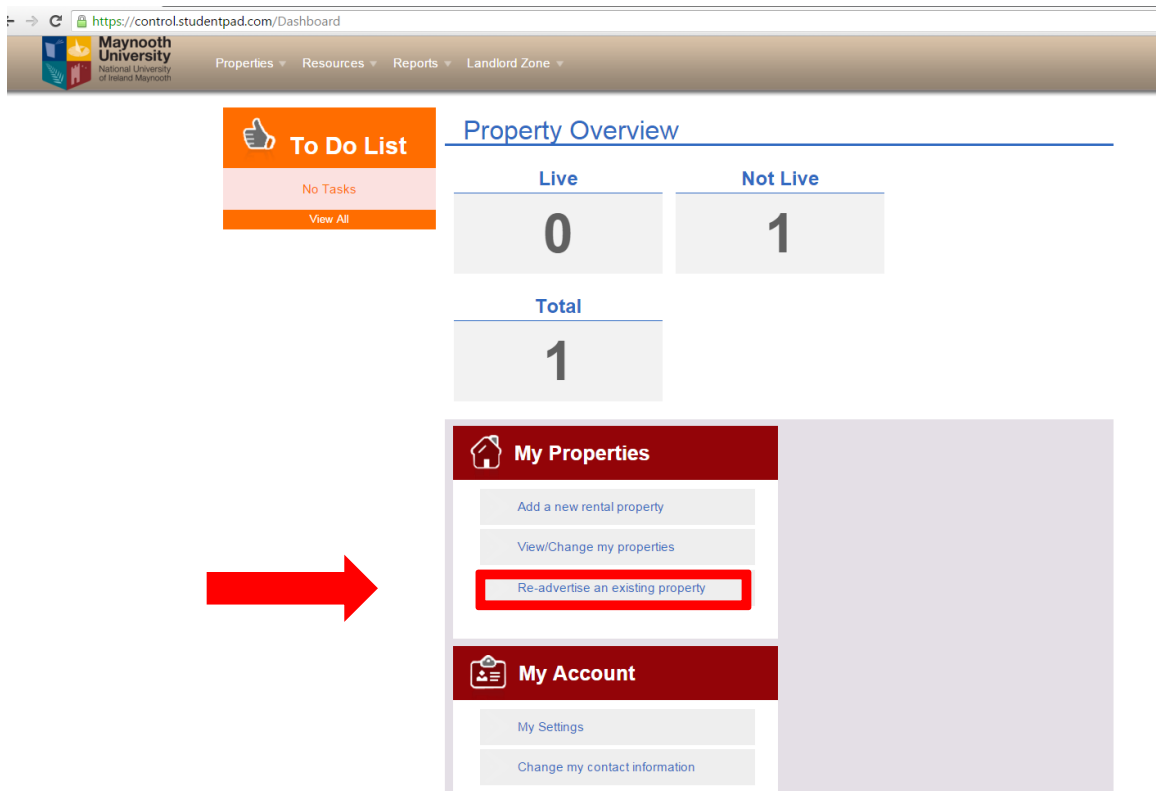


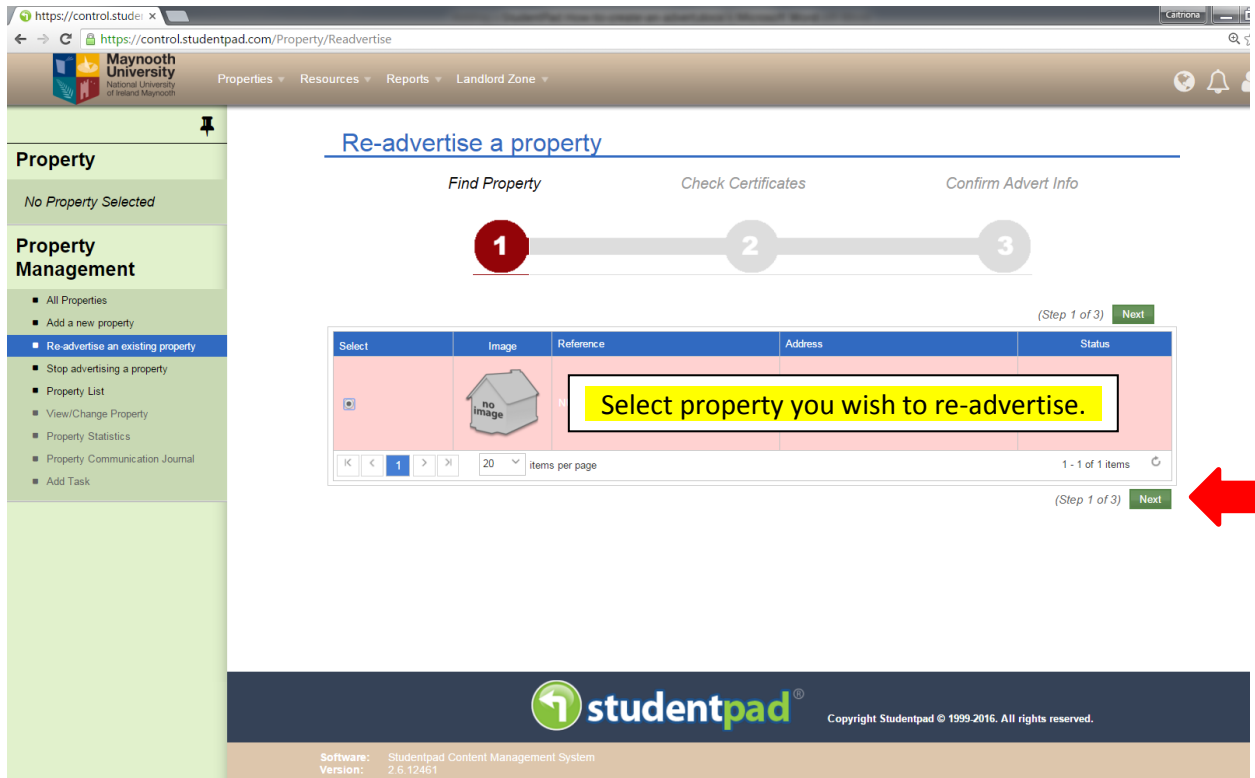
Adding an advert for your property on Maynooth StudentPad

1. Log into your account via the StudentPad website (<https://control.studentpad.com/>) and select the option to *Re-advertise an existing property* under *My Properties* on your dashboard.



The screenshot shows the Maynooth StudentPad dashboard. The top navigation bar includes 'Properties', 'Resources', 'Reports', and 'Landlord Zone'. On the left, there is a 'To Do List' widget with 'No Tasks' and a 'View All' button. The main content area is titled 'Property Overview' and displays statistics for 'Live' (0) and 'Not Live' (1) properties, with a 'Total' of 1. Below this is the 'My Properties' section, which contains buttons for 'Add a new rental property', 'View/Change my properties', and 'Re-advertise an existing property'. The 'Re-advertise an existing property' button is highlighted with a red box and a red arrow. Below the 'My Properties' section is the 'My Account' section with buttons for 'My Settings' and 'Change my contact information'.

2. Select the property which you wish to re-advertise and select next.



The screenshot shows the 'Re-advertise a property' page. The page title is 'Re-advertise a property' and it has a progress bar with three steps: '1 Find Property', '2 Check Certificates', and '3 Confirm Advert Info'. The first step is active. Below the progress bar is a table with columns: 'Select', 'Image', 'Reference', 'Address', and 'Status'. The table contains one row with a 'no image' icon and a yellow text box that says 'Select property you wish to re-advertise.'. Below the table is a pagination control showing '1 - 1 of 1 items' and a 'Next' button. A red arrow points to the 'Next' button. The footer of the page includes the 'studentpad' logo, 'Copyright Studentpad © 1999-2016. All rights reserved.', and software version information: 'Software: Studentpad Content Management System', 'Version: 2.0.12461'.

3. Confirm BER certificate information and select next.

The screenshot shows the 'Re-advertise a property' page in the Studentpad system. The progress bar at the top indicates three steps: 'Find Property', 'Check Certificates', and 'Confirm Advert Info'. Step 2, 'Check Certificates', is currently active. The 'Certification' form includes the following fields:

- BER Rating: C1
- BER Reference: [?]
- BER Expires: 01/01/2018
- Tenancy Agreement: None

A 'Next' button is highlighted with a red box and a red arrow, indicating the next step in the process.

4. Complete details of new advert and select finish when all the correct details are entered.

The screenshot shows the 'Re-advertise a property' page in the Studentpad system. The progress bar at the top indicates three steps: 'Find Property', 'Check Certificates', and 'Confirm Advert Info'. Step 3, 'Confirm Advert Info', is currently active. The 'Advert Detail' form includes the following fields:

- How many rooms are available to rent? * 1
- Room Type(s) double
- Do you offer a price per person? Week€ 100.00, Month€ []
- Do you offer a price per room? Week€ [], Month€ []
- Let property to: Individuals
- Whole property rent: Week€ [], Month€ []

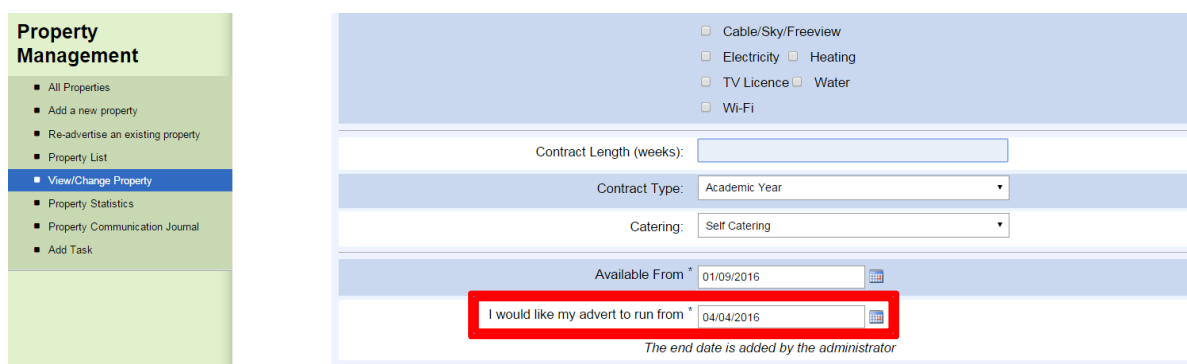
A 'Finish' button is highlighted with a red box and a red arrow, indicating the final step in the process.

If you have different types of rooms or rooms that have a different rental price they should be advertised in a separate advert. To do this click on the re-advertise property option on your dashboard and repeat steps 2-4.

Advertising to different cohorts of students

Advertising to continuing and/or international students:

To advertise to current and/or international students for the coming academic year please set your advert to run from **04/04/2016** (or any date after that).



Property Management

- All Properties
- Add a new property
- Re-advertise an existing property
- Property List
- View/Change Property**
- Property Statistics
- Property Communication Journal
- Add Task

Cable/Sky/Freeview
 Electricity Heating
 TV Licence Water
 Wi-Fi

Contract Length (weeks):

Contract Type: Academic Year

Catering: Self Catering

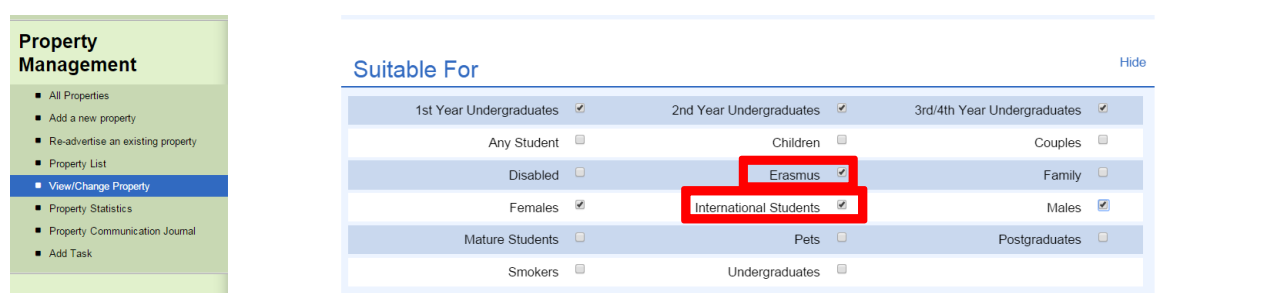
Available From * 01/09/2016

I would like my advert to run from * 04/04/2016

The end date is added by the administrator

Advertising to International Students

Please note to advertise to international students you will need to offer 7 day accommodation and you will need to select both Erasmus and International Students under the 'Suitable for' section of your property profile.



Property Management

- All Properties
- Add a new property
- Re-advertise an existing property
- Property List
- View/Change Property**
- Property Statistics
- Property Communication Journal
- Add Task

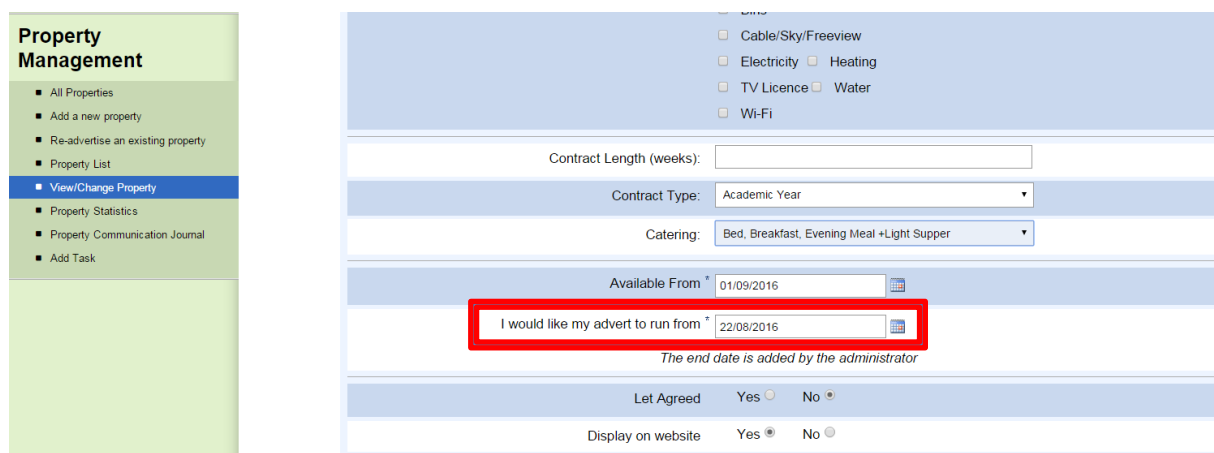
Suitable For Hide

1st Year Undergraduates <input checked="" type="checkbox"/>	2nd Year Undergraduates <input checked="" type="checkbox"/>	3rd/4th Year Undergraduates <input checked="" type="checkbox"/>
Any Student <input type="checkbox"/>	Children <input type="checkbox"/>	Couples <input type="checkbox"/>
Disabled <input type="checkbox"/>	Erasmus <input checked="" type="checkbox"/>	Family <input type="checkbox"/>
Females <input checked="" type="checkbox"/>	International Students <input checked="" type="checkbox"/>	Males <input checked="" type="checkbox"/>
Mature Students <input type="checkbox"/>	Pets <input type="checkbox"/>	Postgraduates <input type="checkbox"/>
Smokers <input type="checkbox"/>	Undergraduates <input type="checkbox"/>	

It is recommended that you upload at least three photos of the room/property if you intend to advertise to international students.

To advertise to incoming first year students:

To advertise to first year students please set your advert to run from **22/08/2016** (or any date after that). As all students will have access to the website during the months of August and September you may also be contacted by continuing students during this period.



Property Management

- All Properties
- Add a new property
- Re-advertise an existing property
- Property List
- View/Change Property**
- Property Statistics
- Property Communication Journal
- Add Task

Cable/Sky/Freeview
 Electricity Heating
 TV Licence Water
 Wi-Fi

Contract Length (weeks):

Contract Type: Academic Year

Catering: Bed, Breakfast, Evening Meal +Light Supper

Available From * 01/09/2016

I would like my advert to run from * 22/08/2016

The end date is added by the administrator

Let Agreed Yes No

Display on website Yes No