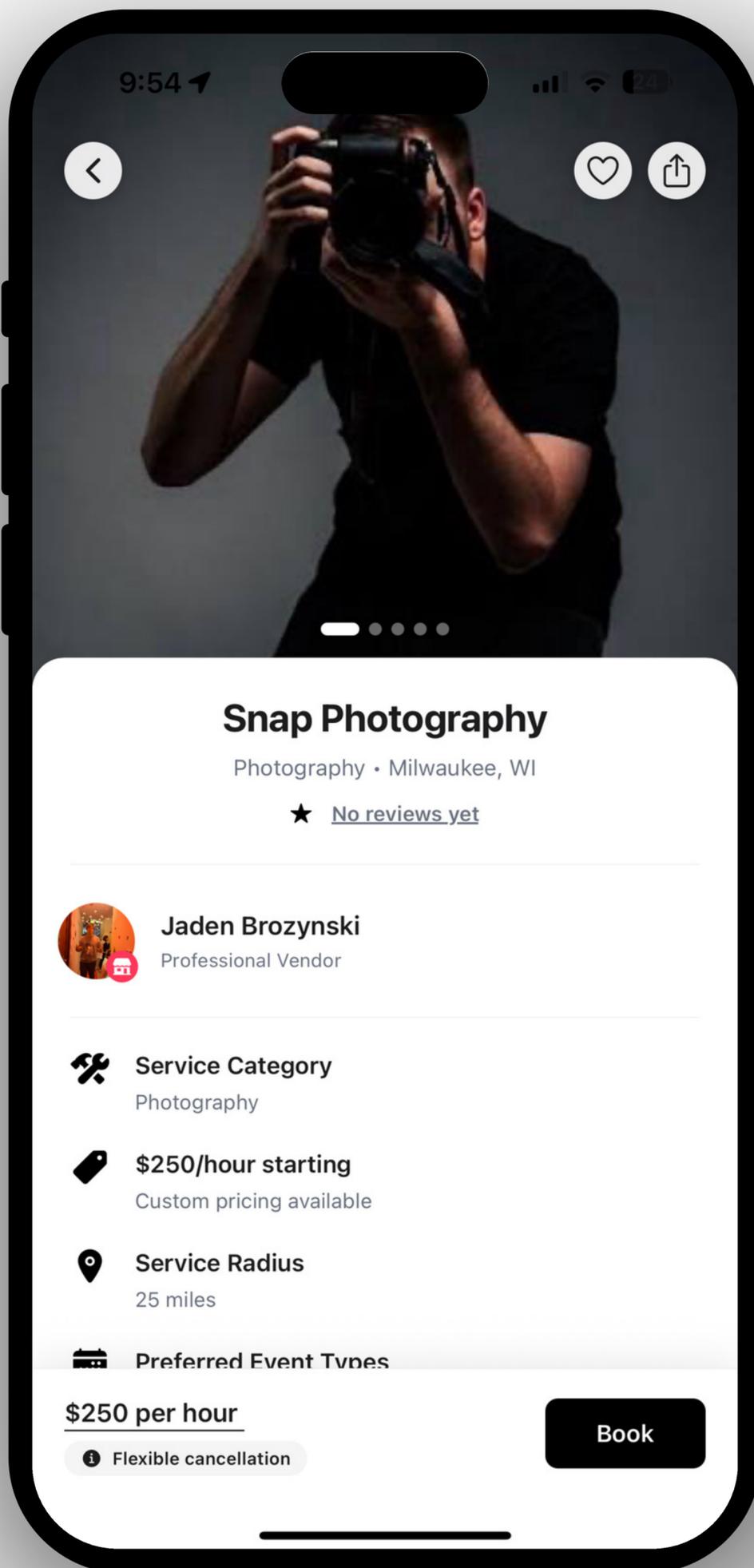




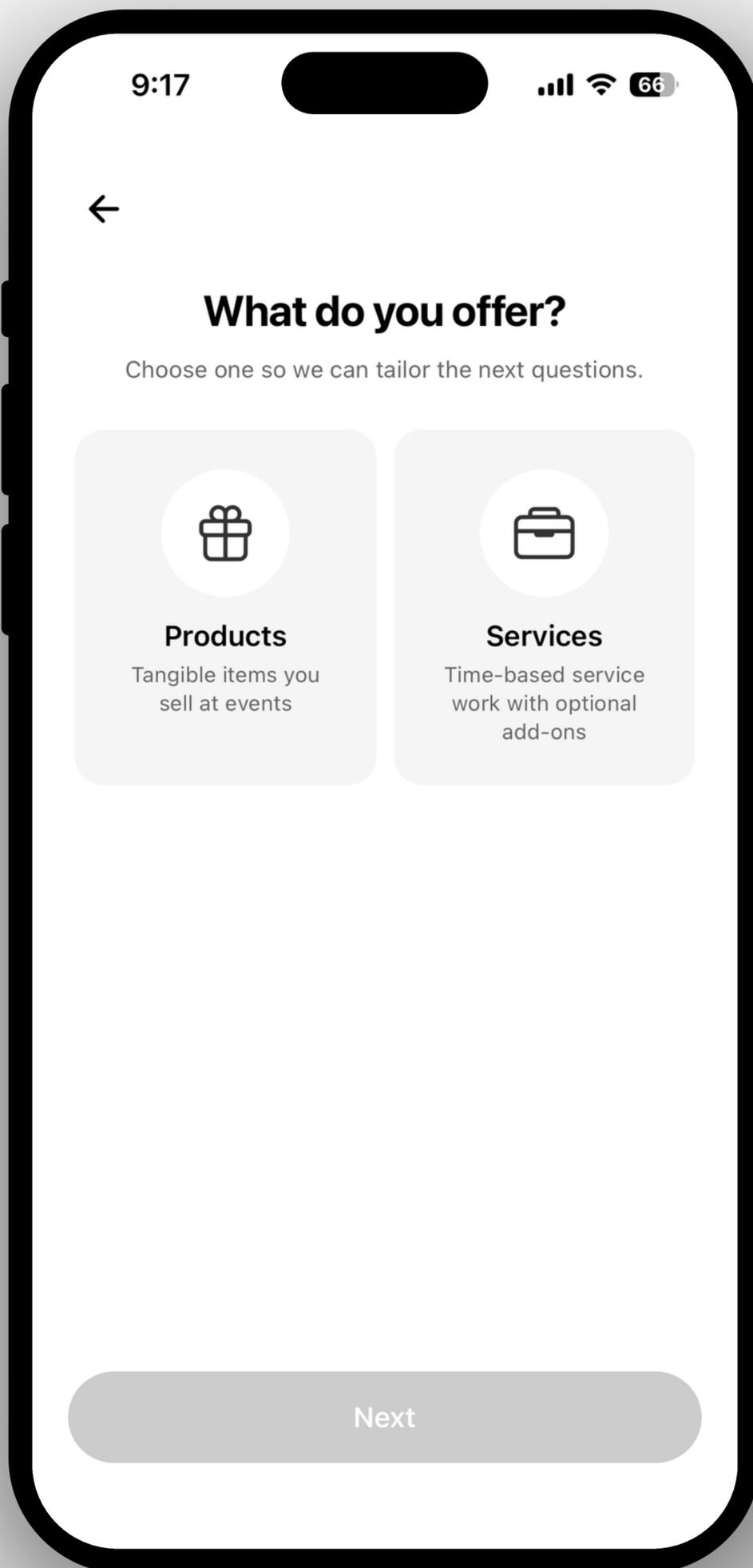
VENDOR/SERVICE



# PROVIDER ONBOARDING MANUAL



STEP 1

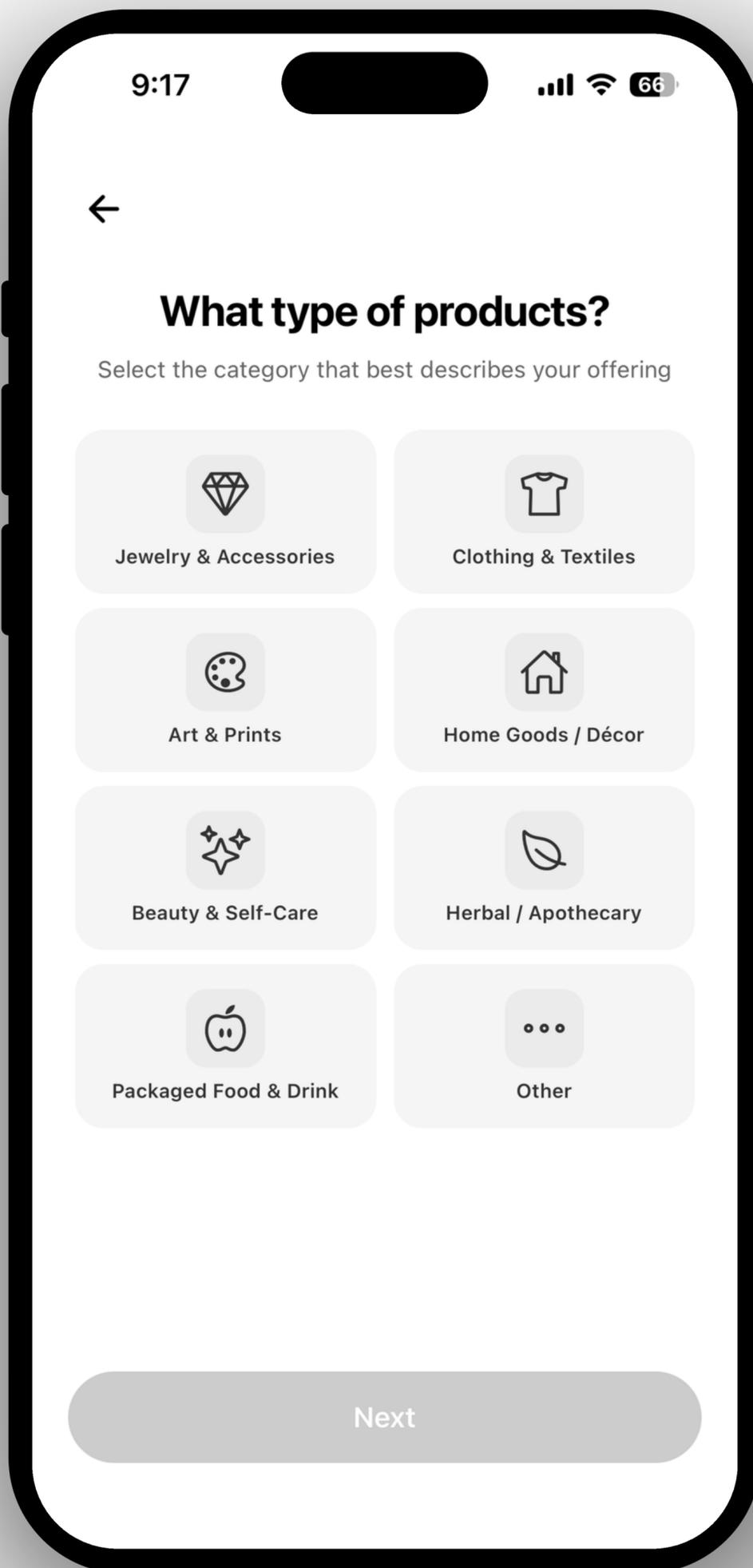


## WHAT DO YOU OFFER?

Select whether you offer products or services. This helps us customize the next steps and ask only the questions that are relevant to your business.



## STEP 2

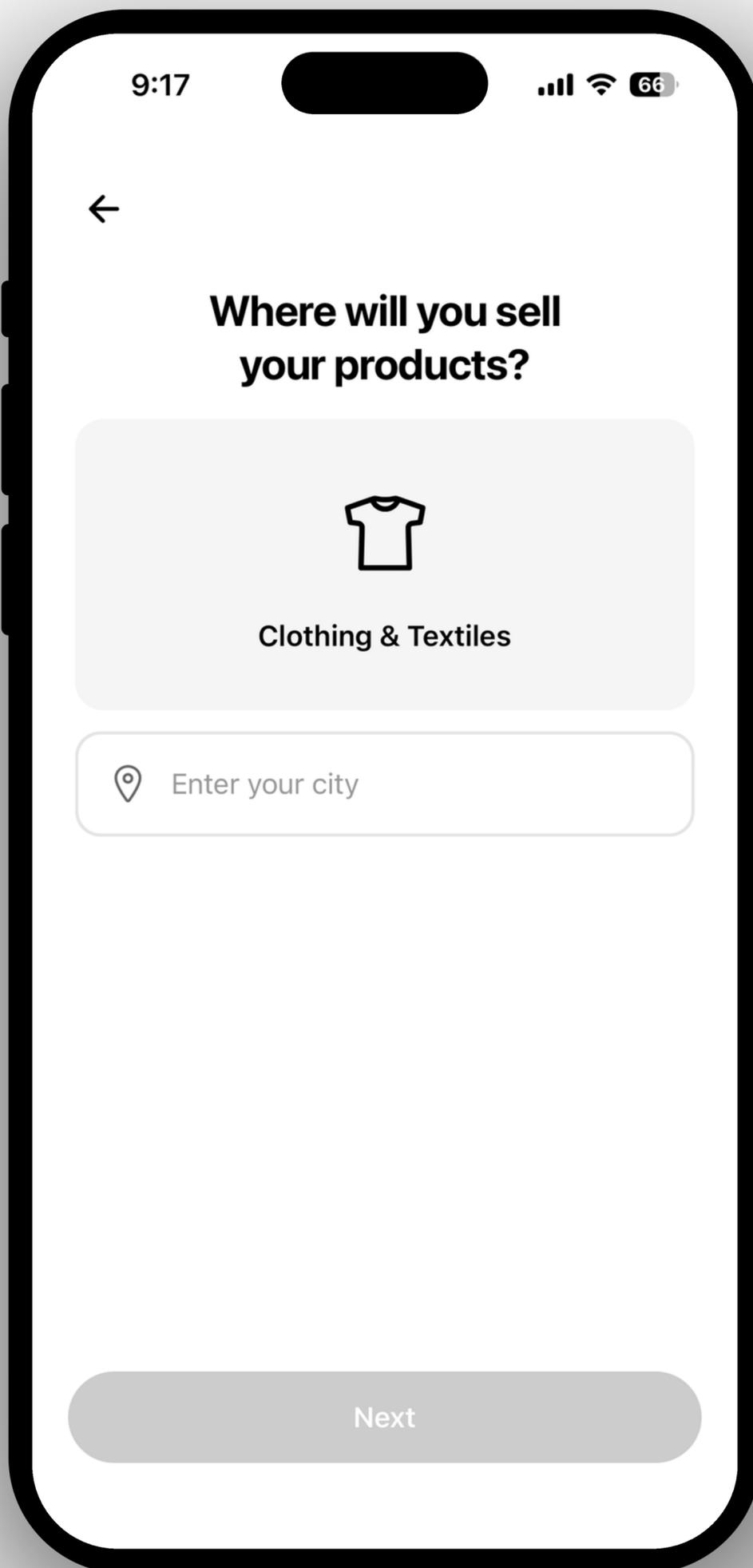


## WHAT TYPE OF PRODUCTS?

Choose the category that best describes what you sell. This helps guests find your business when browsing events and marketplaces.



STEP 3



## WHERE WILL YOU SELL YOUR PRODUCTS?

Enter the city where you typically sell your products. This allows Eventini to recommend nearby events and opportunities that match your location.



## STEP 4

9:17   66

←

### Add cover photo and title

Upload a photo that represents your business



**Add Cover Photo**  
Tap to upload

**Business Title**

Enter your business name

---

32 characters remaining

Next

# ADD COVER PHOTO AND TITLE

Upload a clear, high-quality photo that represents your business and add your business name. This will be the first thing guests see when viewing your listing.



## STEP 5

9:18   66%





### Tell us about your products

Help guests discover what you offer.

- + Product Description** 

Describe what you sell
- + Average Price Range** 

Your typical product pricing
- + Inventory Model** 

How do you manage stock?
- + Special Features** 

What makes your products unique?
- + Preferred Event Types** 

What events do you cater to?

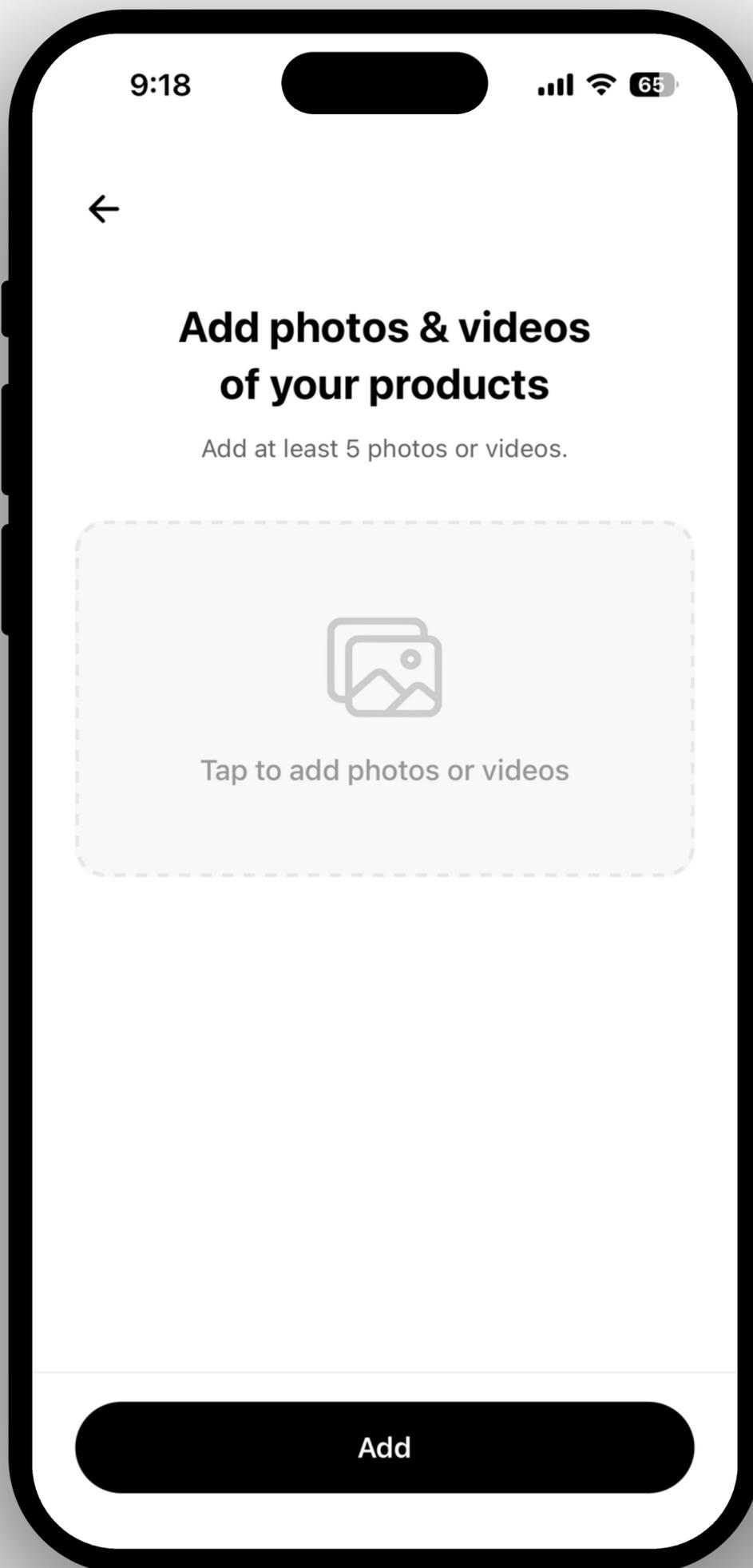
**Next**

## TELL US ABOUT YOUR PRODUCTS

Share helpful details about what you sell, including product descriptions, typical price range, how you manage inventory, and the types of events you prefer.



STEP 6

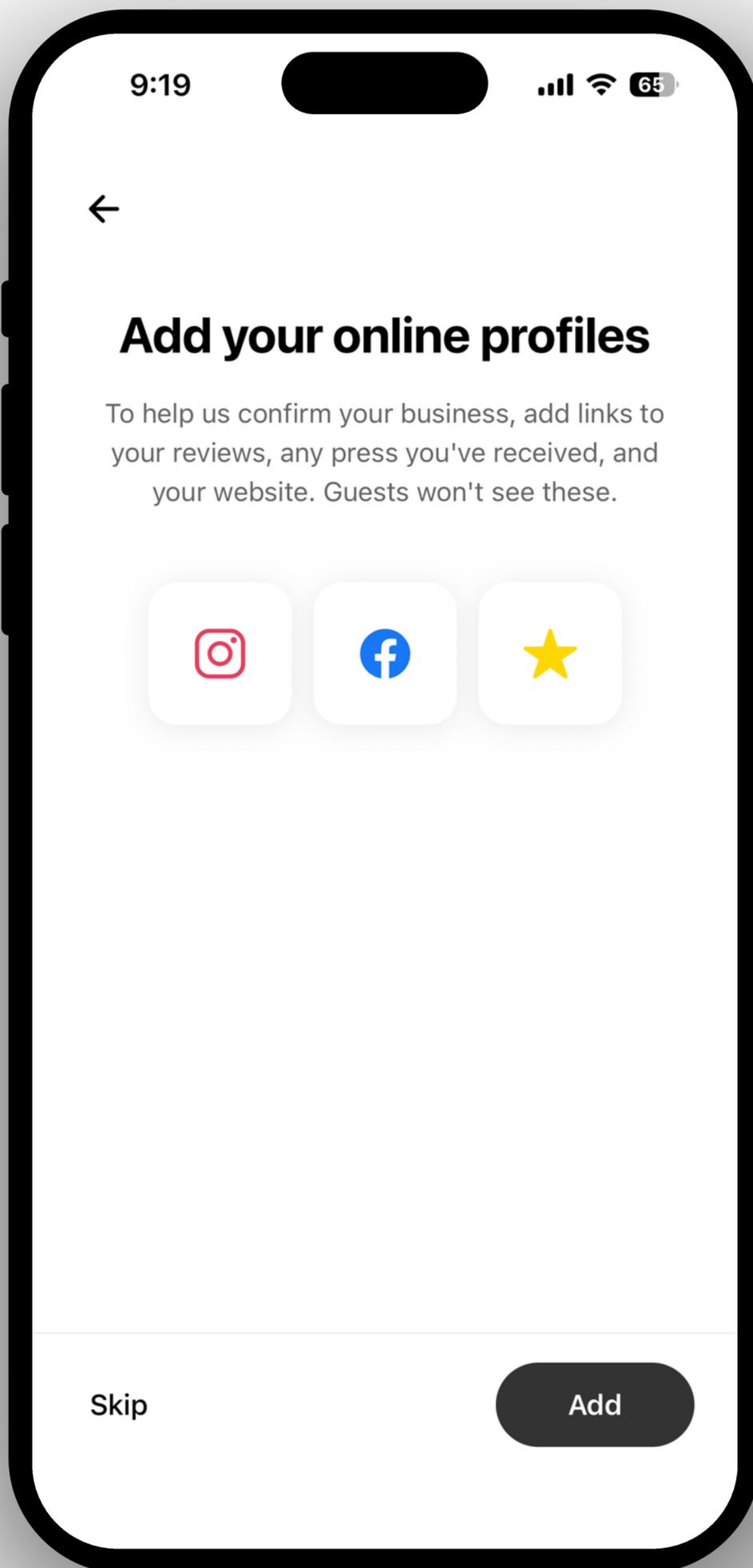


## ADD PHOTOS & VIDEOS OF YOUR PRODUCTS

Upload at least five photos or videos that showcase your products. Strong visuals help guests understand your offerings and increase booking interest.



## STEP 7



# ADD YOUR ONLINE PROFILES

Add links to your website, social media, or reviews to help us verify your business. These links are used for review purposes only and are not visible to guests.



STEP 8

9:19   65%

←

### Let us know a bit more about you

**What's your residential address?**  
Guests won't see this information.

Country / region  
**United States** 

Street address

Apt, suite, unit (if applicable)

City / town

State / territory

ZIP code

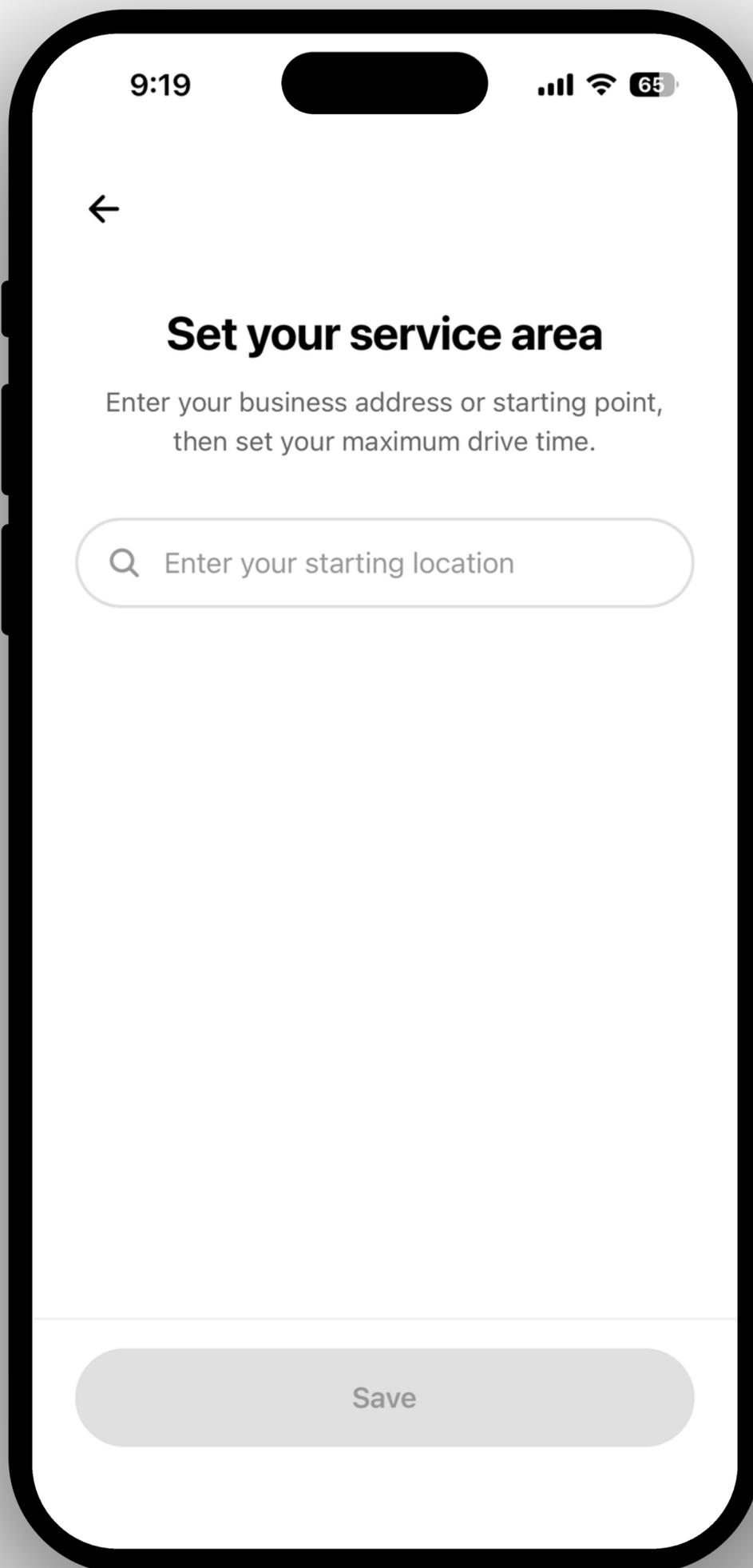
Next

## LET US KNOW A BIT MORE ABOUT YOU

Enter your residential address for verification and account setup. This information is kept private and is never shown to guests.



## STEP 9

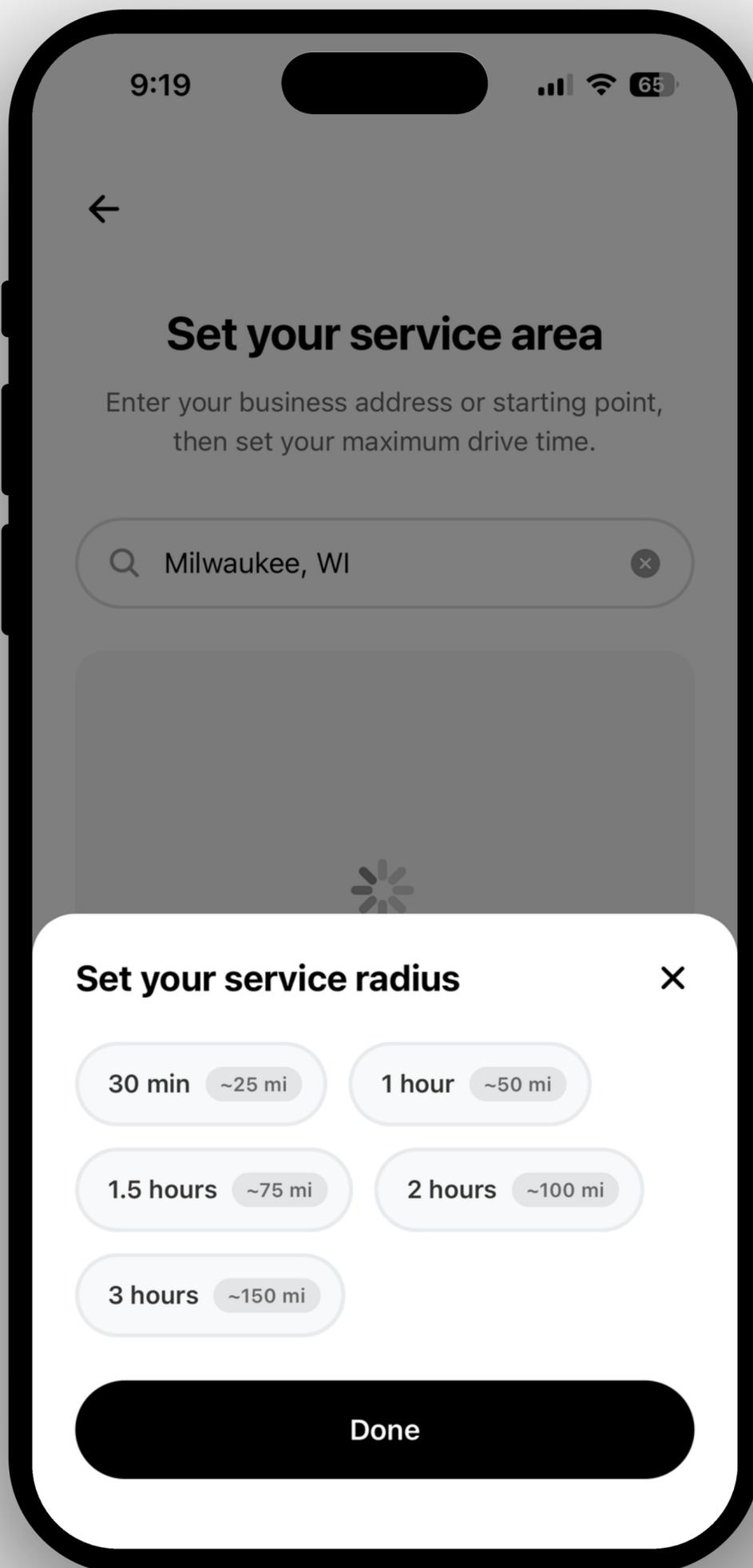


## SET YOUR SERVICE AREA

Choose your starting location and select how far you're willing to travel. This ensures you're only shown events that fit your operating range.



## STEP 10

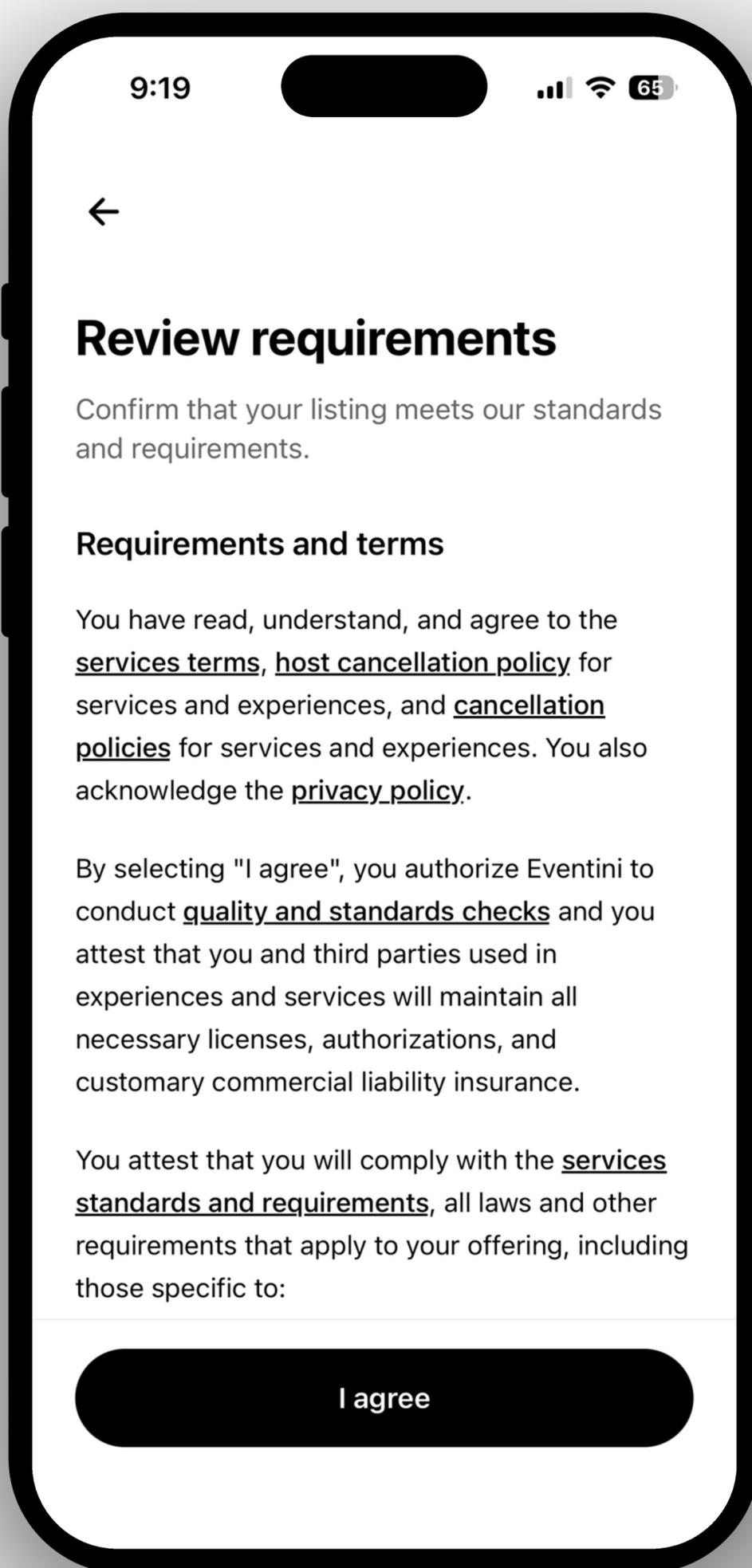


## SERVICE RADIUS

Select your maximum drive time to define your service radius. This helps match you with nearby events and avoids long-distance bookings you don't want.



## STEP 11

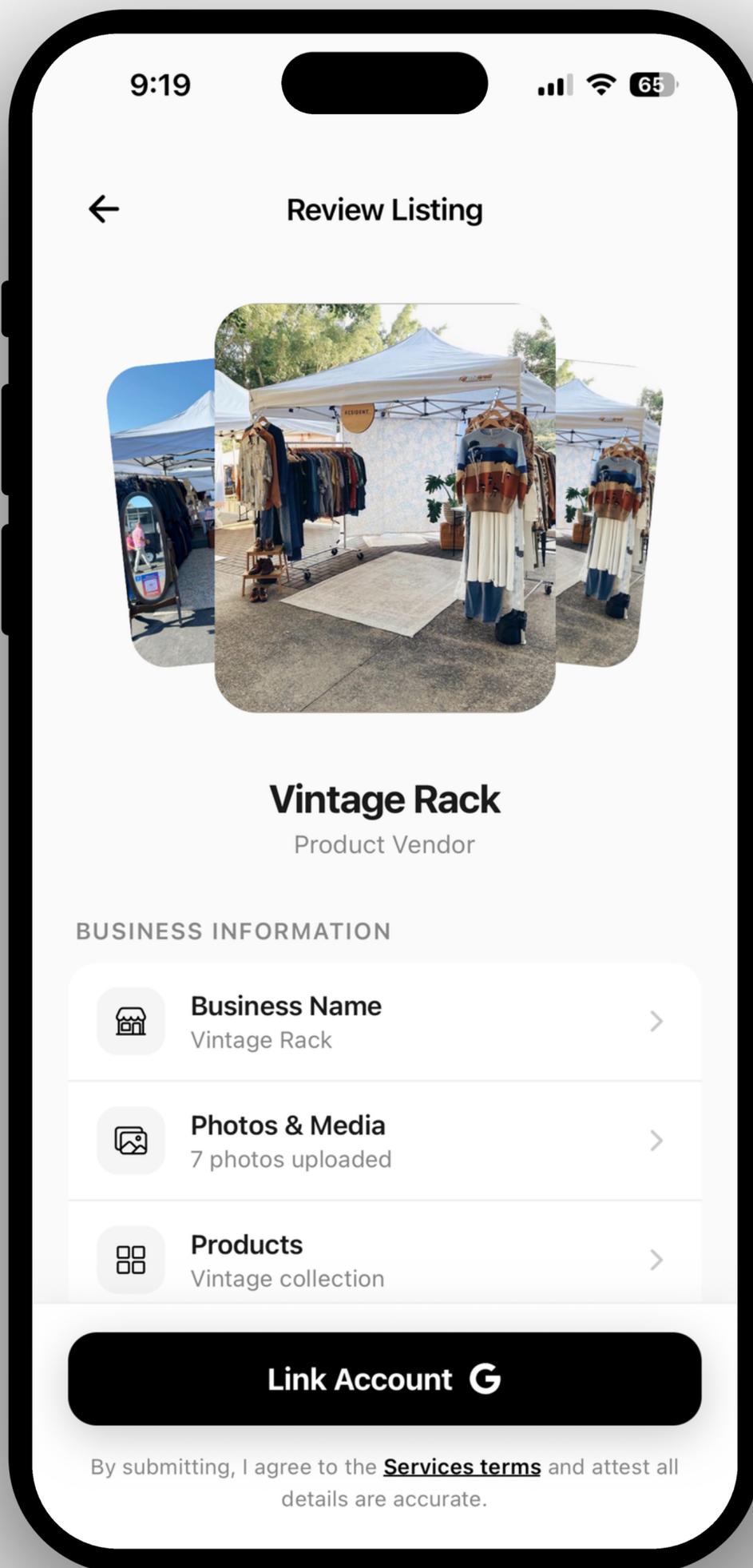


## REVIEW REQUIREMENTS

Review the requirements to confirm your listing meets Eventini's standards. Before continuing, take a moment to read through the terms so you understand what's expected when offering products or services on the platform.



STEP 12

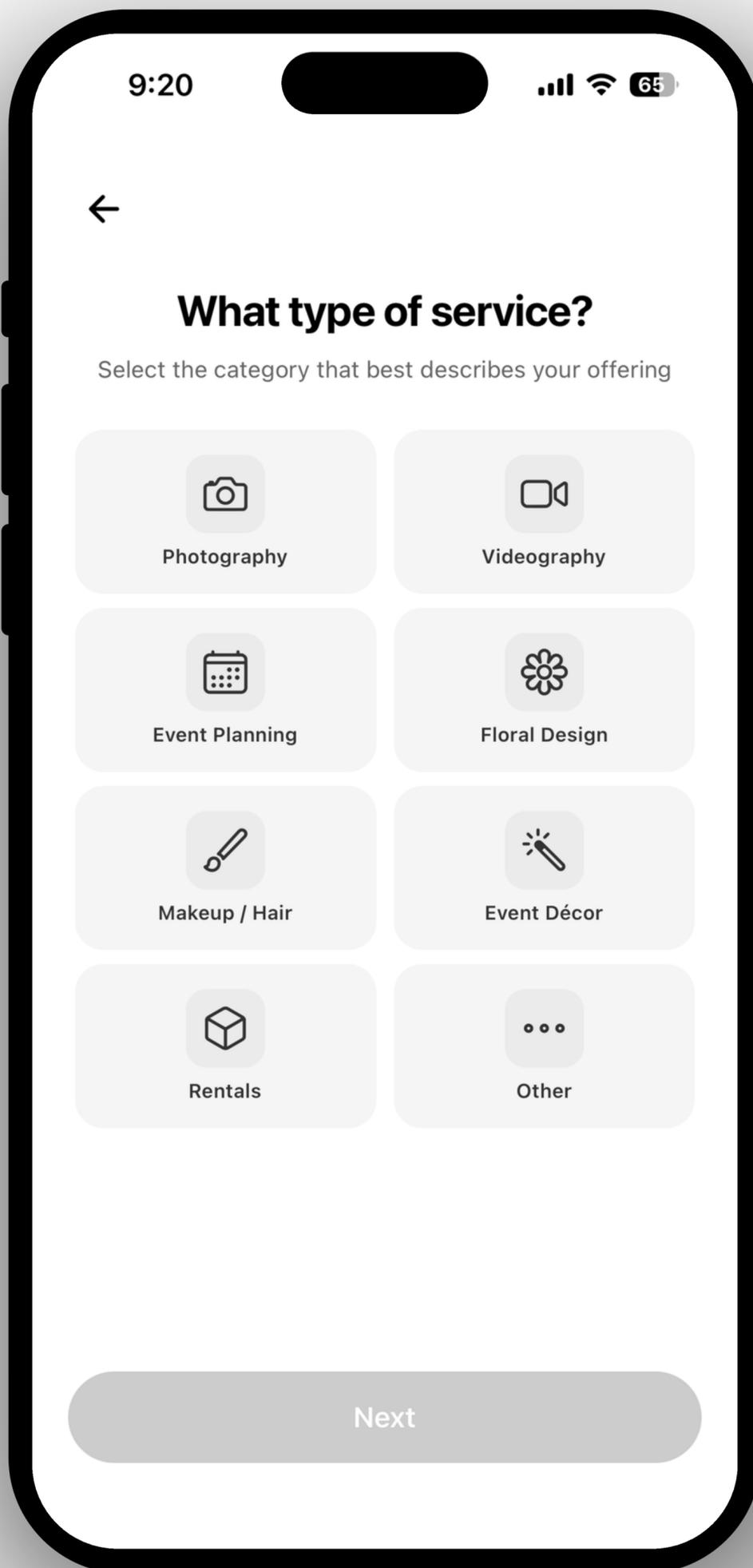


## REVIEW, LINK, & SUBMIT

Review your listing to confirm your business name, photos, and products are accurate. Linking your Google account helps verify your business and simplifies communication, scheduling, and account recovery. Only essential information is used, and nothing is shared publicly.



## STEP 13

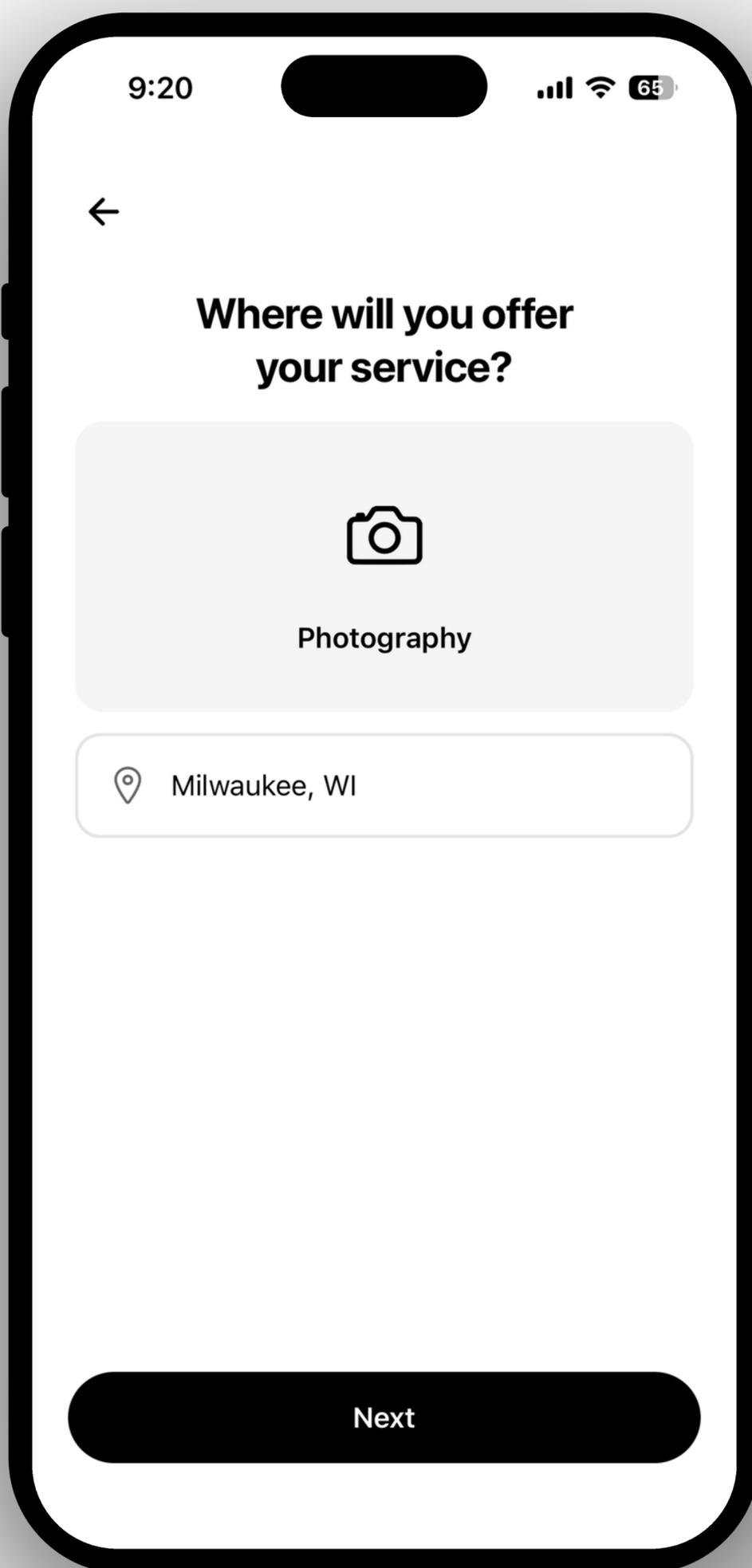


## WHAT TYPE OF SERVICE?

Select the service category that best describes what you offer. This helps Eventini match you with hosts looking for your specific services.



STEP 14

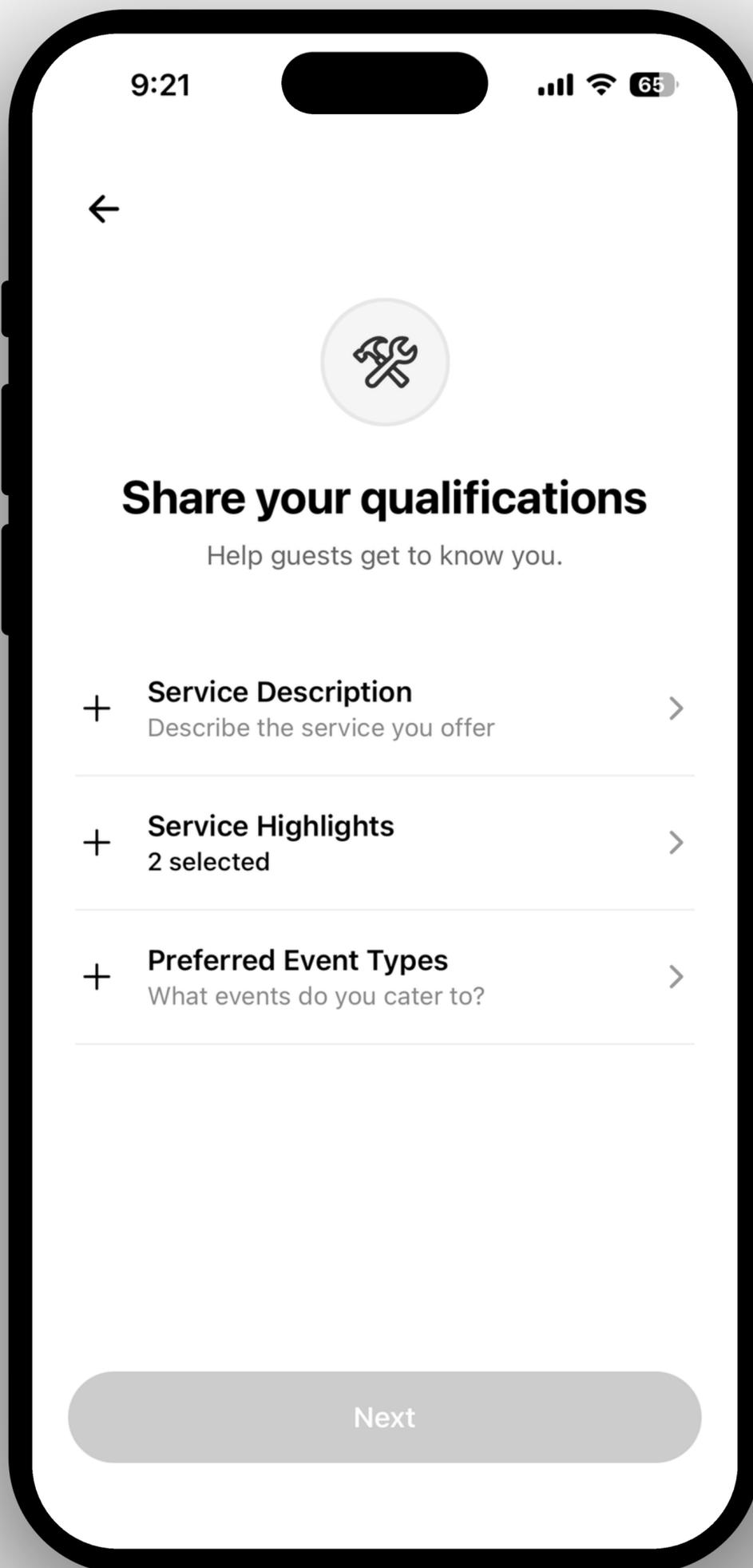


## WHERE WILL YOU OFFER YOUR SERVICE?

Enter the primary city where you provide your services. This allows Eventini to surface your listing to nearby hosts and relevant events.



STEP 15

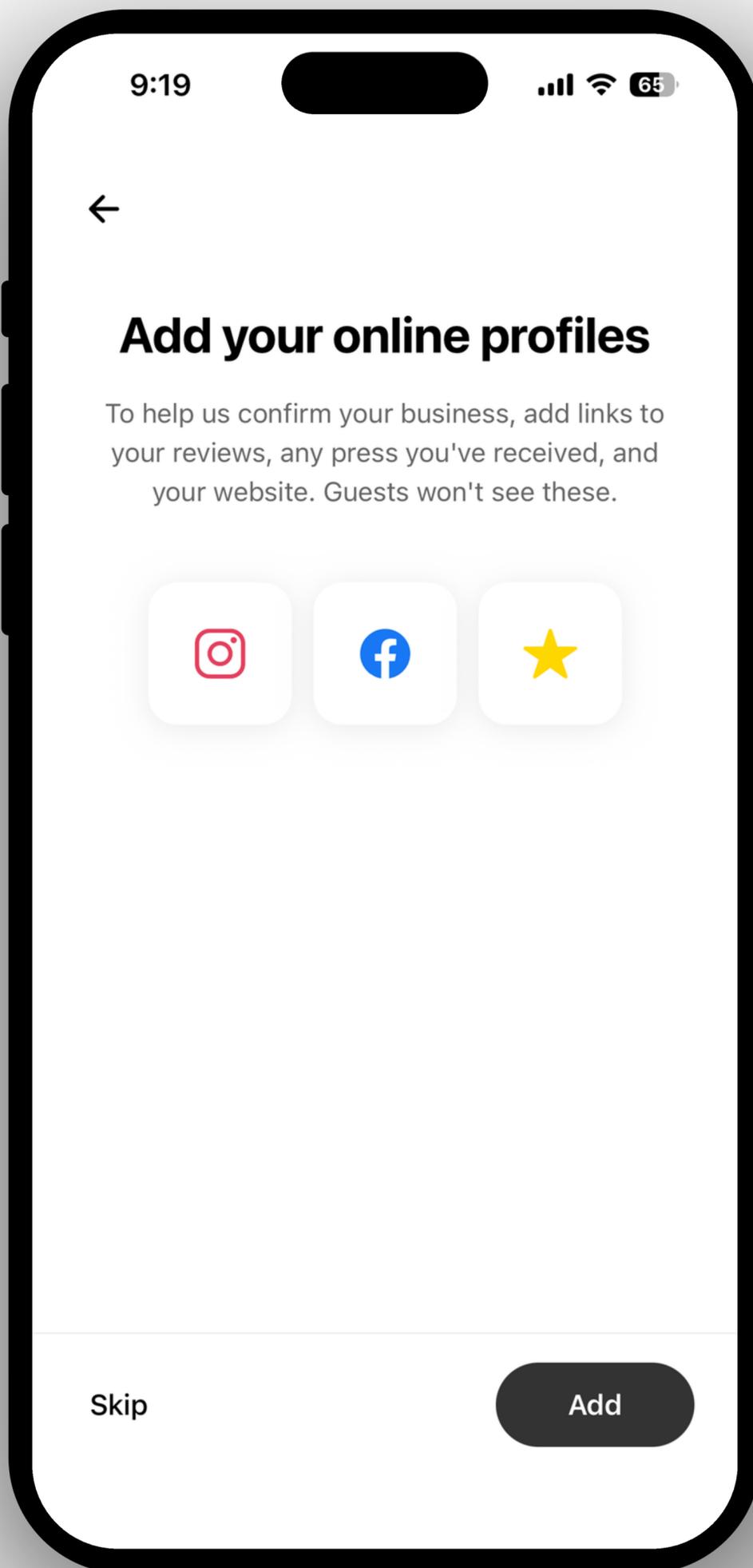


## SHARE YOUR QUALIFICATIONS

Use this section to describe your services, highlight what makes you stand out, and select the types of events you prefer. Clear details help hosts quickly understand your experience and offerings.



STEP 16



## ADD YOUR ONLINE PROFILES

Optionally link your website, reviews, or press coverage to help us verify your business. Guests won't see these links, but they help strengthen your profile. You can skip this step if needed.



STEP 17

9:19   65%

←

### Let us know a bit more about you

**What's your residential address?**  
Guests won't see this information.

Country / region  
**United States** 

Street address

Apt, suite, unit (if applicable)

City / town

State / territory

ZIP code

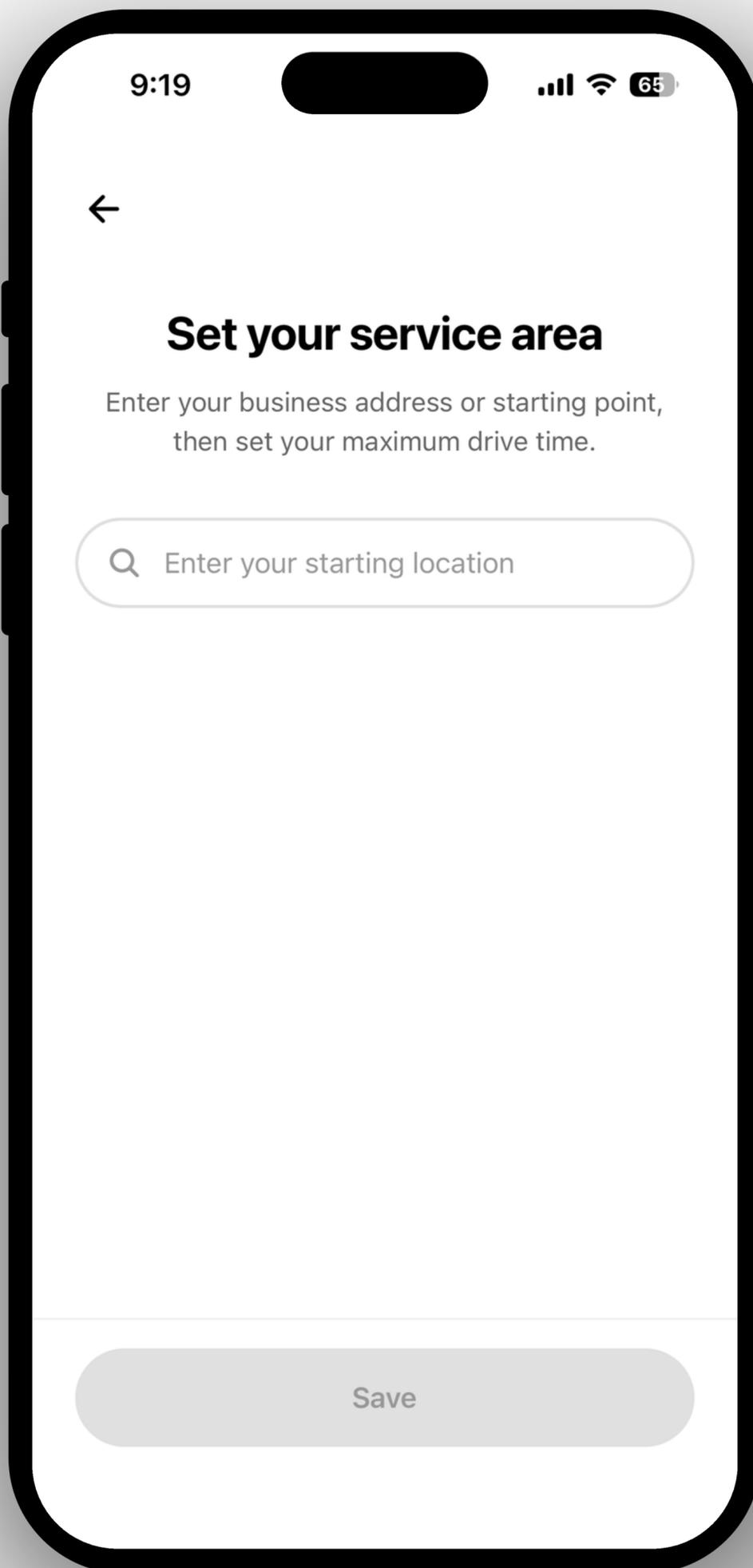
Next

## RESIDENTIAL ADDRESS

Enter your residential address for verification purposes only. This information is private and will not be visible to guests or hosts.



## STEP 18

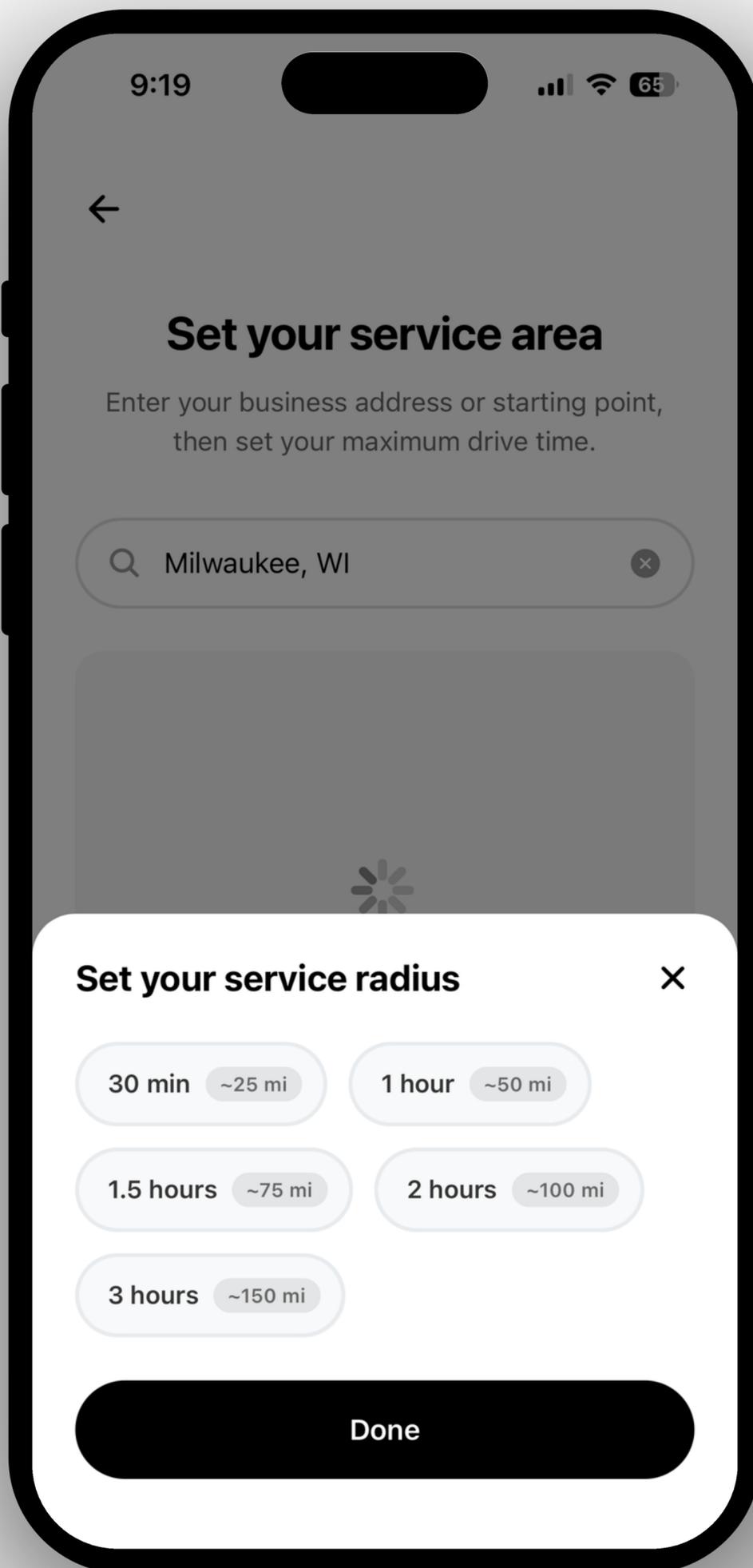


## SET YOUR SERVICE AREA

Choose your starting location and select how far you're willing to travel. This ensures you're only shown events that fit your operating range.



## STEP 19

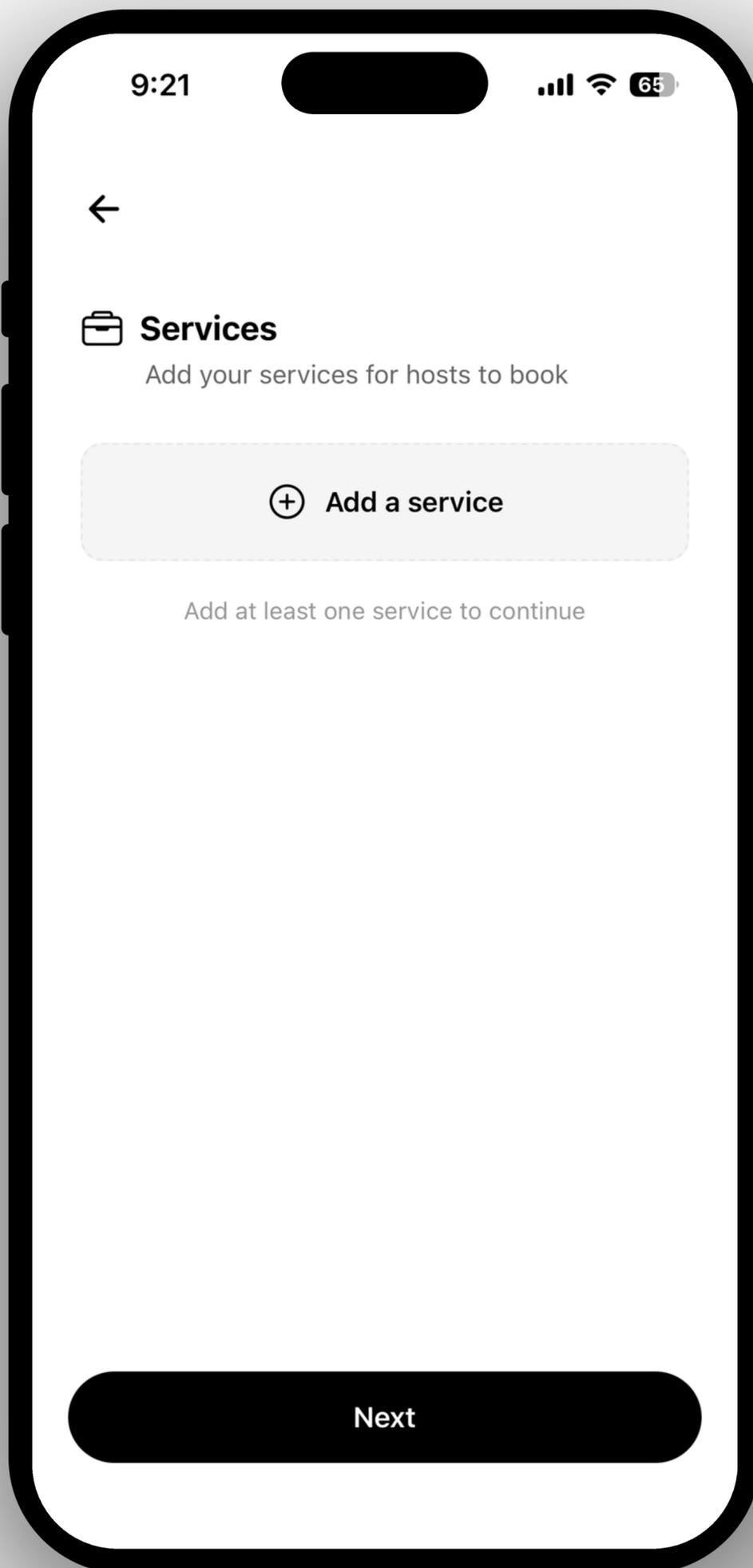


## SERVICE RADIUS

Select your maximum drive time to define your service radius. This helps match you with nearby events and avoids long-distance bookings you don't want.



## STEP 20



## SERVICES

Add at least one service for hosts to book. Each service represents a specific offering, package, or experience you provide.



## STEP 21

×



### Add service details

Help hosts know what you're offering.

+ **Item name** >  
Enter a name for your service

---

+ **Description** >  
Add a brief description

---

+ **Category** >  
Type a category (e.g. Photo Booth...)

---

+ **Price** >  
Set the price for this service

---

✓ **Charge type** >  
per item

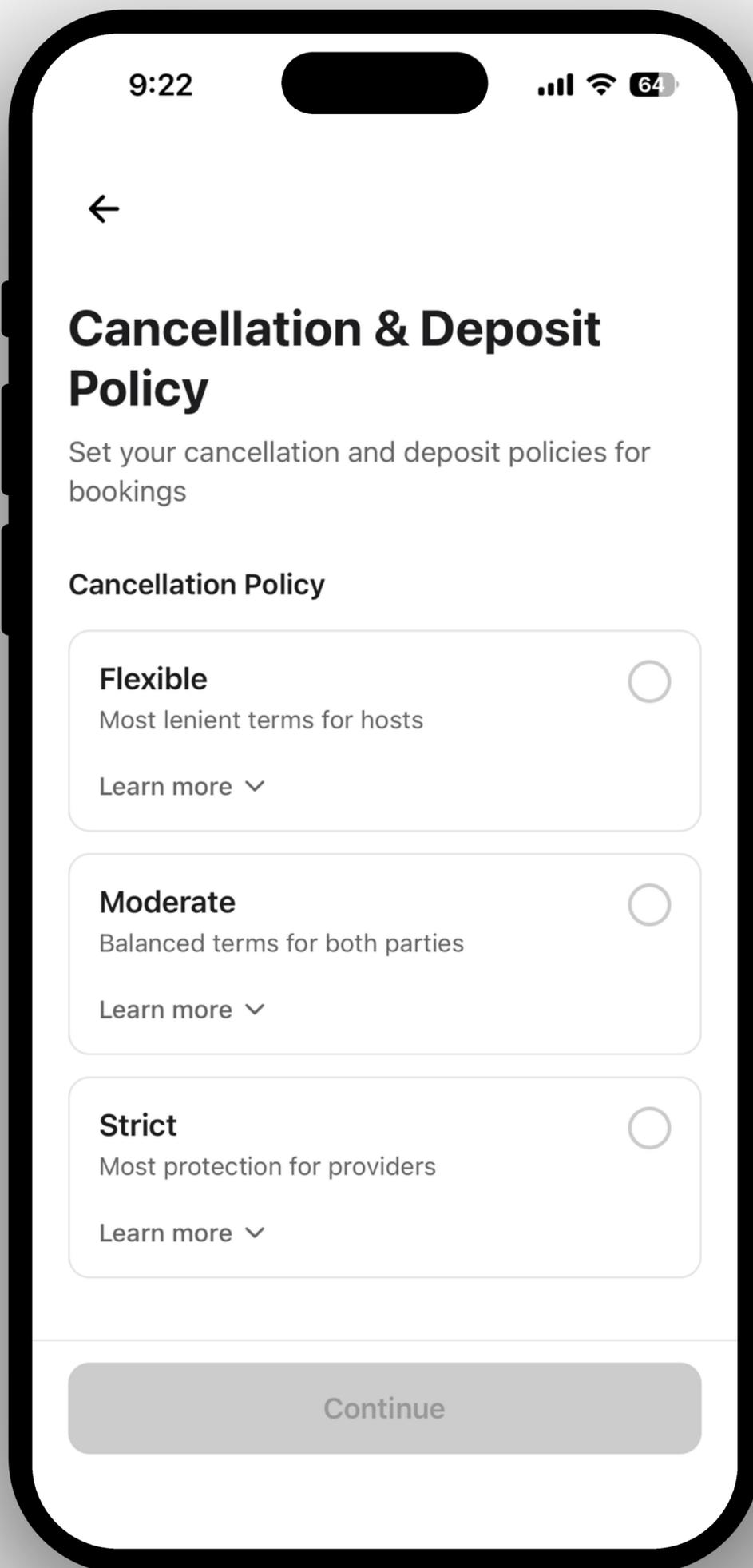
Save Item

## ADD SERVICE DETAILS

Provide details for each service, including a name, description, category, pricing, and how you charge. This helps hosts understand exactly what they're booking.



STEP 22

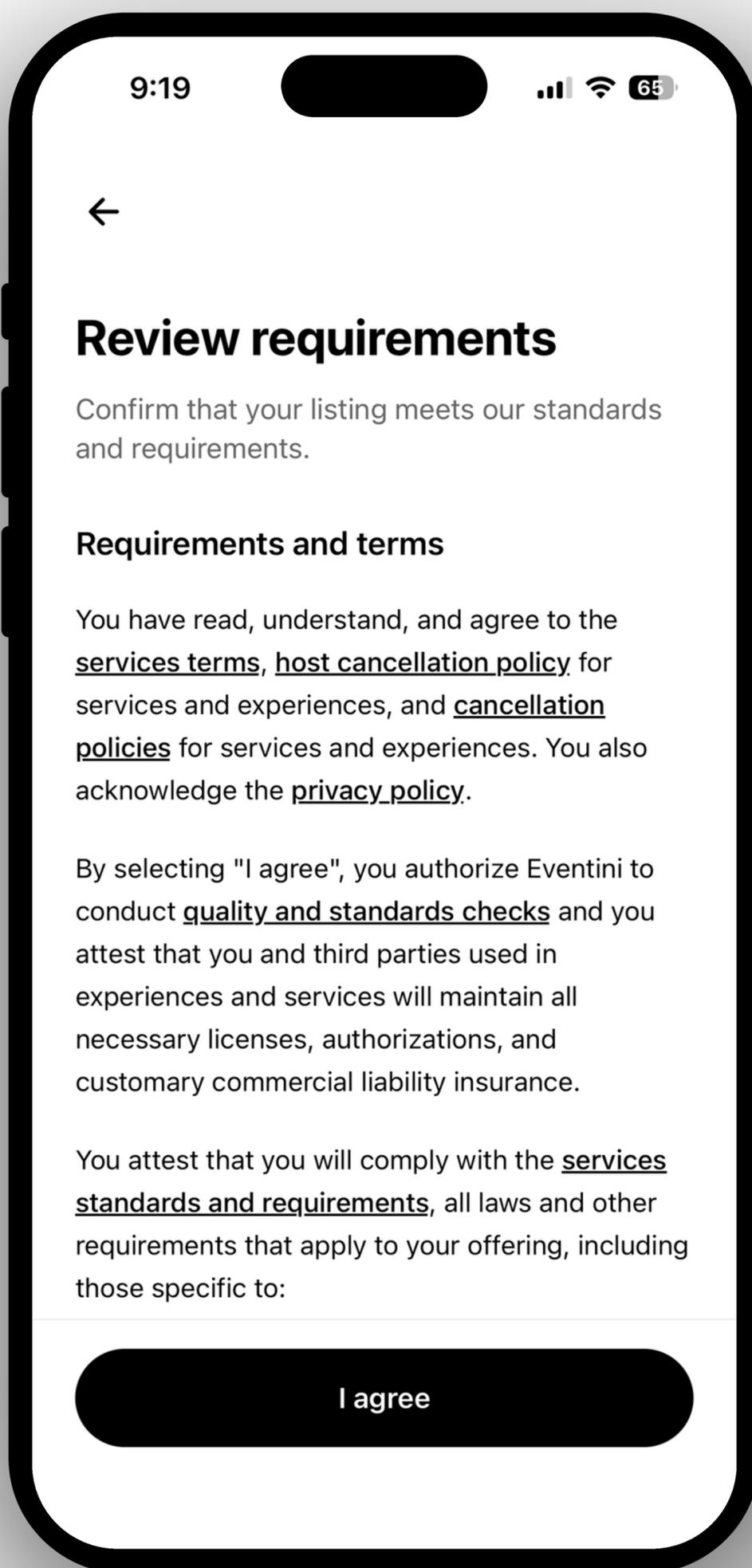


## CANCELLATION & DEPOSIT POLICY

Choose a cancellation policy that fits your business needs. Flexible policies favor hosts, while stricter policies offer more protection for providers. Your selection sets clear expectations for bookings.



## STEP 23

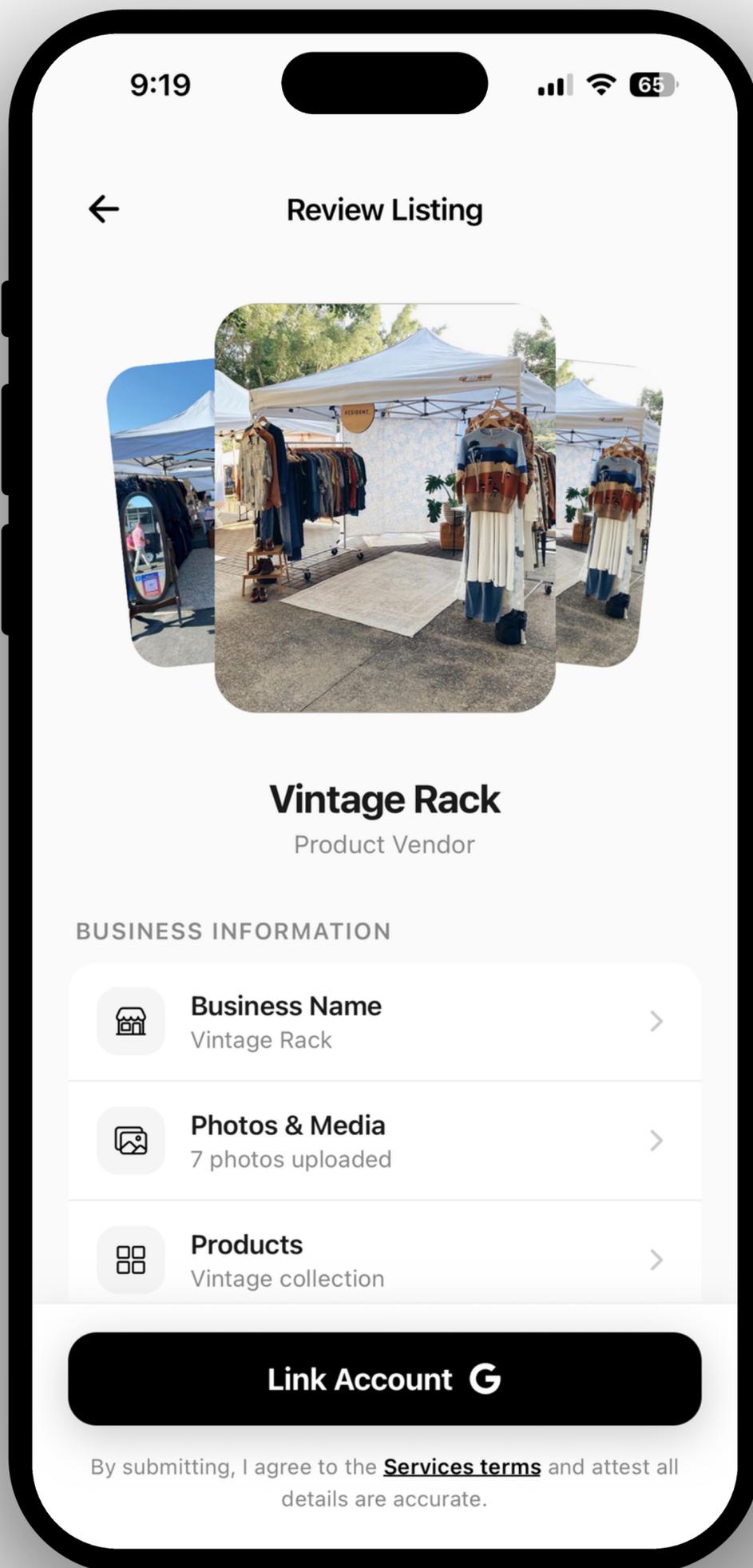


## REVIEW REQUIREMENTS

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STEP 24

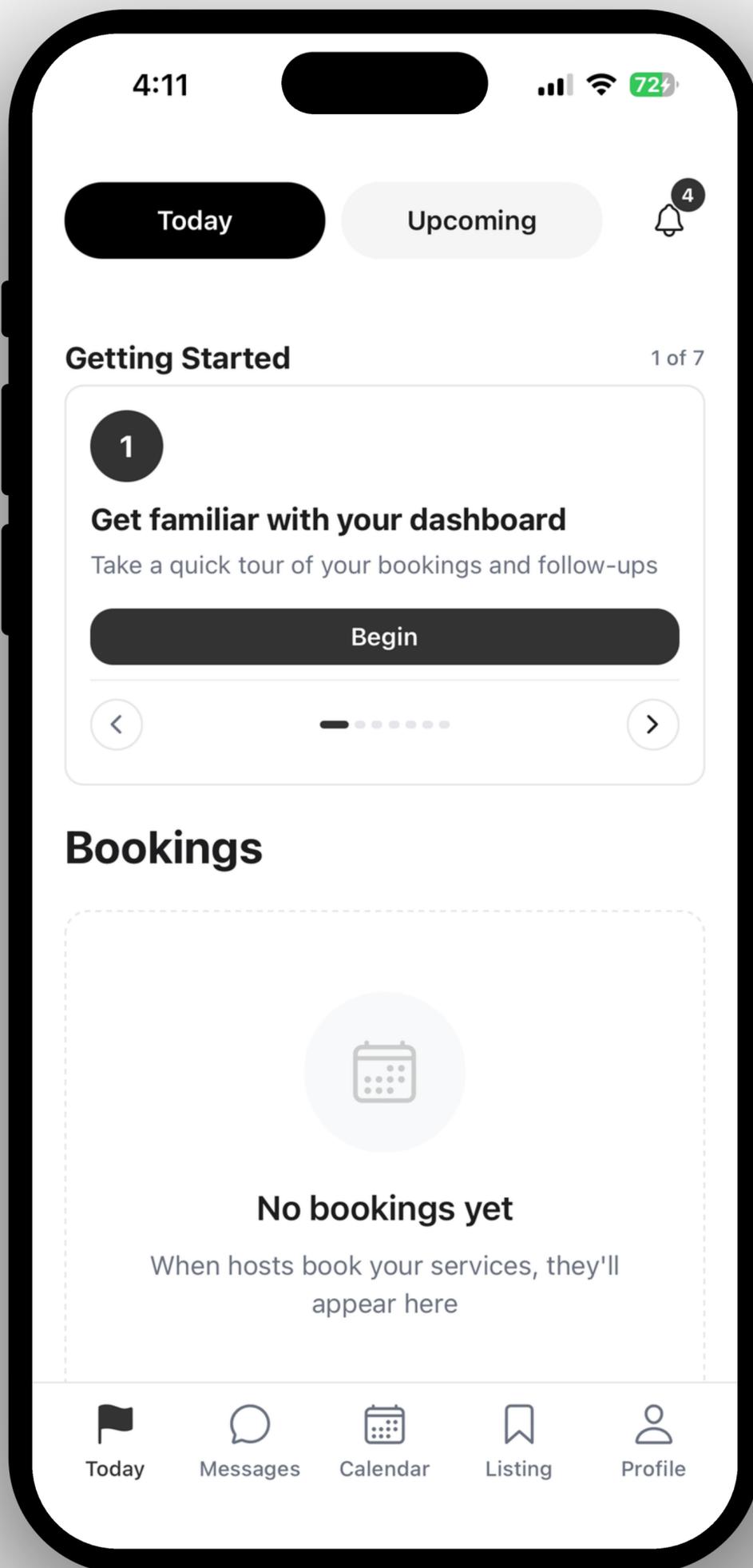


## REVIEW, LINK, & SUBMIT

Review your listing to confirm your business name, photos, and products are accurate. Linking your Google account helps verify your business and simplifies communication, scheduling, and account recovery. Only essential information is used, and nothing is shared publicly.



## STEP 1 - DASH



## GETTING STARTED

Tap **Begin** to start a short tutorial that walks you through bookings, messages, and follow-ups.