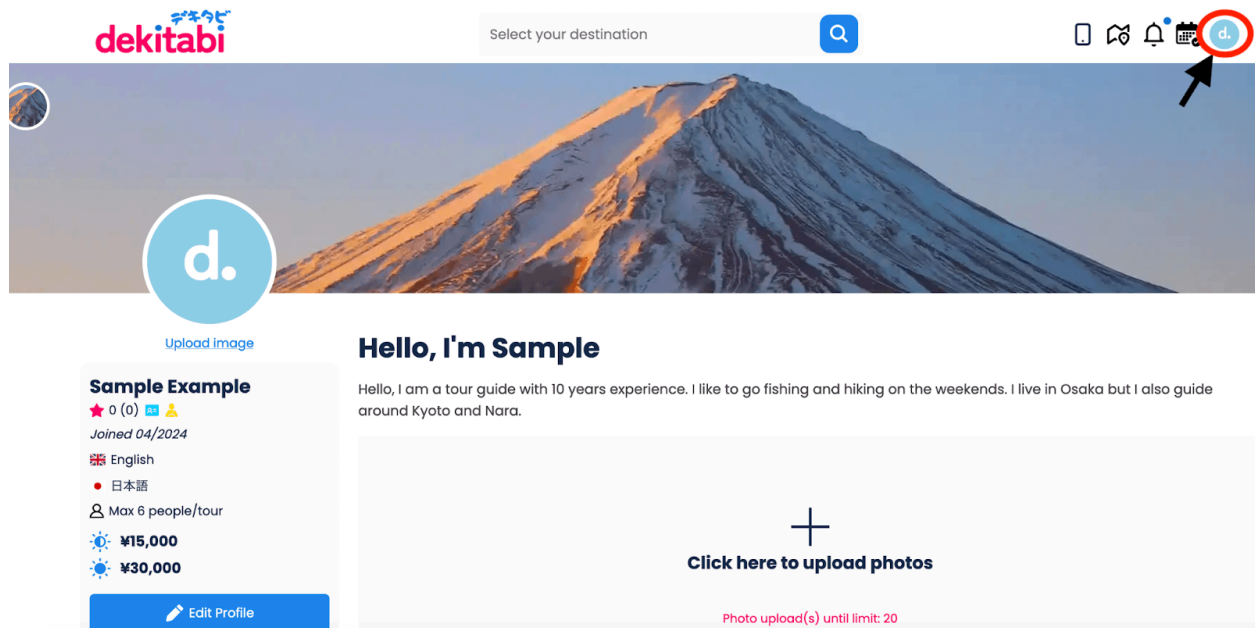


HOW TO CUSTOMIZE YOUR PROFILE

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Step 1: Home page



Click on the circle icon on the top right corner.

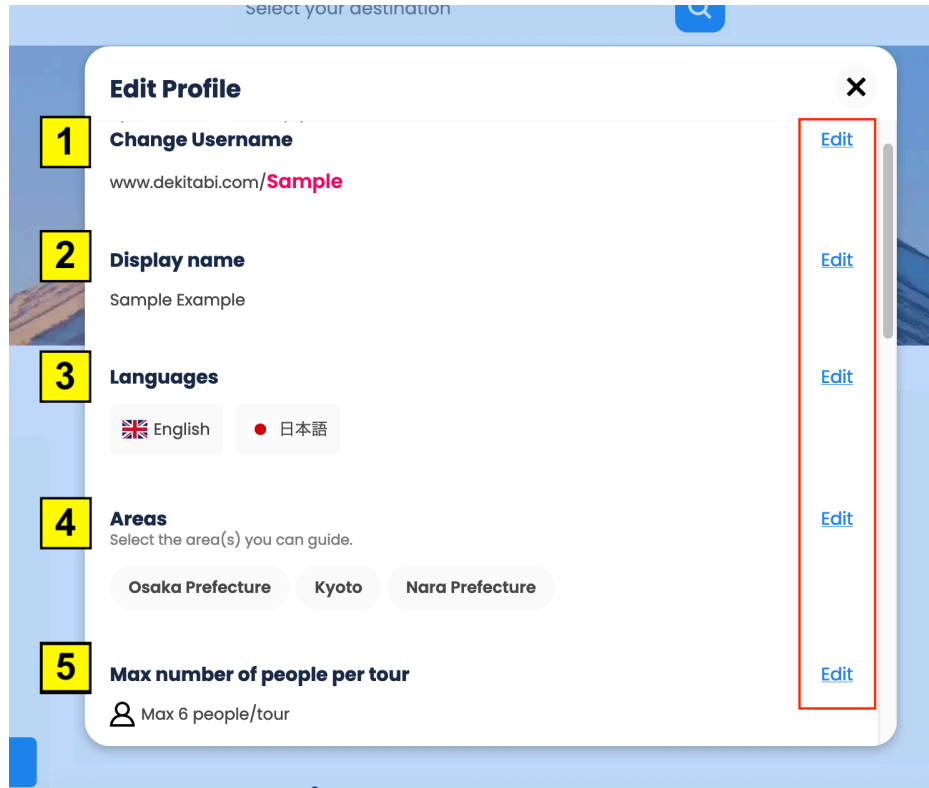
Step 2: Customize your profile

Profile creation guidelines

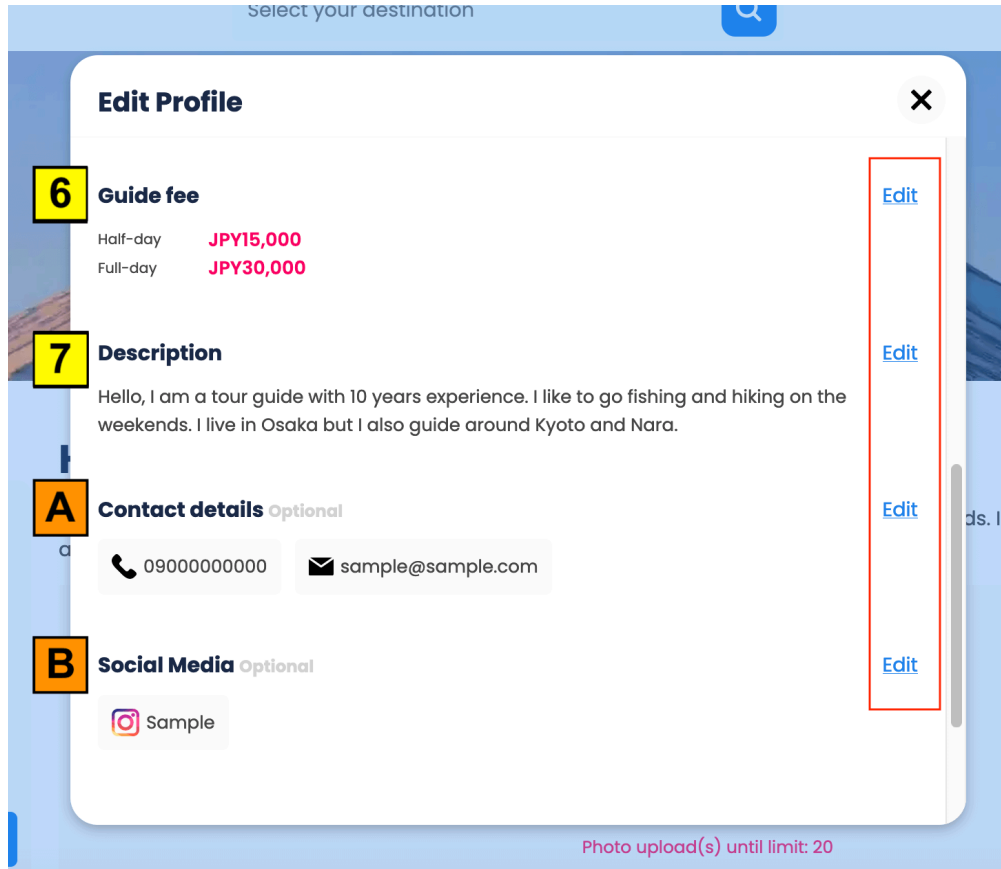
1. The profile picture of the Guide's account must be of a single person. No pictures of a group of guides, companies, logos, etc are allowed. The Guide can upload photos of the team or group of guides in the photo gallery.
2. The Guide's account name must be of an individual person. It can be the name of the team leader or one of the guides.
3. 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.
4. 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.
5. 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 profile page. 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 logo is a circular profile picture placeholder with the letter "d." and the text "Upload image" underneath. To the right of the profile picture is a large banner image of a snow-capped mountain. Below the profile picture is a "Sample Example" box containing the following information: a star icon with "0 (0)", the text "Joined 04/2024", a flag icon for "English", a red dot next to "日本語", a person icon with "Max 6 people/tour", a sun icon with "¥15,000", and another sun icon with "¥30,000". Below this box is a blue button with a pencil icon and the text "Edit Profile", which is highlighted with a red rectangular box and has a black mouse cursor pointing at it. To the right of the profile information 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". At the bottom of the page 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. Upload your “Guide license” to get a “Licensed” blue badge.
- B. Add your “Contact details” where the travelers can reach you.

Edit Profile [Close]

C **Are you able to drive?** *Optional*
 A valid driver's license is the responsibility of each guide.
 No Yes

D **Max people your car can accommodate** [Edit](#)
 Max 4 people/tour

E **Fee with private car** [Edit](#)
 Set a fee for your tours with your private car. When travelers book tours with you, they will have the option to book them with transportation included.
 Half-day **JPY30,000**
 Full-day **JPY50,000**

F **Licensed guide** *Optional*
 Upload your guide's license to receive a 'licensed badge'. [R=](#)
 Browse... No files selected. [Upload](#)

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 3: 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. Max number of people in a tour /
Optional: Max number of people in a private car.
7. Half day / Full day guide fee.
8. *Optional:* If a private car is available.

1 Upload image

Yamada Taro 2

★ 0 (0) 3

Joined 09/2023 4

🇬🇧 English

🇨🇳 简体中文 5

● 日本語

🇨🇳 繁體中文(香港)

👤 Max 10 people/tour (🚗 4) 6

☀️ ¥20,000 7

☀️ ¥45,000

🚗 Private car available 8

[Edit Profile](#)

🕒 average reply time: 2 minutes