

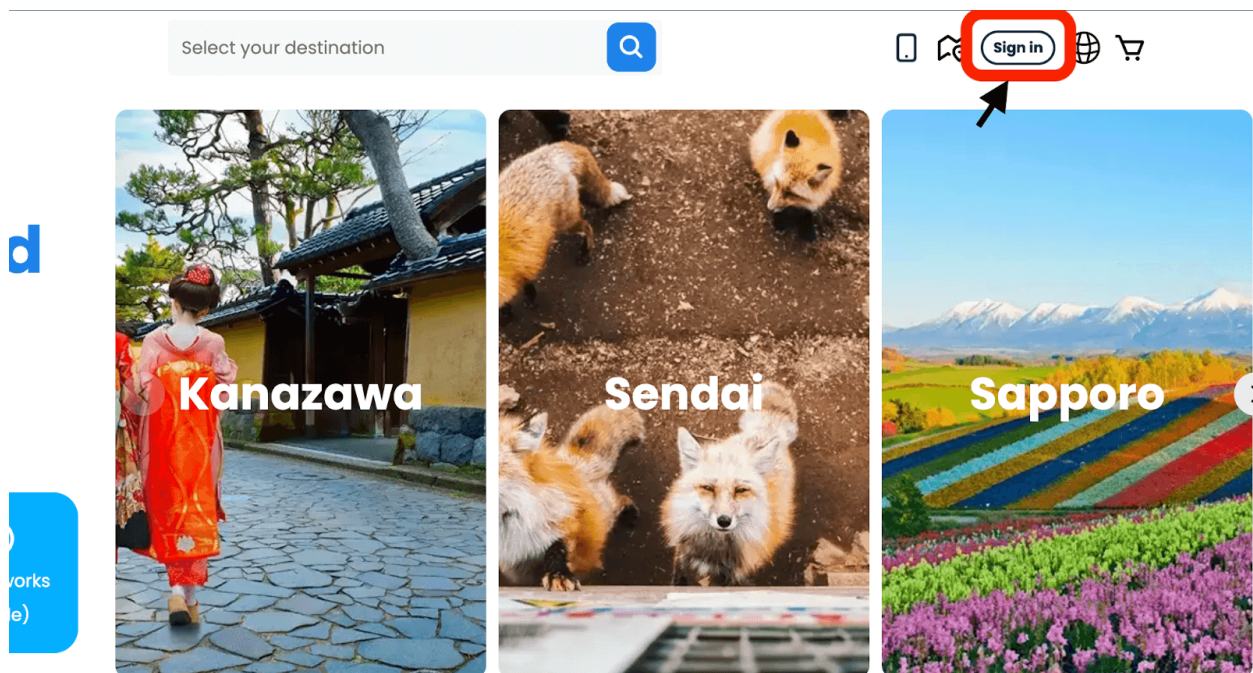
HOW TO OPEN AN ACCOUNT

First time users

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Step 1: Home page



Click on the “Sign in” button on the upper right side of the screen.

Step 2: Register your account

The image shows a mobile app registration screen for 'dekitabi'. The screen is titled 'Sign up' and includes a toggle for 'I am a guide', an email field, password and confirm password fields, a 'Continue' button, and social media login options for Facebook, Google, and Apple. Six yellow numbered boxes (1-6) are overlaid on the form to indicate the registration steps: 1. 'I am a guide' toggle, 2. Email field, 3. Password field, 4. Confirm password field, 5. Continue button, and 6. Social media login buttons.

1. Activate the button “I am guide”.
2. Type your email.
3. Type your password.
4. Confirm your password.
5. Click on “Continue”.
6. You can also sign up with your Facebook, Google or Apple account.

Step 3: Fill in your details

The screenshot shows a registration form with the following elements:

- 1** First name: Sample; Last name: Example
- 2** Select the area(s) you can guide: Osaka Prefecture, Kyoto, Nara Prefecture
- 3** Add the languages you can guide with: English, 日本語
- 4** Max number of people per tour: 6
- 5** Select the period that you would like to guide (Half-day, full-day or both). Fill in your desired rate* (Japanese Yen).
*Any extra charge will be negotiated directly with the traveler.
Selected: Half-day (¥ 15000), Full-day (¥ 30000)
- 6** Sign up button

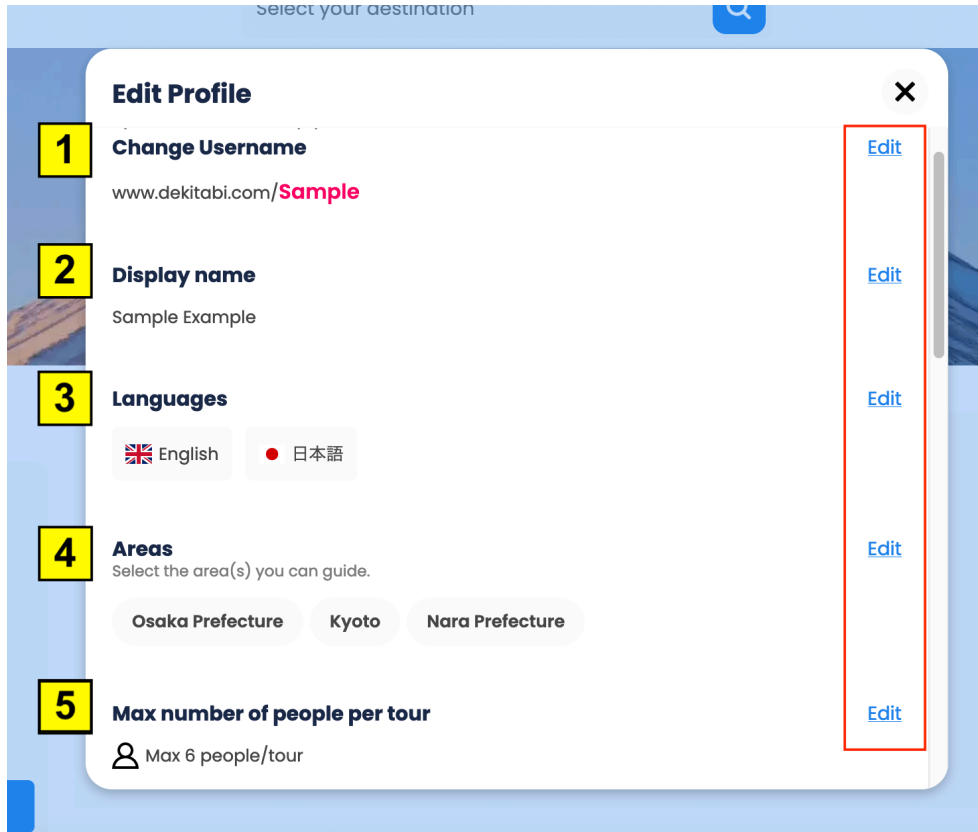
1. Type in (romaji alphabet) your First name and Last name.
2. Select all the areas where you can guide.
3. Select all the languages that you can guide with.
4. Select the max number of people per tour.
5. Select and set “Half day” and/or “Full day” guide fees.
6. Click on “Sign up”.

Step 4: Customize your profile

- The profile picture of the Guide's account must be of a single person. No pictures of a group of guides, companies, logos, etc are allowed. The Guide can upload photos of the team or group of guides in the photo gallery.
- The Guide's account name must be of an individual person. It can be the name of the team leader or one of the guides.
- It is not allowed to mention the name of a company or website in the Guide's profile description, photo gallery or messages to clients.
- In the Guide's profile, it is necessary to specify that there are several guides using the account. The names of the guides and the area the guides will be guiding should be mentioned in the Guide's profile.
- When a Guide answers a Traveler's inquiry, the Guide should mention the name of the Guide who will be guiding the tour. Preferably the Guide who will guide the tour should be the one in contact with the Traveler.

The screenshot shows the dekitabi website interface. At the top left is the dekitabi logo. To its right is a search bar with the text "Select your destination" and a magnifying glass icon. Below the search bar is a large banner image of a snowy mountain peak. On the left side of the banner is a circular profile picture placeholder with the letter "d." and a blue "Upload image" link below it. Below the banner is a "Sample Example" profile card. This card displays: "Sample Example", "★ 0 (0)", "Joined 04/2024", "English" with a flag icon, "日本語" with a red dot, "Max 6 people/tour" with a person icon, and two price points: "¥15,000" and "¥30,000" with sun icons. A blue "Edit Profile" button with a pencil icon is highlighted with a red box and a mouse cursor points to it. To the right of the profile card is a large white area with a plus sign and the text "Click here to upload photos". Below this is the text "Photo upload(s) until limit: 20" and "Photos you have: 0". Below the profile card is the section "Areas I can guide" with three buttons: "Osaka Prefecture", "Kyoto", and "Nara Prefecture".

Click on the “Edit profile” blue button.



1. In “Change username”, click on “Edit” to customize the name of your web page.
2. In “Display name”, click on “Edit” to change the name displayed on your profile.
3. In “Languages”, click on “Edit” if you want to change the languages you can guide with.
4. In “Areas”, click on “Edit” if you want to change the areas where you can guide.
5. In “Max number of people per tour”, click on “Edit” if you want to change the max number of people.



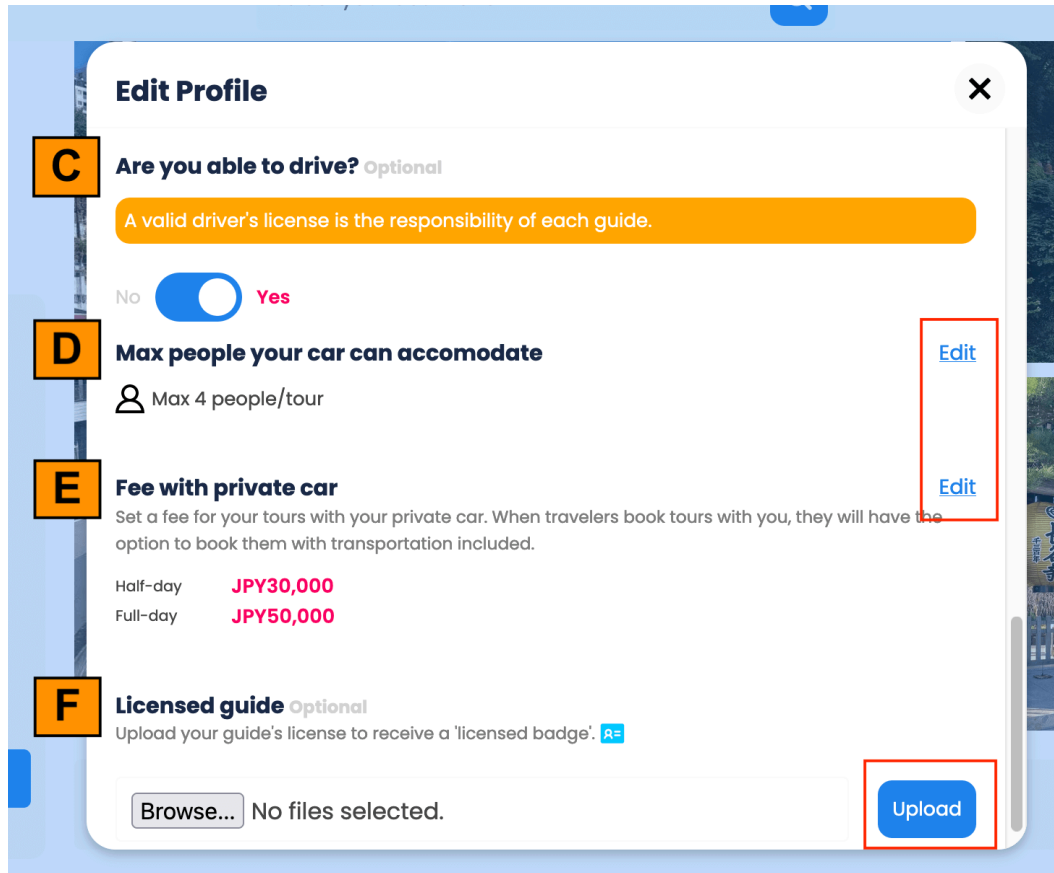
6. In “Guide fee”, click on “Guide fee” if you want to change your guide fee.

7. In “Description”, write an introduction about yourself to let the travelers know more about you.

Optional:

A. Add your “Contact details” where the travelers can reach you.

B. Add your “Social Media” account names where the travelers can reach you.



Optional:

- C. Select “Yes” if you want to display on your profile a “Can drive” yellow badge. (Options D and E will only show if you are able to drive and AFTER you upload your license and it is verified by dekitabi. Only licensed guides can use their private car to guide tourists)
- D. Select the max number of people that your car can seat.
- E. Add the guide fee with a car.
- F. Upload your “Guide license” to get a “Licensed” blue badge.

Step 5: Profile complete

1. Click on “Profile image” to change the photo of your profile. Travelers are more likely to check your profile if you display an image.
2. Your profile name.
3. Badges: Reviews by travelers (pink star), Stripe verified (green badge), Licensed guide (blue badge), Can drive (yellow badge).
4. Date you joined dekitabi.
5. Languages you can guide with.
6. *Optional*: Max number of people in a tour / in a private car.
7. Half day / Full day guide fee.
8. *Optional*: If a private car is available.

