



www.weekends.mv

# *Weekends*

## **VENDOR MANUAL**

   @weekendsmv

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Welcome to **Weekends.mv**

It's a revolutionary platform to offer a wide array of leisure experiences.

Provide that perfect romantic dinner or joyous family vacation. Perhaps a solo retreat somewhere peaceful or a fun filled fishing trip for a group? Even sell tickets to your music festival.

There can be something for everyone!

This manual will serve as a guide for hosts to setup their products as vendors on weekends.mv.

# THE CONCEPT



# HOW IT WORKS

## FOR HOSTS

Register as a vendor on our vendor portal, and submit your documents for approval.

Once your account is verified, create those awesome weekend offers, with galleries, package details, custom add-ons, terms and pricing.

Track your customer orders in real time and periodically receive payments from Weekends.

Now let's get some reviews for your experience and make some money while we are at it!



# WHAT YOU NEED

## THE REQUIREMENTS



### SYSTEM

Weekends.mv is fully hosted online, and supports most mainstream browsers for mobile phones, tablets or computers with internet access

For vendors, we recommend the Chrome browser on a computer.

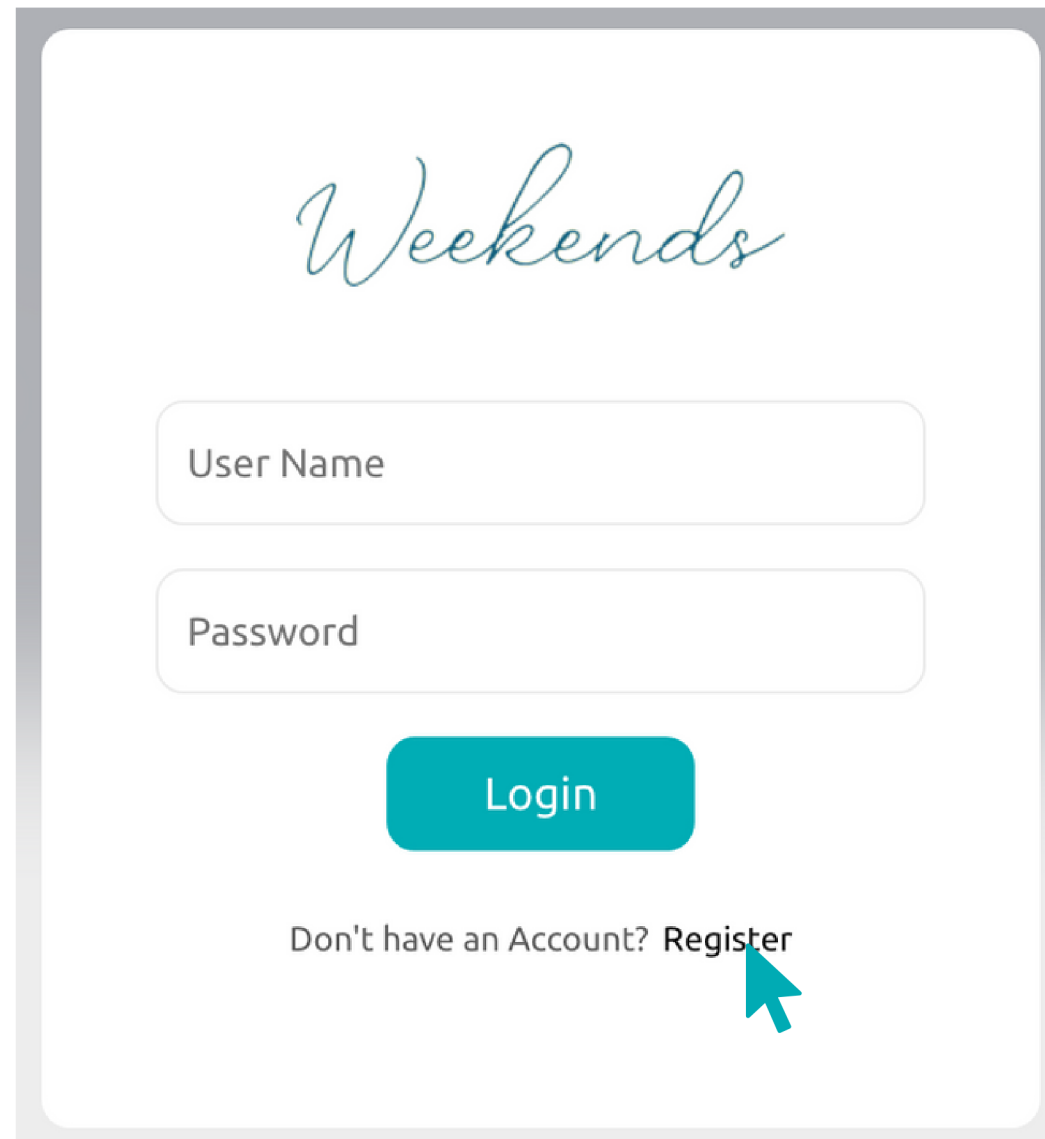


### BUSINESS

To register on Weekends.mv as a vendor, you need to have a business entity licensed to sell what you will be offering on the platform.

During the vendor verification, we will be collecting legal documents.

# GETTING STARTED..



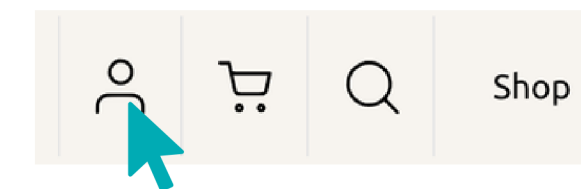
The image shows a login/register form for 'Weekends'. At the top, the word 'Weekends' is written in a cursive font. Below it are two input fields: 'User Name' and 'Password'. A teal 'Login' button is centered below the fields. At the bottom, there is a link that says 'Don't have an Account? Register', with a teal mouse cursor pointing to the 'Register' text.

As a newcomer on **Weekends.mv** your need to register yourself as a vendor.

Go to the **register** link at the bottom of the login window.

## LOGIN WINDOW?

On a computer, from the menu bar at the top right, click the 'profile' icon.



On mobiles phones, select the login option from the dropdown menu on the top right corner of the screen.



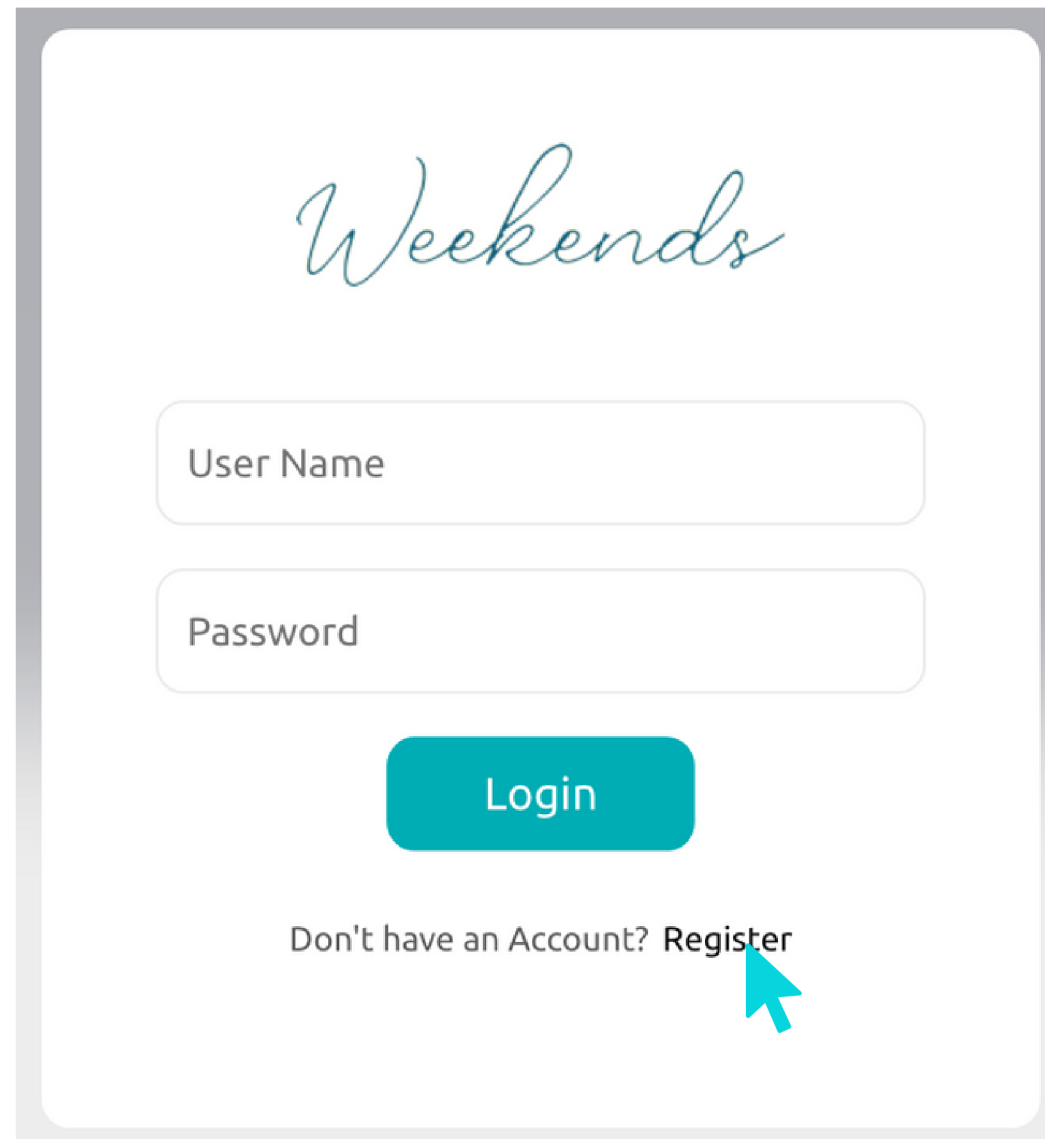
# VENDOR REGISTRATION

- ✓ First select Vendor from the drop down bottom.
- ✓ Next, enter your registered business name, registration number, and GST number.
- ✓ Enter the name of then responsible person who will handle the vendor user.
- ✓ Enter your work email. This is going to be your username for logging in to weekends.
- ✓ and then your contact number.
- ✓ Conclude the process by putting in a password, confirming the password by retyping it there and hit the register button.

The screenshot shows a registration form for 'Weekends'. The form is titled 'Weekends' in a cursive font. It contains the following fields and buttons:

- A dropdown menu labeled 'Vendor' with a downward arrow.
- A text input field for 'Business Name'.
- Two text input fields: 'Registration No' and 'GST/TGST No'.
- A text input field for 'Responsible Person'.
- A text input field for 'Email Address'.
- A text input field for 'Contact Number'.
- Two text input fields: 'Password' and 'Confirm Passwor'.
- A teal 'Register' button with a mouse cursor pointing to it.
- A link that says 'Have an account? Login'.

# LOGGING IN



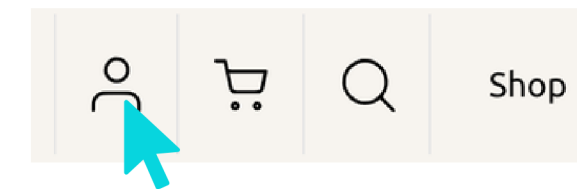
The image shows a login form for 'Weekends'. At the top, the word 'Weekends' is written in a cursive font. Below it are two input fields: 'User Name' and 'Password'. A teal 'Login' button is centered below the fields. At the bottom, there is a link that says 'Don't have an Account? Register', with a teal arrow pointing to the 'Register' text.

After your user is registered, our team will contact you via email for the **additional documents** required for the verification of your user.

Once your vendor user is verified, use the **email address** and **password** you gave during registration to log in to your account.

## LOGIN WINDOW?

On a computer, from the menu bar at the top right, click the **'profile'** icon.

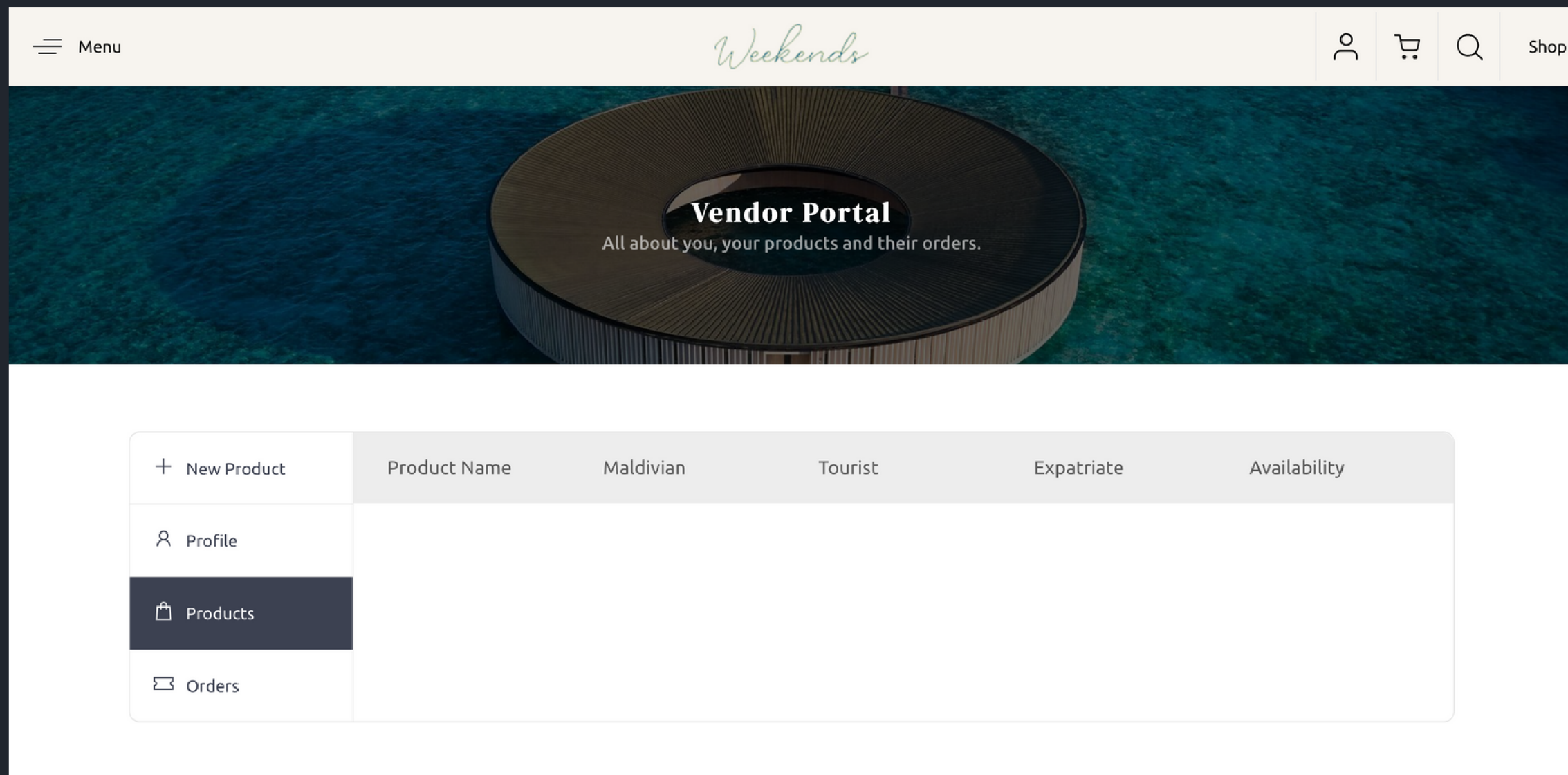


On mobile phones, select the **'login'** option from the dropdown menu on the top right corner of the screen.





# VENDOR PORTAL



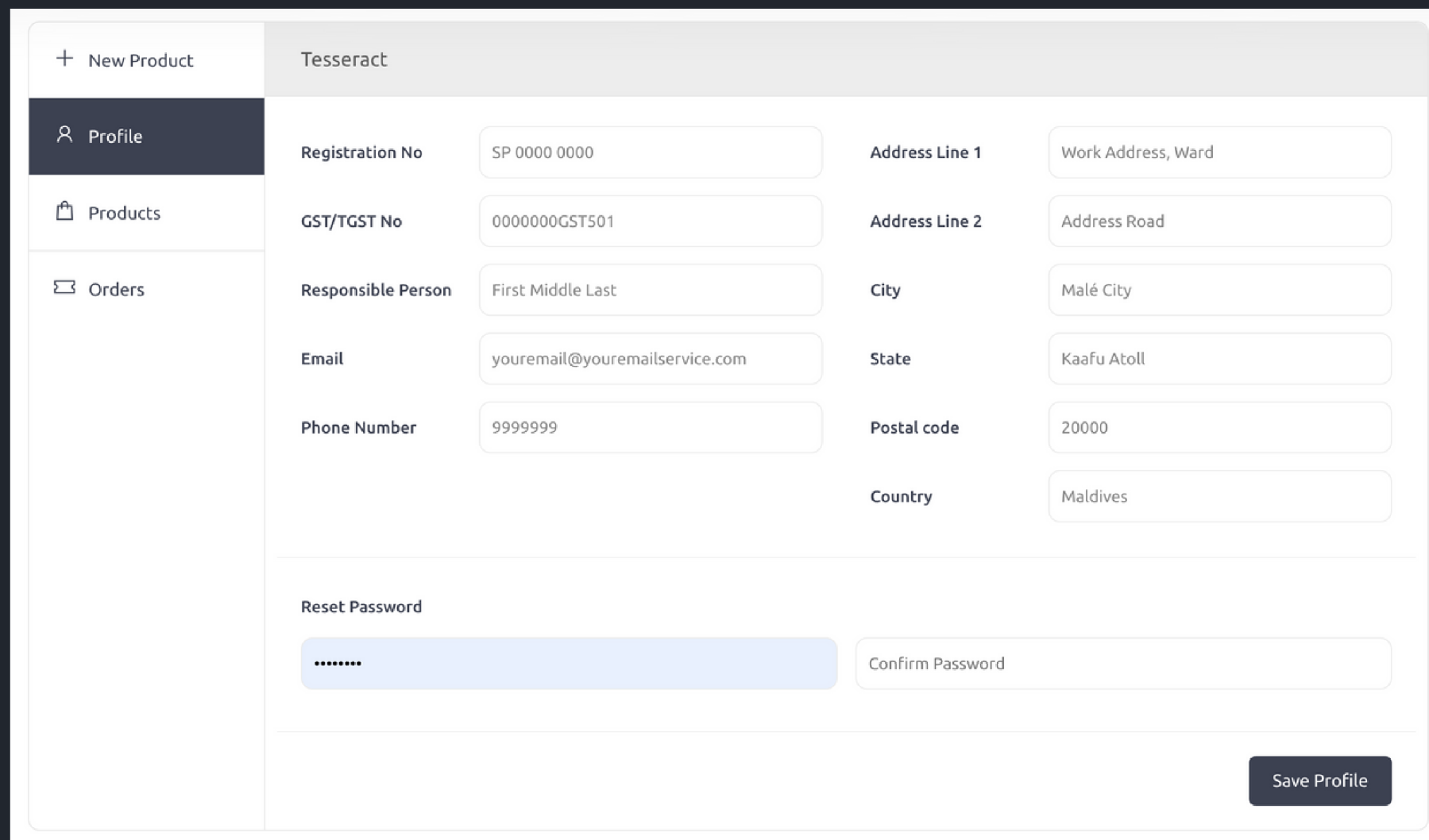
When you login to your vendor account, you will be able to see this portal.

On the left side of the window, you will be able to:

- ✓ Add new products
- ✓ Edit your profile,
- ✓ View & edit added products
- ✓ Manage your orders.

# USER PROFILE

Once a user is created, it is possible to edit the responsible person, password, contact details and address by clicking the profile icon on the lefthand menu of the vendor portal.



The screenshot shows a user profile form for a vendor named 'Tesseract'. The form is divided into two columns of input fields. The left column contains: Registration No (SP 0000 0000), GST/TGST No (0000000GST501), Responsible Person (First Middle Last), Email (youremail@youremailservice.com), and Phone Number (9999999). The right column contains: Address Line 1 (Work Address, Ward), Address Line 2 (Address Road), City (Malé City), State (Kaafu Atoll), Postal code (20000), and Country (Maldives). Below these fields is a 'Reset Password' section with two password input fields. A 'Save Profile' button is located at the bottom right of the form.

Field	Value
Registration No	SP 0000 0000
GST/TGST No	0000000GST501
Responsible Person	First Middle Last
Email	youremail@youremailservice.com
Phone Number	9999999
Address Line 1	Work Address, Ward
Address Line 2	Address Road
City	Malé City
State	Kaafu Atoll
Postal code	20000
Country	Maldives

Reset Password

..... Confirm Password

Save Profile

You can add your address to your profile by completing the fields on the righthand side of the profile. This includes Address Line 1 (ward, house name), Address Line 2 (Road Name), City, State, Postal Code and Country.

If you want to reset your password, enter the new password and confirm the new password in the Reset Password field at the bottom of the window.

Save changes by clicking the Save Profile button at the bottom left of the page.

# ADDING A PRODUCT

The screenshot shows a 'New Product' form. On the left is a sidebar with a dark blue header containing a plus icon and the text 'New Product'. Below the header are three menu items: 'Profile' with a person icon, 'Products' with a shopping bag icon, and 'Orders' with a document icon. The main content area has a light gray header with the text 'New Product'. Below the header are three input fields: 'Title' (a text box), 'Categories' (a dropdown menu with a downward arrow), and 'Stock' (a text box). Below these are three more input fields under the heading 'Prices': 'Price for Maldivian', 'Price for Expatriate', and 'Price for Tourist'.

The New Product button on the upper left corner of the Vendor Portal allows vendors to add new products.

You can enter all the details of your new product here.

1. Add the **Title**; this is the name of your product.
2. Select all the **categories** that reflect the type of product. You can request to add new categories by emailing us.
3. In the **stock** field, enter the amount of times your product can be sold.
4. You can offer custom prices for **Maldivian, Expatriates** and **Tourist** markets. Enter the price in **Maldivian Ruffiyaa** for each market.

# PRODUCT INFORMATION

Destination	Guest Assembly Point	Market
<input type="text"/>	<input type="text"/>	<input type="text"/>
Room Type	Meal Plan	Number of Nights
<input type="text"/>	<input type="text"/>	<input type="text"/>
Number of Pax	Valid from	Valid to
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>

5. Enter the Destination of the experience.
6. Guest Assembly Point is the place where guests will meet their weekend host.
7. Select the applicable Market(s) for your product; Maldivian, Expatriate or Tourist.

8. If your product includes accommodation, enter the Room Type. If not just leave it blank.
9. If it involves a meal plan, let your customers know what can they can expect. Leave it blank if it does not apply.
10. Enter the number of nights for your product. If it is a one day activity, simply put 0.
11. Next, specify the number of pax that your product is priced for.
12. Now the product's validity period with the start and end dates. If valid for a single day, enter that date on both.

# PRODUCT DETAILS

Address

Google Maps Link

Description

Terms and Conditions

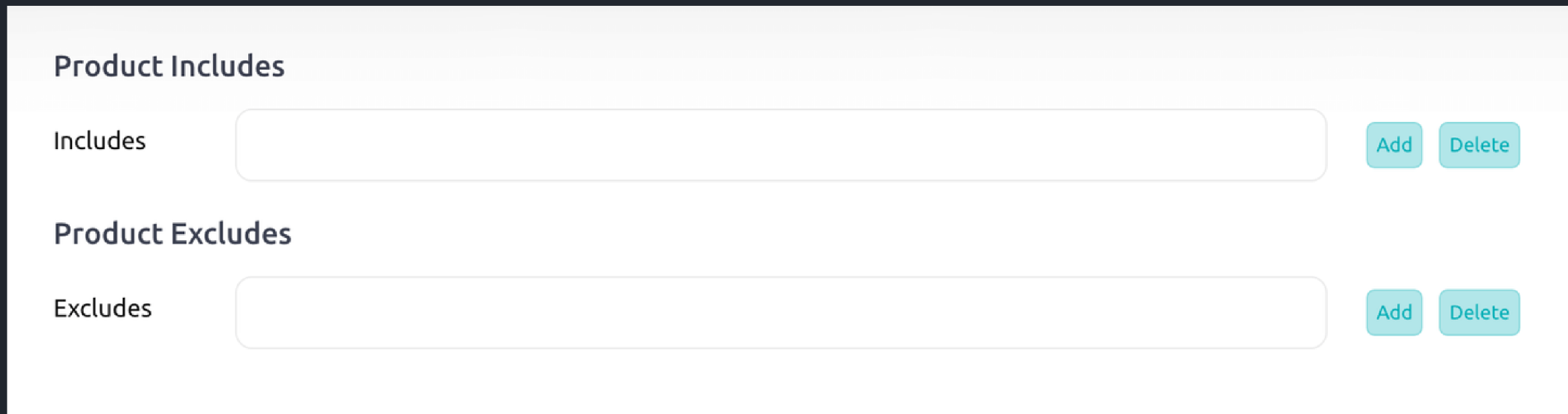
Attach Feature Image

Attach Gallery

- 13.. Enter the destination address.
14. Paste the google maps link of the destination
15. Provide a detailed description of the experience you are offering.
16. Set out clear terms and conditions for your product.
17. Attach feature image; the main image that will show up with your product.

18. Attach Gallery; the photos of the experience. When adding images to your gallery, make sure you are using attractive high quality images to help sell your product. But don't forget to compress them at [tinypng.com](https://tinypng.com) before uploading them. You can remove images by clicking on the red x on uploaded images.

# PRODUCT DETAILS



The screenshot shows a white form on a dark background. It has two main sections: 'Product Includes' and 'Product Excludes'. Each section has a text input field and two buttons labeled 'Add' and 'Delete' to its right. The 'Product Includes' section is at the top, and the 'Product Excludes' section is below it.

It is important to clearly let your customers know what IS and what IS NOT included in your offer to avoid confusion or dispute.

The key to a successful product is in managing customer expectations

19. Detail what your **product includes**. You can add to, or delete from, the list of what you are offering your customers and what they can expect from your product.
20. Next, make a list of what your **product excludes**. Add or delete to make sure the customer understands what is not part of your offer.
21. You can provide more information with custom **Frequently Asked Questions**. Add questions that your customers may have about your product with an answer.

# PRODUCT ADD ONS & FAQs

**Addons**

Addon Type	<input type="text" value="Extra Adult"/>	Addon Price	<input type="text" value="200"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
Addon Type	<input type="text" value="Extra Child"/>	Addon Price	<input type="text" value="100"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>
Addon Type	<input type="text" value="Extra Meal"/>	Addon Price	<input type="text" value="75"/>	<input type="button" value="Add"/>	<input type="button" value="Delete"/>

Weekends allows you to offer your own customized add ons for products.

This allows for a tailored experience for your customers.

Make sure you do not put in too many add ons to keep the product clear and avoid confusions for your customers.

22. Specify the **Addon Type**; this can be anything you may want to offer your customers at an additional charge. Enter the **Addon Price**; the corresponding price for one instance of each specified Addon Type.
23. You can provide more information with custom **Frequently Asked Questions**. Add any questions that your customers may have about your product with an answer. FAQs can help convert sales and boost SEO.
24. Once you are happy with all your product details, press the **Add Product** button at the bottom of the page.

# MANAGING ORDERS

The **Orders** tab in the Vendor Portal shows any orders customers have placed on your products.

+ New Product	Product Name	Customer Name	Total	Status	Action
Profile	Lorem ipsum	Aenean Nulla	\$1,500	Confirmed	<a href="#">Cancel</a>
Products	Lorem ipsum	Aenean Nulla	\$1,500	Cancel	<a href="#">Cancel</a>
<b>Orders</b>	Lorem ipsum	Aenean Nulla	\$1,500	Cancel	<a href="#">Cancel</a>
	Lorem ipsum	Aenean Nulla	\$1,500	Cancel	<a href="#">Cancel</a>

Information including the product name, customer name, total order value, and its status is displayed along with the cancel button.

Clicking on an order will expand it to show more details of a specific order.



# TROUBLESHOOTING & SUPPORT

While we have done rigorous beta testing of the *Weekends* platform. In most cases error messages will appear directing you to fix problems with input fields. However, there is always a possibility that you may encounter an unforeseen error just like any other pioneer platform.

In the case that such an unlikely scenario arises, we would like to extend our sincerest apologies and urge you to report the issue immediately for us to fix the issue as early as possible.

When reporting an issue, kindly try to be as detailed as possible and try to attach relevant screenshots to assist us in addressing the problem quickly.



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# WEEKENDS WITH..



## Romance

Weekend vibing with the love of your life



## Family

No time like family time on great weekends



## Group

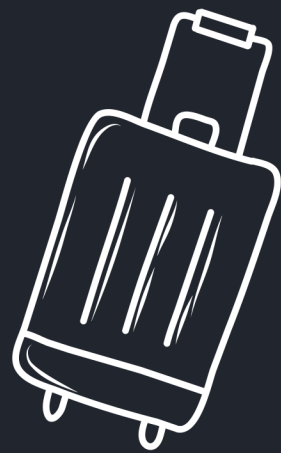
Some cool weekends with your people



## Self

All about you for that much deserved me-time

# WEEKENDS FOR..



## Trips

#Sandbank #Safari #Boat  
#Localisland #HomeStay  
#Guesthouse #Resorts  
#International



## Activities

#Watersports #Rentals  
#Diving #Snorkeling  
#Fishing #BBQ #DayTours  
#Lessons

1

2

3

4



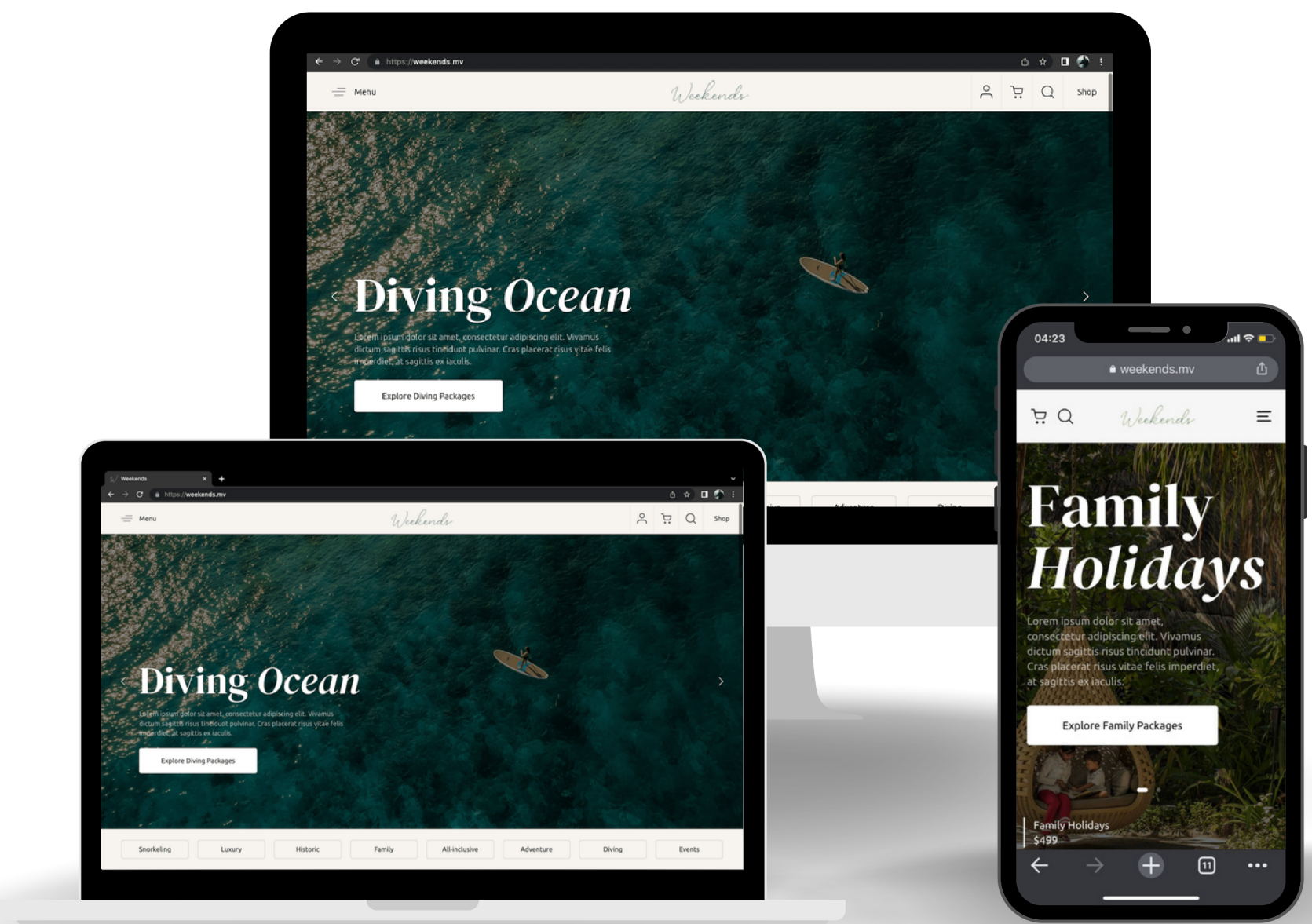
## Dining

#Restaurants #MealPlan  
#FoodPacks #FineDining  
#PrivateMeal #DateNight  
#Catering #ChefHire



## Events

#Run #LiveMusic #Movies  
#Art #Performance  
#Festival #Celebrations  
#Exhibition #Tickets



# Weekends

for everyone

[www.weekends.mv](http://www.weekends.mv)

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The Weekends

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