Trial 0', 'Paid 0', and 'Unpaid 0'.

Step 8: Add a new location

Click on the “Locations” option on the left and then on “Add new”

When you start the location is zero, that means you are not yet visible to any user.



Admin Operator = Wedding and Fur

Demo Venue

Location Operators (1)

Name	Email	Location Count	Phone	Access
Venue Demo	speccoon@proton.me	0	0828550743	Active

Rows per page: 10 1-1 of 1

Step 9: Location Basic Information

Add the details for your location. A location is where you will be delivering your service.

Location name: This is your company name that the user or bride will see.

Description: This is the description the user or bride will see.

Contact details: if you have multiple branches and people managing each branch, then this must be a different person that will manage that location. If it is just you, click on “Self”. This will complete these block automatically.

Contact Details

Self

Email *

First Name *

Last Name *

Phone *

Social media links: The website is your unique URL that venue ideas give you. A user can view your services, photos, reviews and book you from this link


Click on “Save” when you have completed this basic information.


Step 10: View your location



You will now see your location says "1". Click on the name to go to the edit screen. The edit screen looks like this:

Locations

Search



Demo venue 

 No Data
No Review
\$0 - 0  0 - 0

Managed by **Venue Demo**

Inactive / null


Rows per page: 10 ▾ 1-1 of 1 < >


Step 11: Edit your location



Click on the pencil to finalize your profile.

Locations

Search



Demo venue 

 No Data
No Review
\$0 - 0  0 - 0

Managed by **Venue Demo**

Inactive / null

Rows per page: 10 ▾ 1-1 of 1 < >

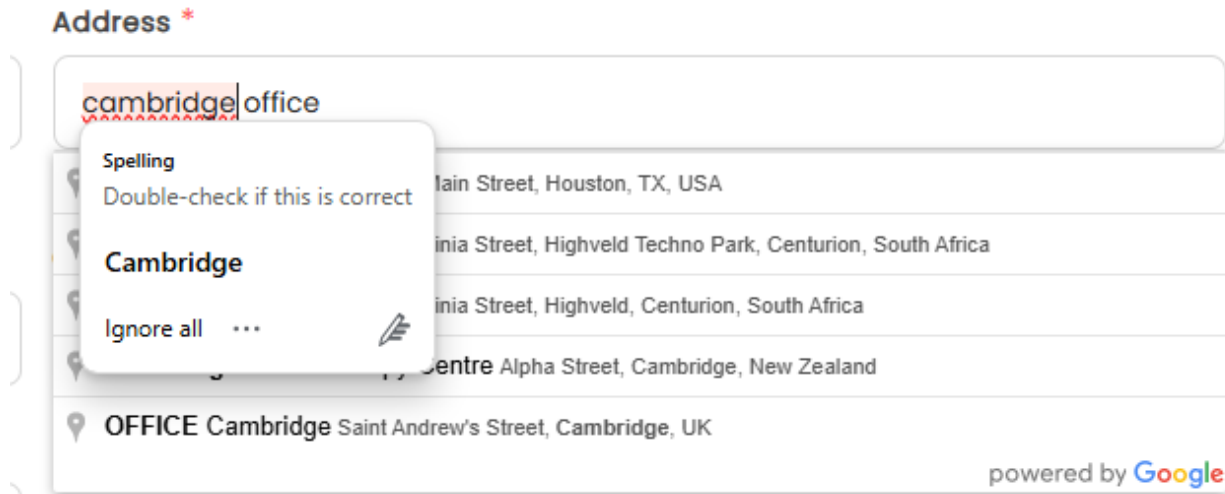
You will have to complete 4 sections:

1. Profile: Your basic information:
2. Included in this package: What services do you have and upload photos
3. Packages: What packages you have and what services are in each
4. Available times: When do you offer your services and when can customers book you

Step 12: Complete your profile

Some of this information would have pulled through from the previous screen.

Address: This must be selected from a list, so that we make sure it is accurate. The town, City and province will automatically be populated based on your address. We use a google interface for this.



Featured photos: here you can upload your best photos for your page. All photos must be approved by our admin team to ensure they are correct. We don't accept google photos and must be your actual photos. You must at least have one photo, otherwise you cannot move to the next page.

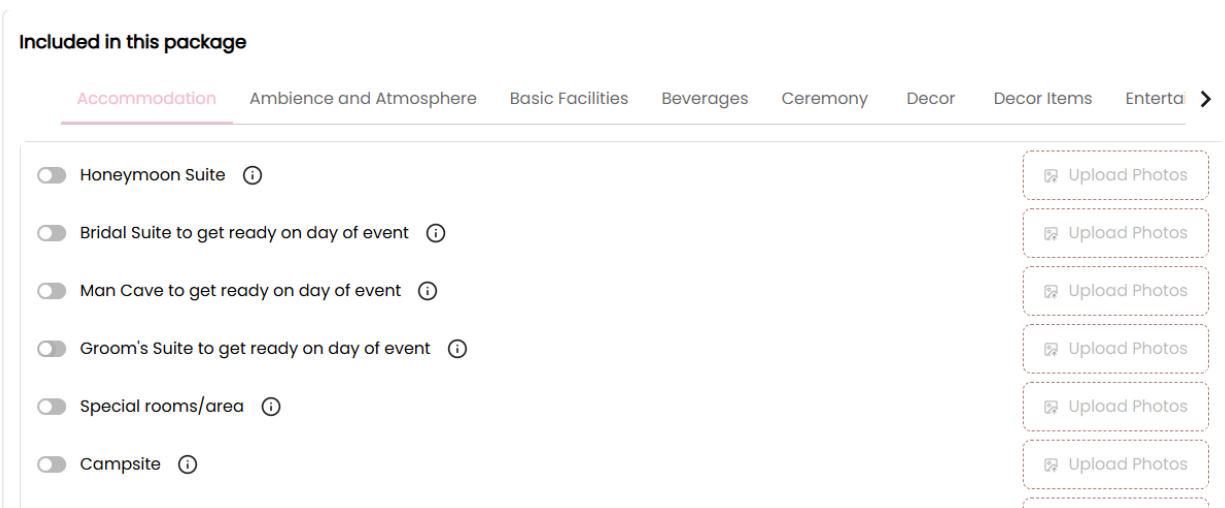
The featured photos can be only landscape and have no logos on them.

When done, click on "Next"

Step 13: Choose your services

Select what services you have and upload photos

You will see different groups and services under each. Each product will be different. You can also request that we add more, if we have missed something.





You need to go through all of these and tick which ones you have, and upload photos if that is required.

These are all the search criteria a user can search on when using the site. The ones with photos are only available once the photos are approved.


The user will view it like follows:


When searching:







Location

Search by City 

Search by Town 


Budget 

Guest 


Capacity


Min Max


Availability by date





Select services you would like to include for your budget

Accommodation 

Ambience and Atmosphere 

Basic Facilities 

Beverages 

Accommodation 

- Honeymoon Suite
- Bridal Suite to get ready on day of event
- Man Cave to get ready on day of event
- Groom's Suite to get ready on day of event
- Special rooms/area
- Campsite
- Glamping tents
- Rondavels
- Guesthouse on site
- Hotel rooms
- En-suite bedroom
- Bedroom only
- Family room
- Cottage
- Chalet
- Dormitories
- Lodge
- Other
- Cabin

When they visit your page, they can click on a service and see the applicable photos

Get yourself a coffee and cuddle up on the couch. I appreciate your interest in my wedding packages! I'm Maryke, a small-town girl who adores capturing love stories like yours. As a proud mom to my African grey and very energetic Yorkie, and happily married myself, I truly understand how special your wedding day is. I often get happy tears while behind the camera, soaking in all the beautiful moments. I believe that everyone deserves stunning photos that reflect their unique love, which is why I offer affordable packages designed to fit your needs. You are a priceless masterpiece, fearfully and wonderfully made, and I can't wait to help you capture the magic of your day! Let's create some unforgettable memories together!

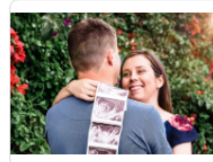
Package 1 (The Crush (3hrs))

R4500

INCLUDED IN THIS PACKAGE

- Photography
- Second Shooter

Photography



Package 2 (The Lover (5hrs))

R6000

INCLUDED IN THIS PACKAGE

- Photography
- Second Shooter

Click on next when done.

Step 14: Create packages

Click on "Add new"

Packages

+ ADD NEW

Name	Included in this package	Price	Action
You have not created any packages yet. Create a new package.			

Add a name for your package, price, number of guests, and click what services are included in each.

Add Package ×

Package Name Package Price

Minimum Guest Maximum Guest

Select services you would like to include for your budget

Accommodation **Ambience and Atmosphere** Basic Facilities Beverages Ceremony Decor Decor Items >

Ambience and Atmosphere

Bohemian Cozy

CREATE PACKAGE

Click "Create package" when done.

When done with packages, click next

Step 15: Add you available times

Date range: Select for which dates should the times be applicable.

Business Hours

Select Date Range

Start Date	End Date
01/24/2025	12/24/2030

Select days: These are the dates when you are available for bookings. You must click on each day and load your times, and also what packages are applicable to each time slot.

Select days

MON TUE WED THU FRI SAT SUN

Select time range

Start Time	End Time
08:00	09:00

Select package*	Base Price (Rand)	Changed Price
Standard	1000	1000

+ Add Package

You can have multiple slots per day, and different packages for each.

Select your closed dates: This is dates where you are closed and customers cannot book your services. Like holidays.

Special Days: These are special dates where you might want different package prices. For example on christmas day, you might ask a bit more. You need to select the date, the times, the packages, and then add a new price for that package. That is then applicable for that special date.

Special Days

Select date*
01/31/2025

Set time range
Start Time: 08:00 - End Time: 09:00 + Add Package

Select package: Standard
Package base price: 1000
Changed Price: 2000

+ Add Available times

Click next when done

Step 16: Review your final profile

Click on location again, and edit it again, so that you can view your unique profile link

Website Link

<https://user.venueideas.com/demo-venue/demo-venue>

Copy and paste this URL, and see how the user will see it, and make sure it is all correct.



< Demo venue



Overview

Package

Available Dates & Times

Gallery

Ratings and Reviews

Demo venue

Highveld, Centurion, Gauteng

No Review

1-100

Manager Details

Venue Demo [0828550743](tel:0828550743)

Step 17: Post on Trouidees

Please let the Trouidees know that you are done, so that we can post your link on our facebook post to showcase you as a new supplier.