![studentpad logo]

Guides for Providers Registering with Studentpad

How to add your property

Add your property

It is easy and straight forward to add your property. In order t
easy as possible, it is a good idea to have access to the latest photos, floor plans and safety certificates for your property.

Once you've registered, you'll see a screen offering you the chance to manually create your first property, to do so simply follow the prompts on the screen.

Tip - Want to add your property later? The easiest way to do that is, when you log back into Studentpad, click on the logo at the top left of the screen, this will take you to your dashboard, from here, simply continue where you left off and follow the on-screen guidance:

Tip – Want to add another property? Select add a *new property* from your dashboard.
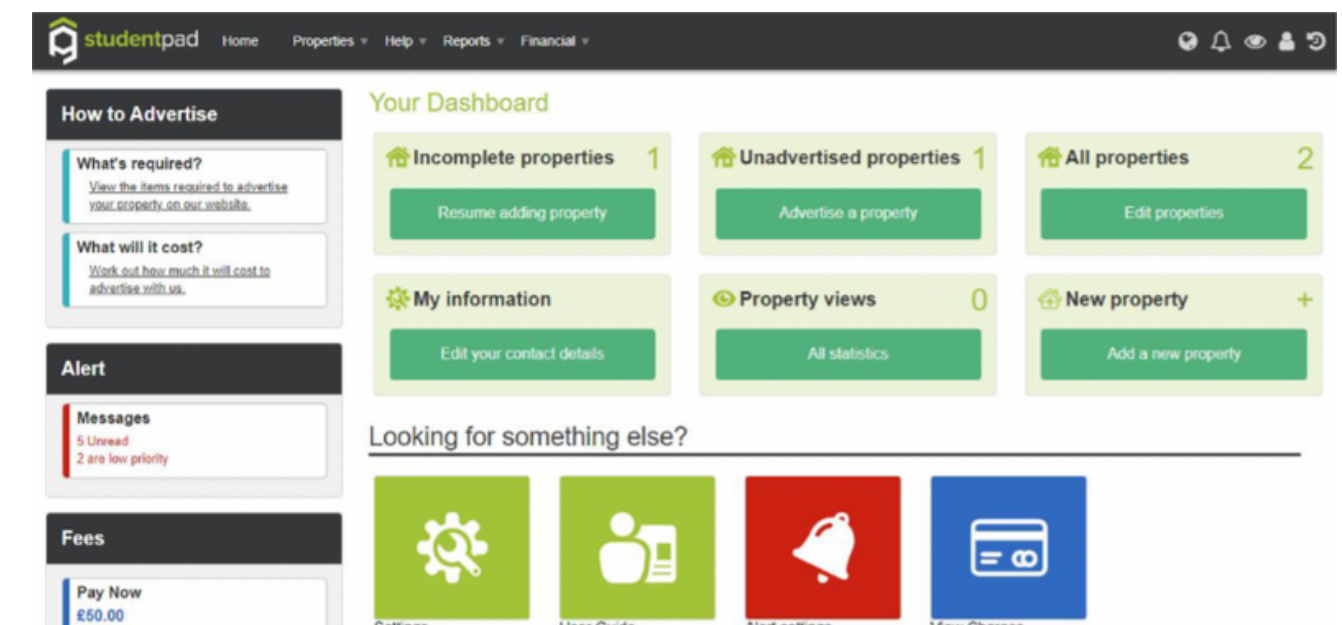
Adding Your Property

Enter your postcode and then select the address of the property.

Select **Next** button.

In the section that appears next, select all of the options that apply to your property, add number of bedrooms, and complete the property description.

Auto save - As you fill in details of your property, those details will be automatically saved as you go. You will see a green tick to show it has saved.

Top Tip

The property description is a great place to promote why a student should choose your property over others. You can also include any special offers in there.

Facilities

In this section, select the facilities your property provides, it is important to be exact to ensure you promote your property fully to students

The **sustainable living section** helps students see what is available in your property, it's a great idea to keep this section up to date.

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If you choose "Save for Later" you can come back and finish creating your property later by going to your dashboard and clicking on the "Resume adding property"
link shown in the screenshot below
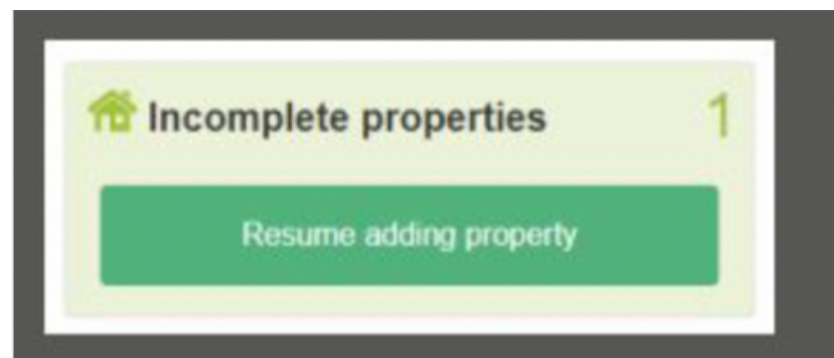
Photos & Floorplan

You will now progress to a section of the form that allows you to upload photos of your property and edit them as you wish.

You can drag and drop the photo to the top left corner to ensure the most appealing photo showcases the property
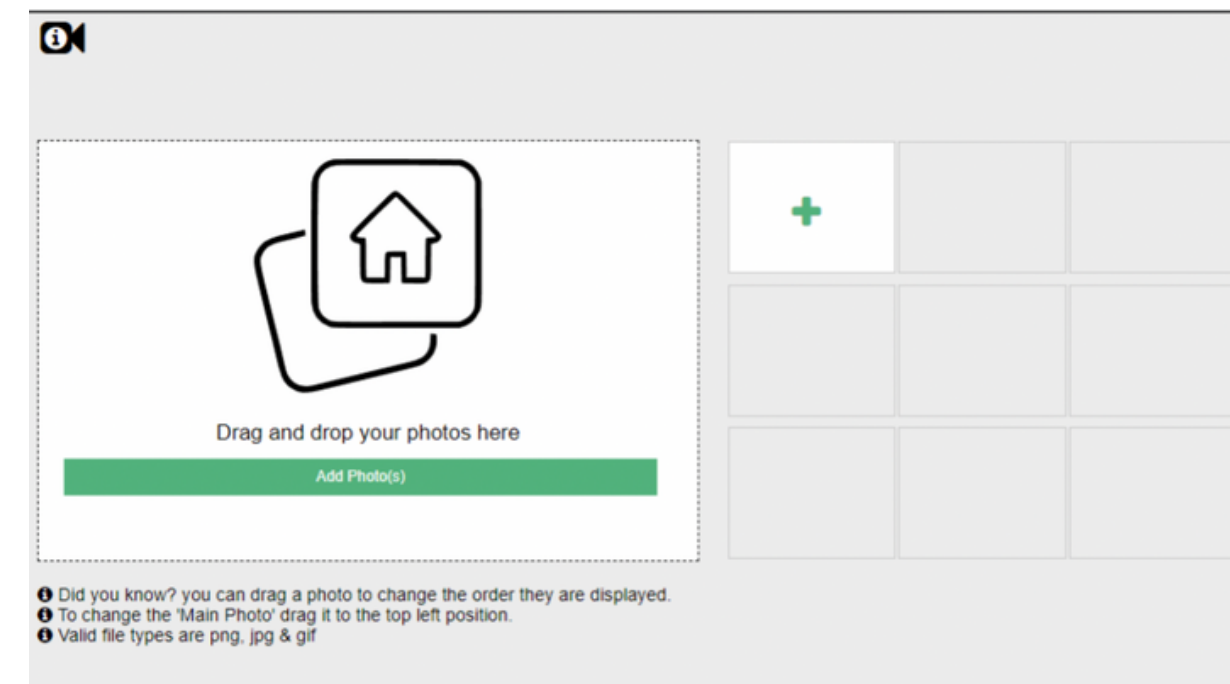
Top Tip

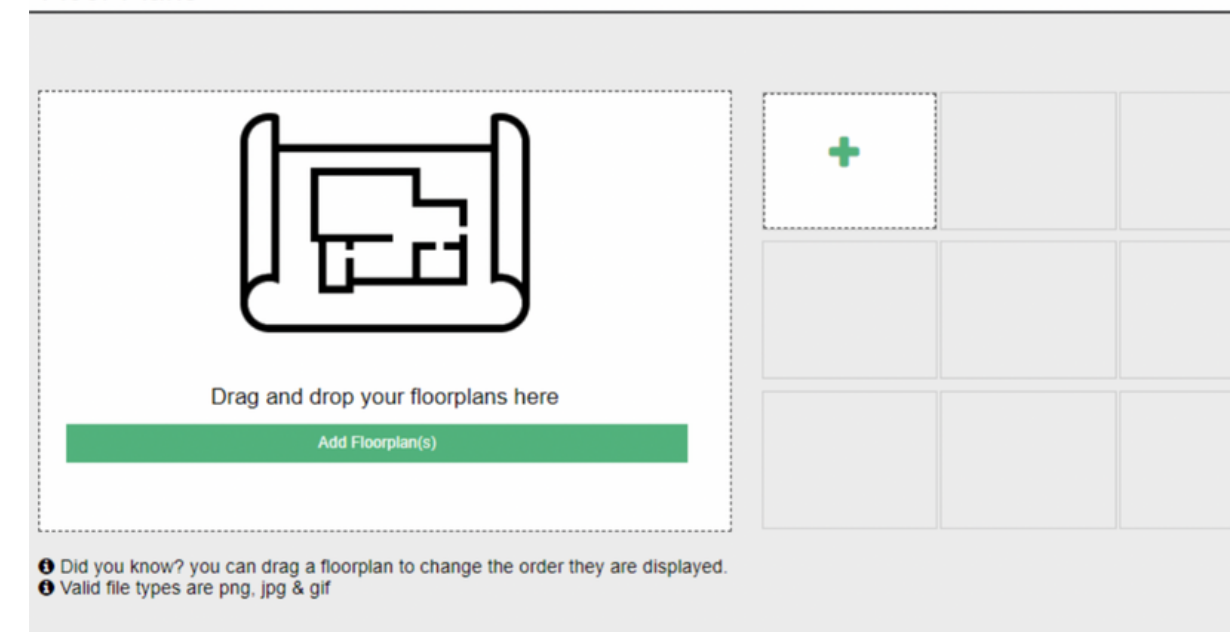Where possible you should upload images in landscape orientation for the best viewing results.
If you upload photos in portrait orientation an amber warning triangle will appear over your image to make you aware of this.
If you upload images that are low resolution, a red warning triangle will appear over the relevant photo to make you aware.

Valid file types are png, jpg & gif.

Drag and drop your photos here

Add Photo(s)

❶ Did you know? you can drag a photo to change the order they are displayed.
❶ To change the 'Main Photo' drag it to the top left position.
❶ Valid file types are png, jpg & gif

Floor Plans

Drag and drop your floorplans here

Add Floorplan(s)

❶ Did you know? you can drag a floorplan to change the order they are displayed.
❶ Valid file types are png, jpg & gif

Video Tour

Clicking the *"Next"* button will take you to a section where you can add a link from a supported video hosting site such as youtube.com or a site that allows users to interactively "tour" your property like matterport.com

Top Tip

View the video if you need more help The next step is to Advertise your property, *you must complete this step* I order to advertise your property on Studentpad.
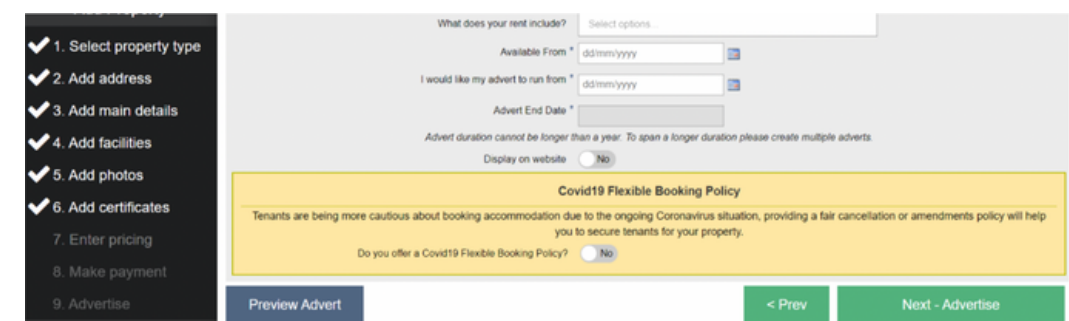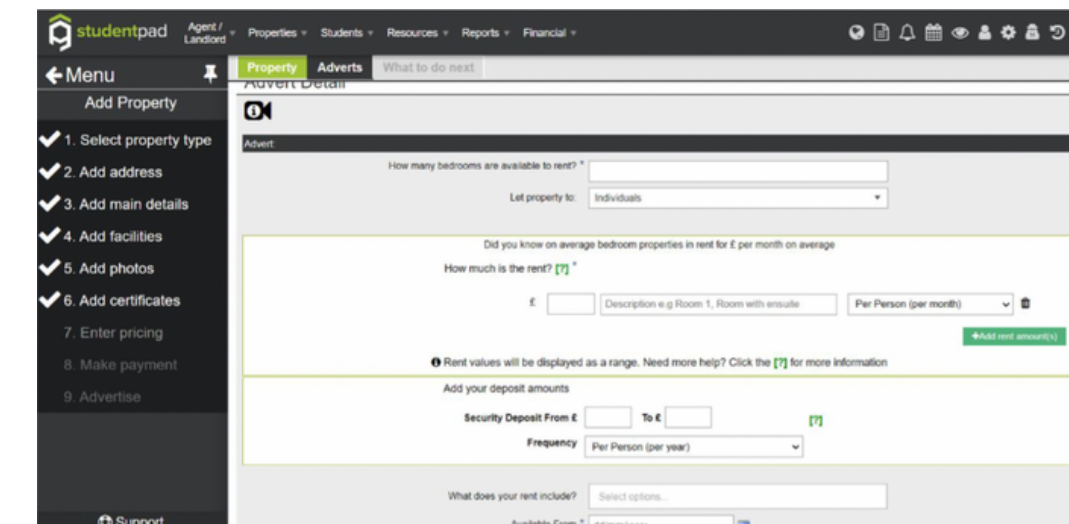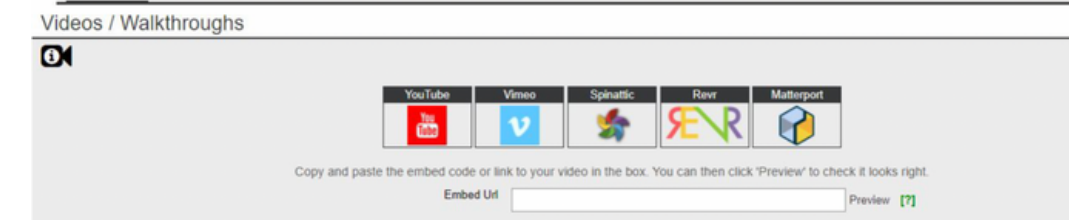
Adding Your Advert

The advert page allows you to create the property advert, including:
- the number of bedrooms that are available to rent in your property
- the price(s) to rent your accommodation/rooms
- any utilities included in your rent
- When the accommodation is available
- and when you want your advert to start.

Approvals Required

Any new properties/adverts added require the Student Support Hub staff to approve in addition to any edits made on either. This is usually done within 1-2 days but may take longer during busy periods.

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THANKS FOR YOUR TIME!

The UK's #1 Off-Campus Student Accommodation Website!