

HOW TO SET UP MY WHOZUP ACCOUNT AS VENUE.

General: complete all the information fields below to create your profile.

1. **Personal Details:** use this section to manage your general information about your venue.

First Name

Last Name

2. **Address:** enter your venue's address here.

Search Address

Street Address

Suburb

Postal/Zip Code

State

Country



3. Click “Save and Next” button to continue to section #2.

Save/Next

Profile Design: complete all the information fields below to create your profile.

1. **Profile Image:** upload your profile image. The maximum size is 2MB. Use full HD resolution for best fit. You have the option to hide your profile image from your public profile page.



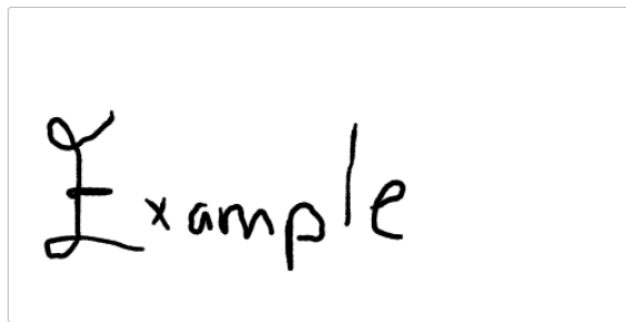
Show in my public profile page

2. Click “Save and Next” button to continue to section #3.

Save/Next

Signature: complete all the information fields below to create your profile.

1. **Signature:** save your signature. This signature will only be used to sign the booking sheet.



Clear

Draw your signature in the box, as above. If you make a mistake or want to start over, click on the "Clear" button.

2. Click "Save and Next" button to continue to section #4.

Save/Next

Privacy: complete all the information fields below to create your profile.

1. **Privacy:** manage your privacy. Here you choose who can see and find you on Whozup.

Visibility

Searchable by Everyone

2. **Include Profile in Whozup Hire:** shows or hides the profile in Whozup Hire search results.

Show your profile in Whozup Hire.



3. Click “Save and Finish” to save the profile configuration.

Back

Save/Finish