

Retreat Creation

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Retreat Creation

These are the complete steps to Create your Retreat on Tejomaia
The Step 4 is to be created only once for all your Retreats



For Creation mode, To Create, a Bedroom, a Retreat or an availability

Create your Retreat Menu

Dashboard My profile **Create Your Retreat** Manage Retreats Useful Links

For Visualization or Edit mode, to visualize or edit an element already created

Manage Retreats Menu

Dashboard My profile Create Your Retreat **Manage Retreats** Useful Links

For a Hassle free Retreat Creation and validation please follow the guidelines below:



- Fill up all the fields, unless they are mentioned as "optional"
- Follow the explanation and description of each field
- Do not communicate or provide any link or contact details



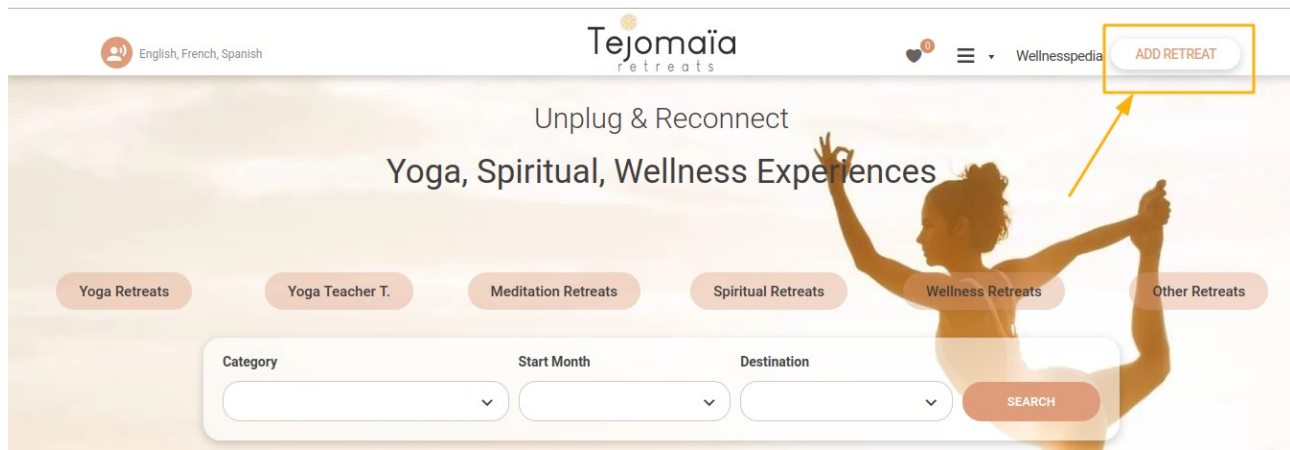
Click on the Create and update button at the bottom of the page, to save your information on each page every now and then to make sure you don't lose any data.

Weak connections can cause some network disruptions.

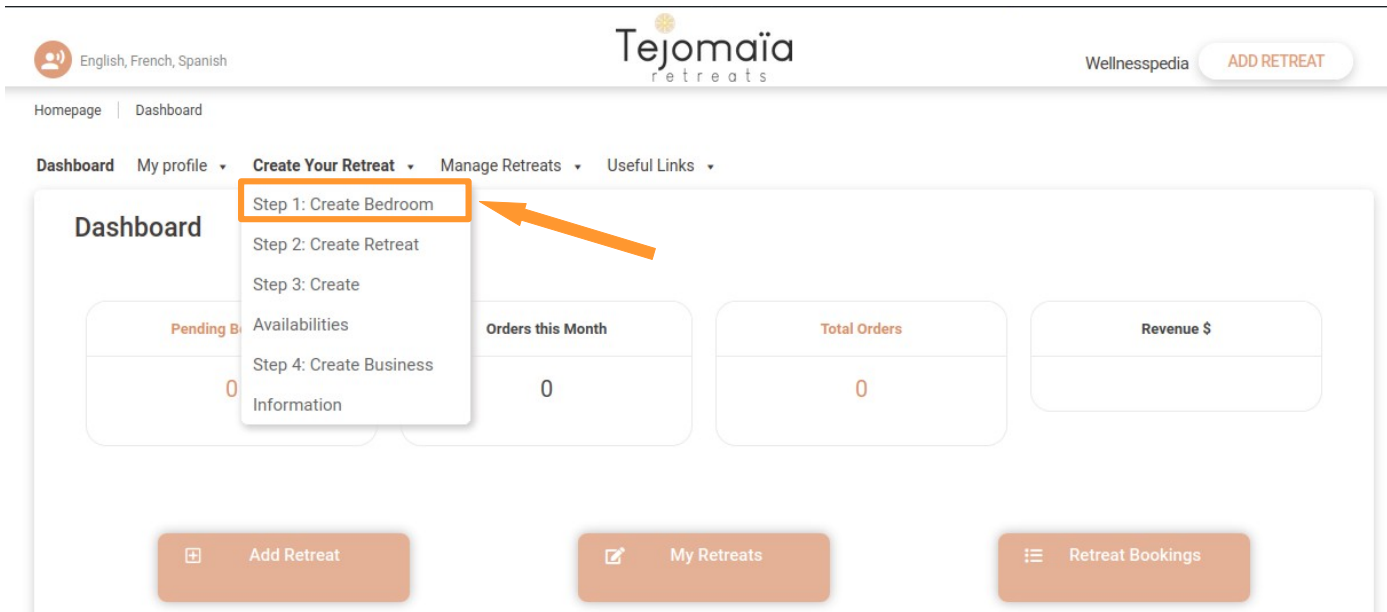
GETTING STARTED

To start the complete creation process of your Retreat/Listing:

Click on the Add Retreat button from the header of the platform and log-in if not already done.



Or **Log-in with your Host account, and access it from your Dashboard** by selecting the Step1 of the Creation Process: **Create Bedroom**



Step 1

CREATE BEDROOM.S

Below is the **Bedroom type** creation screen.

After having created the 1st bedroom, you can create, as many different bedroom type as you have.

To create another bedroom type from this page, just click on the The shortcut button “+Add another bedroom”.

If you have only one type of room (with the same features and details), then you can use that room type for all the events you are going to create.

The room quantity and the prices will be created later in the **create availabilities** step.

After having created your bedroom, you will be able to go to the next step of the creation process by clicking | the button **To creation step 2/4: Create Retreat info.**

On this page, you will have to fill up each field on each tab available. Once done, click “Create” at the bottom of the screen.

If you need any help, please [contact us here](#) or by [email here](#).

Dashboard My profile ▾ Create Your Retreat ▾ Manage Retreats ▾ Useful Links ▾

Create/Edit bedroom

+ Add another bedroom

To Creation step 2/4 : Create Retreat

To create a room, **fill in all the fields on the 3 tabs available** (General, Booking & Images tab), then click on “Create” or “Update” to validate the changes. If you are in the process of creating your Retreat, follow the Create Retreat next step button to continue.

🔴 You have a question? need help? [Contact us!](#)

Title

Title

Bedroom description

VISUAL TEXT

B *I* U “ ” ABC ☰ ☷ ☹ ☺ ↶ ↷ 🔗 ✕

Featured image

Drop files here to upload

Title

In the header of the form, you have the field to fill up the title of your bedroom type.

It is the Bedroom name that guests will see when they visit your Retreat / Training. It is also the name that will help you identify a specific room among all Bedrooms type that you would have created.

>> **Consequently, the title of the bedroom has to be clear and precise enough.**

Bedroom description

Add in that field the description of your room.

Featured image

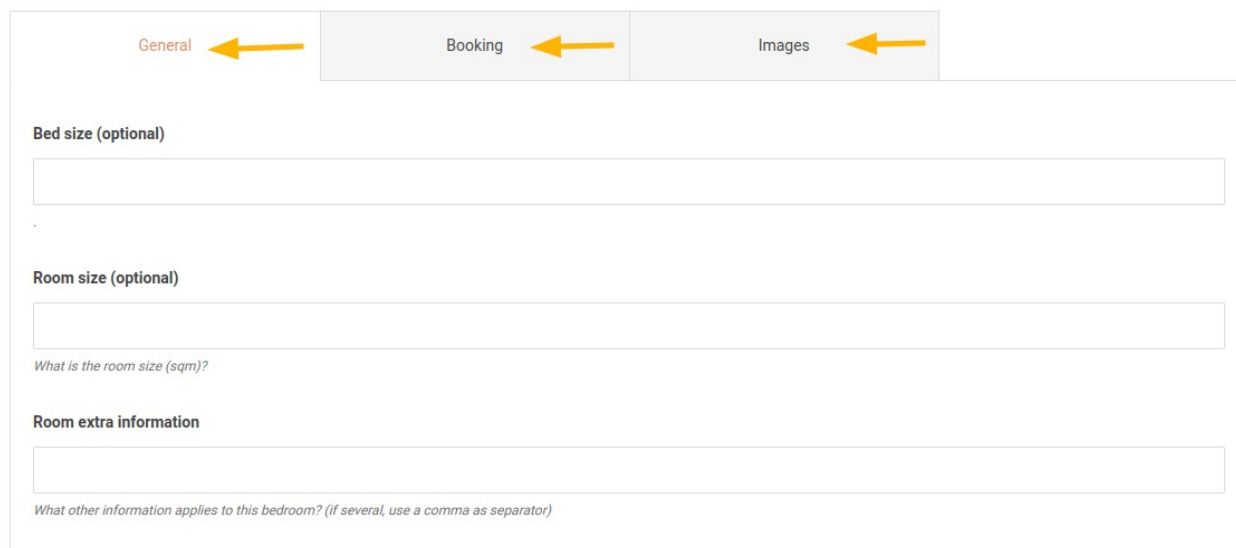
Add here the featured image of your Bedroom.

To add the image, click in the square and add select an image from your computer.

The featured image is like the cover image of your room type. It will be the first image that will be displayed to the visitor for your room.

It will also be the image that will be displayed for a specific bedroom in your bedrooms list.

>> **Consequently: The featured image you choose for a bedroom has to be appealing, and nice, luminous, and as close to reality as possible.**



General ← Booking ← Images ←

Bed size (optional)

Room size (optional)

What is the room size (sqm)?

Room extra information

What other information applies to this bedroom? (if several, use a comma as separator)

Further down on the bedroom creation page, there are 3 tabs available, General, Booking and Images.

General tab

Bed size/Room size

On this type you can provide the Bed size and Room size information. These fields are optional.

Room Extra information

You can add here some important information that you would like to highlight on this room. I.e: towels provided, or bathtub

Facilities

- | | | |
|--|---|---------------------------------------|
| <input type="checkbox"/> Air Condition | <input type="checkbox"/> Balcony | <input type="checkbox"/> Barbeque |
| <input type="checkbox"/> Bathtub | <input type="checkbox"/> Beauty salon | <input type="checkbox"/> Bike rental |
| <input type="checkbox"/> Concierge | <input type="checkbox"/> Cooking classes | <input type="checkbox"/> Desk |
| <input type="checkbox"/> Dining area | <input type="checkbox"/> Eco Friendly | <input type="checkbox"/> Fire place |
| <input type="checkbox"/> Fitness | <input type="checkbox"/> Free Bicycle | <input type="checkbox"/> Free parking |
| <input type="checkbox"/> Free Wi-Fi | <input type="checkbox"/> Garden | <input type="checkbox"/> Guided tour |
| <input type="checkbox"/> Hair dryer | <input type="checkbox"/> Heating | <input type="checkbox"/> Hiking |
| <input type="checkbox"/> Internet access | <input type="checkbox"/> Ironing | <input type="checkbox"/> Jacuzzi |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Laundry | <input type="checkbox"/> Lounge |
| <input type="checkbox"/> Luggage room | <input type="checkbox"/> Medical assistance | <input type="checkbox"/> Minibar |
| <input type="checkbox"/> Mosquito net | <input type="checkbox"/> Multilingual Staff | <input type="checkbox"/> Open shower |

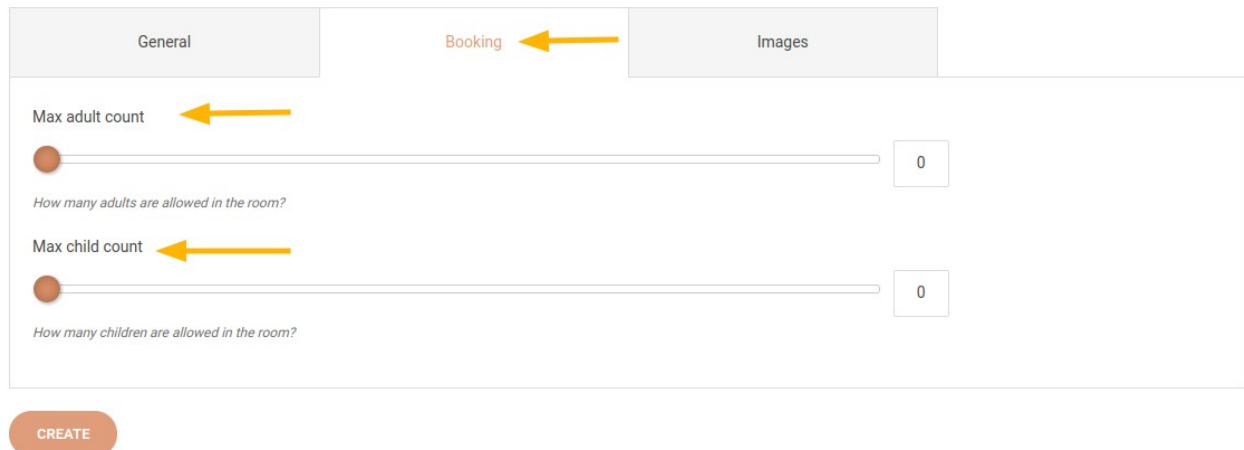
Facilities

This is the list of all the facilities available on the platform.

You can check all the facilities that correspond to the room you propose.

>> Give as much information as possible to the visitors.

After filling up all the information on the General tab, we can move on to the next tab that is the **Booking tab**.



General Booking ← Images

Max adult count ←

How many adults are allowed in the room? 0

Max child count ←

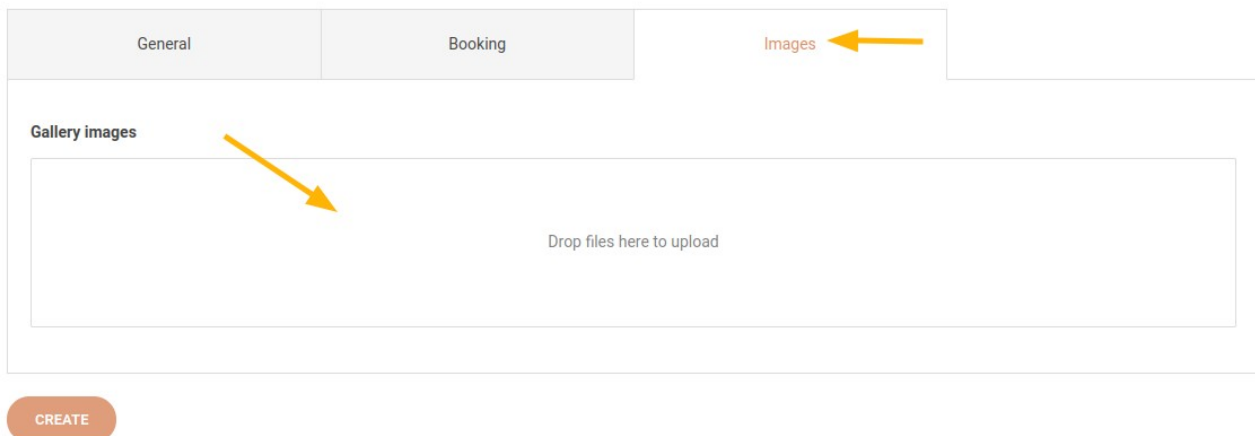
How many children are allowed in the room? 0

CREATE

On this tab, you'll specify the capacity of the room.

How many adults and children can occupy the room at the same time.
Simply move the cursor for each field to the number desired for each count.

That's it for the Booking tab, let's now go to the **Images** tab.



General Booking Images ←

Gallery images

Drop files here to upload

CREATE

The images tab is simply the image gallery of the Bedroom you are creating.

Gallery images

To add images you can drag & drop your images from your computer.

Or you can click inside the Gallery images rectangle and select your images from the pop up.

At this stage all the information of the bedroom have been filled up.

Now, you can click on the **Create** button at the bottom of the page to create your bedroom.

Once creation is done, you will have the following Success message that will be displayed at the top of the form:

Create/Edit bedroom

+ Add another bedroom

To Creation step 2/4 : Create Retreat Info

To create a room, **fill in all the fields on the 3 tabs available** (General, Booking & Images tab), then click on "Create" or "Update" to validate the changes. If you are in the process of creating your Retreat, follow the Create Retreat next step button to continue.

🔗 You have a question? need help? [Contact us!](#)

Success: your room was successfully created!

You are currently modifying the selected bedroom. Click "Update" to save your changes.



>> Before, leaving the page, make sure to go through your bedroom details again, to verify that all the information is accurate.

If making any correction, click on the **Update button** at the bottom of the page to **save your changes**.

Once updated, the page will display a Success message like shown below "Your room was successfully updated":

Dashboard My profile ▾ Create Your Retreat ▾ Manage Retreats ▾ Useful Links ▾

Create/Edit bedroom

+ Add another bedroom

To Creation step 2/4 : Create Retreat Info

To create a room, **fill in all the fields on the 3 tabs available** (General, Booking & Images tab), then click on "Create" or "Update" to validate the changes. If you are in the process of creating your Retreat, follow the Create Retreat next step button to continue.

🔗 You have a question? need help? [Contact us!](#)

Success: your room was successfully updated!

You are currently modifying the selected bedroom. Click "Update" to save your changes.



Your Bedroom is now created!

Now you can:

- create another bedroom by clicking on the **+ADD another bedroom** button or
- continue the creation process to **Step2** by clicking **Create Retreat information**.

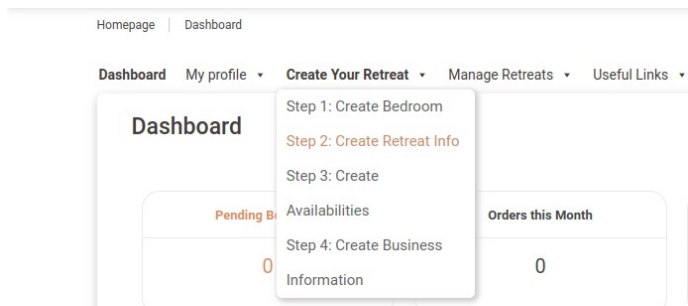
Create Bedroom Checklist

- I have filled up all fields on each tab Yes No
- I have provided enough detailed information Yes No
- I have added beautiful pictures Yes No

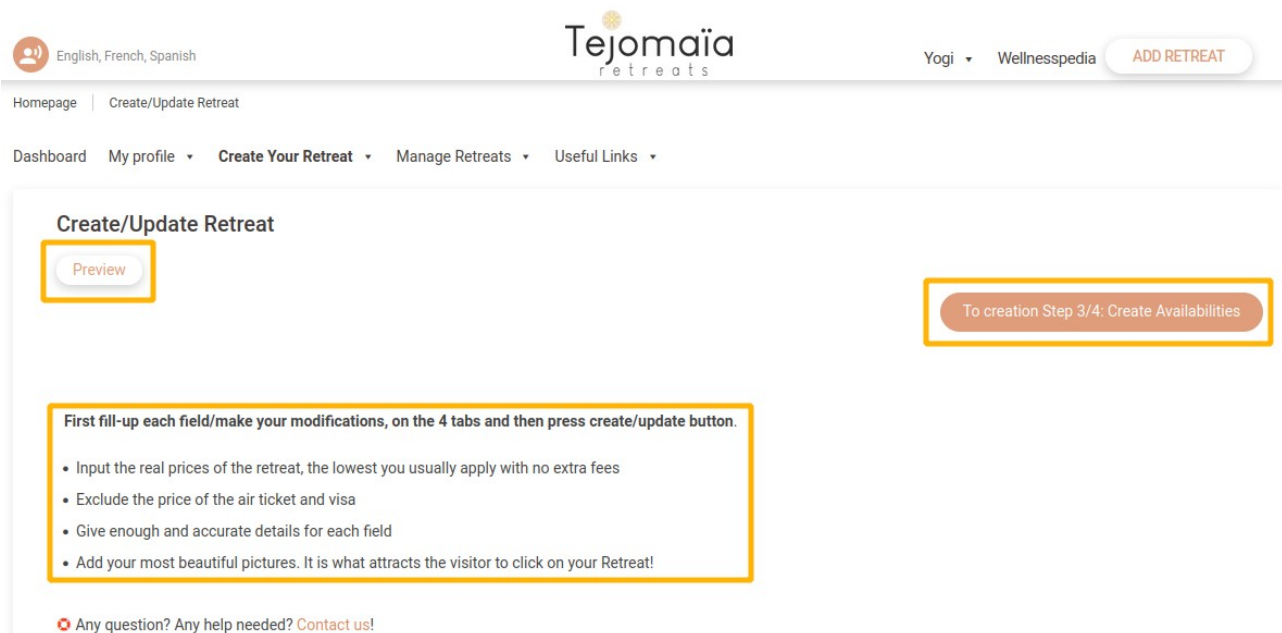
Step 2

CREATE RETREAT INFORMATION

To directly get to the Create Retreat Information screen:



Below is the page to Create your Retreat information:

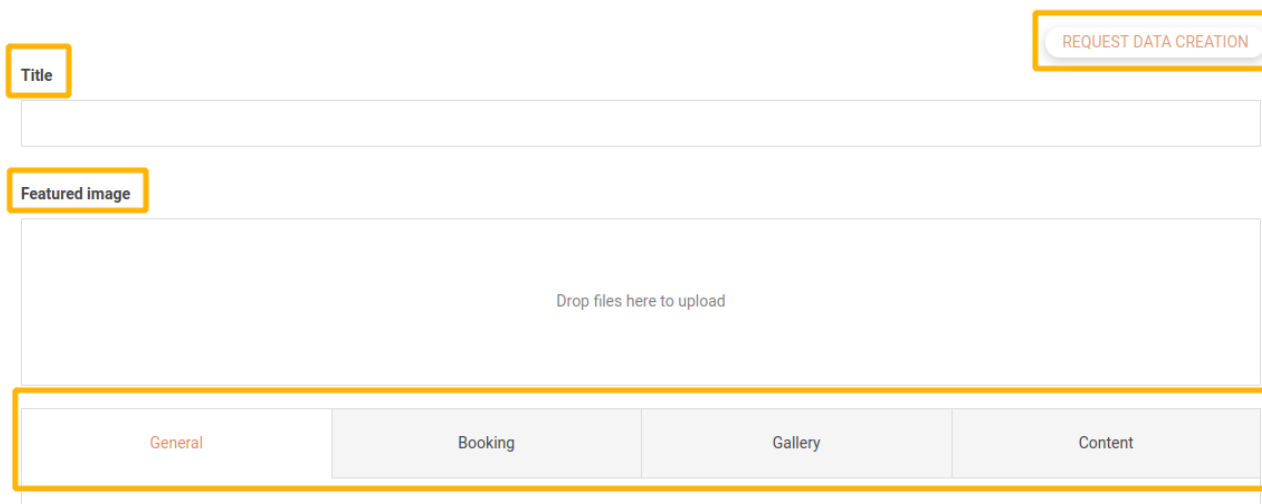


Preview: Once your Retreat is created, you can preview your Retreat page on the platform to see how it will look to the visitors. That way you can adjust the display and information as per how you want it to appear.

To creation Step3/4: Create Availabilities: This is the shortcut of the Retreat creation process next step. Once you have finalized and checked all the information on this page, you can directly go to the next step with this shortcut.

Guidelines: These are the guidelines to fill up your Retreat information.

[Let's continue down the page:](#)



The screenshot displays a form for creating a retreat. At the top right, there is a button labeled "REQUEST DATA CREATION". Below it, there is a text input field labeled "Title". Underneath the title field is a large rectangular area for a "Featured image" with the text "Drop files here to upload" in the center. At the bottom of the form, there is a horizontal tabbed interface with four tabs: "General" (which is currently selected and highlighted in red), "Booking", "Gallery", and "Content".

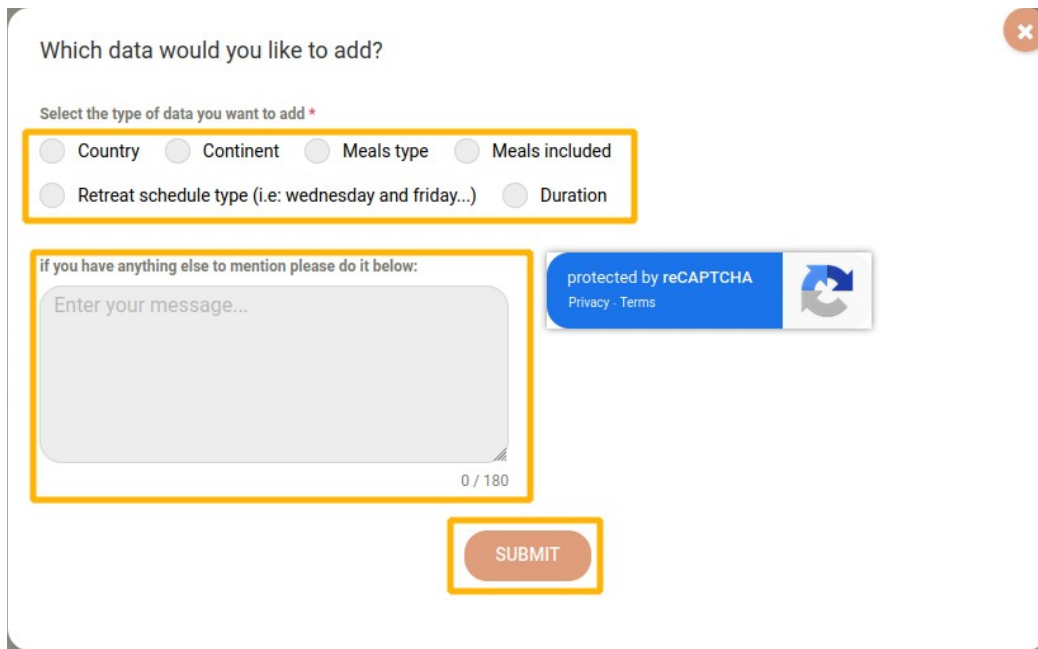
Further down on the Retreat information creation page, you have the following fields displayed:

Title: Input the title of your Retreat/Training here. For example 7 day Yin Yoga Retreat in Bangkok or 200hours – 24 days Yin Yoga Teacher Training in Greece
Always make sure to put the type of Retreat (yin yoga, meditation...), the place, and the number of days and hours in the title.

Featured image: Here drag and drop or click inside the rectangle to add the cover image for your event. It will be the presentation image of your event. Choose an image that represents your event. Obviously, it will be beautiful and bright :)

Tabs: These are all the tabs to be filled up to create the retreat information. Each of them has to be carefully and completely filled up

Request data creation button:



On the Retreat information creation page, some data will have to be selected. It may happen, that some data specific to your Retreat/Training do not appear in the selection list.

In such case, you can, click on this Request data creation button, fill up and submit the information. We will create the information for you within 48h.

When clicking on the Request data creation button, a pop up will appear with the following information:

Select the type of data you want to add:

Here, select the type of data for which you need a creation. You can choose between, country, continent, meals type, meals included, retreat schedule type and duration.

Once you select the type of data, you will have an extra field that will appear to enter/select the value.s of the data you want to create.

For instance, for the **Retreat type** data, a list of days will come up, and you can select the combination of days for your Retreat. If it does not exist yet.

If you have anything else to mention: You can add any further information you want to share.

Submit: Once all done, you can **click on the submit button**, the following validation message will appear. You can now continue the Retreat information creation, or wait for our email to confirm your data creation.



Thanks for your request, we will come back to you shortly.
Have a wonderful day!

Let's now fill up the tab's information, with the **first tab: General**.

General	Booking	Gallery	Content
<p>Retreat tags</p> <p><input type="checkbox"/> " Bookable</p> <p><input type="checkbox"/> " Senior</p> <p><input type="checkbox"/> - Lactose free</p> <p><input type="checkbox"/> - Vegetarian</p> <p><input type="checkbox"/> . Jungle</p> <p><input type="checkbox"/> . Seaside</p> <p><input type="checkbox"/> ' English</p> <p><input type="checkbox"/> ' Hindi</p> <p>Retreat type</p> <p>Select one ▼</p>	<p><input type="checkbox"/> " Free kids</p> <p><input type="checkbox"/> " Family</p> <p><input type="checkbox"/> - Organic</p> <p><input type="checkbox"/> . City</p> <p><input type="checkbox"/> . Lake-River</p> <p><input type="checkbox"/> ' Balinese</p> <p><input type="checkbox"/> ' French</p> <p><input type="checkbox"/> ' Portuguese</p>	<p><input type="checkbox"/> " Luxury</p> <p><input type="checkbox"/> - Gluten free</p> <p><input type="checkbox"/> - Vegan</p> <p><input type="checkbox"/> . Forest</p> <p><input type="checkbox"/> . Mountain</p> <p><input type="checkbox"/> ' Dutch</p> <p><input type="checkbox"/> ' German</p> <p><input type="checkbox"/> ' Spanish</p>	

Retreat tags: These are all the tags/keywords available for the Retreats/Trainings. Select all the tags that correspond to your event. It will help visitors to find your Retreat.

Retreat type: It is the the Retreat repetition type.

For example, is your Retreat happening every sunday, every tuesday and friday, or it does not follow a pre-set repetition (non-repeated).



IMPORTANT

Select the value that corresponds exactly to your event.

If the value you want is not proposed in the list of selection, simply request it through the Request data creation button on top of the form. ([See the section referring to data request here](#))



The Retreat type will be very useful and handy at the time of availabilities creation.

Indeed, when set as repeated (every monday, every tuesday and friday...) the system will automatically create the availabilities for you. 100% hassle free!

Facilities

- Air Condition
- Bathtub
- Concierge
- Dining area
- Fitness
- Free Wi-Fi
- Hair dryer
- Internet access
- Kitchen

- Balcony
- Beauty salon
- Cooking classes
- Eco Friendly
- Free Bicycle
- Garden
- Heating
- Ironing
- Laundry

- Barbeque
- Bike rental
- Desk
- Fire place
- Free parking
- Guided tour
- Hiking
- Jacuzzi
- Lounge

Duration

- 03 days
- 06 days
- 10 days
- 20 days
- 28 days

- 04 days
- 07 days
- 14 days
- 21 days
- 30 days

- 05 days
- 08 days
- 15 days
- 24 days

Facilities: Select all the facilities that apply to your Retreat or Training

Duration: Select the duration of your event.

If the duration you are looking for is no in the list, you can request its creation, [click to see the explanatory section in this document.](#)

In the next section, you are going to **select all the other parameters** which correspond to your event.

Select all the parameters for your experience

<input type="checkbox"/> = 2023 August	<input type="checkbox"/> = 2023 December	<input type="checkbox"/> = 2023 November
<input type="checkbox"/> = 2023 October 1.	<input type="checkbox"/> = 2023 September	<input type="checkbox"/> = 2024 April
<input type="checkbox"/> = 2024 August	<input type="checkbox"/> = 2024 February	<input type="checkbox"/> = 2024 January
<input type="checkbox"/> = 2024 July	<input type="checkbox"/> = 2024 June	<input type="checkbox"/> = 2024 March
<input type="checkbox"/> = 2024 May	<input type="checkbox"/> ~ Acro Yoga	<input type="checkbox"/> ~ Aerial Yoga 2.
<input type="checkbox"/> ~ Anusara Yoga	<input type="checkbox"/> ~ Ashtanga Yoga	<input type="checkbox"/> ~ Ayurveda Yoga
<input type="checkbox"/> ~ Bikram Yoga	<input type="checkbox"/> ~ Dynamic Yoga	<input type="checkbox"/> ~ General Yoga
<input type="checkbox"/> ~ Hatha Yoga	<input type="checkbox"/> ~ Hot Yoga	<input type="checkbox"/> ~ Integral Yoga
<input type="checkbox"/> ~ Isha Yoga	<input type="checkbox"/> ~ Iyengar Yoga	<input type="checkbox"/> ~ Jivamukti Yoga
<input type="checkbox"/> ~ Kashmir Yoga	<input type="checkbox"/> ~ Kripalu Yoga	<input type="checkbox"/> ~ Kriya Yoga
<input type="checkbox"/> ~ Kundalini Yoga	<input type="checkbox"/> ~ Nidra Yoga	<input type="checkbox"/> ~ Power Yoga
<input type="checkbox"/> ~ Power Yoga	<input type="checkbox"/> ~ Prenatal Yoga	<input type="checkbox"/> ~ Restorative Yoga
<input type="checkbox"/> ~ Sivananda Yoga	<input type="checkbox"/> ~ Tantra Yoga	<input type="checkbox"/> ~ Vinyasa Yoga
<input type="checkbox"/> ~ Yin Yoga	<input type="checkbox"/> ○ Health Retreats	<input type="checkbox"/> ○ Meditation Retreats
<input type="checkbox"/> ○ Other Retreats 3.	<input type="checkbox"/> ○ Spiritual Retreats	<input type="checkbox"/> ○ Wellness Retreats
<input type="checkbox"/> ○ Yoga Retreats	<input type="checkbox"/> ○ Yoga Teacher Training	<input type="checkbox"/> Africa 4.
<input type="checkbox"/> Asia	<input type="checkbox"/> Australia	<input type="checkbox"/> Bali

1. Select all the months when your Retreat/Training will take place.



Make sure to update the months section of your every time you add any new availability for your Retreat.

2. Select all the yoga types that will be instructed during your Retreat/Training.

3. Select the type of your Retreat

4. Select the City, Region, and country of your Retreat location

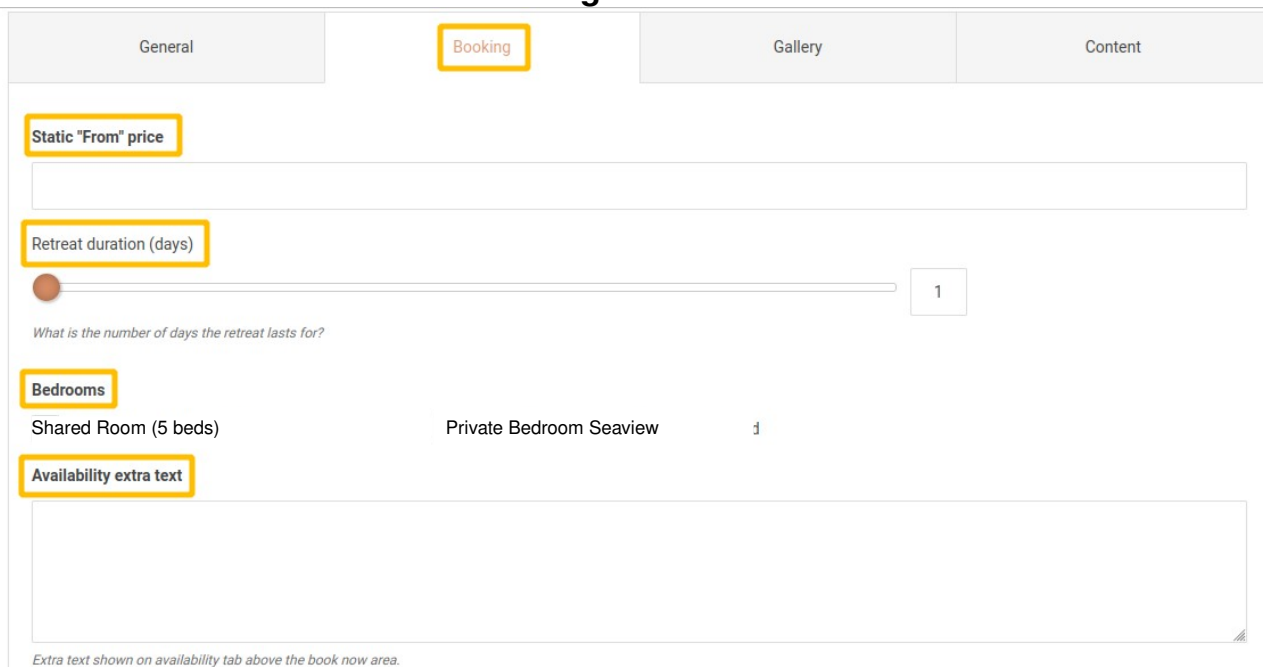
Address

Add the exact address: street number, street name, city and country

CREATE

Address: add the exact address of your Retreat
 If not done yet, you can **click on create or update** the Retreat information at this stage to make sure to save the information. Now move on to the next tab.

We are now on the **second tab: Booking**



General **Booking** Gallery Content

Static "From" price

Retreat duration (days)

What is the number of days the retreat lasts for?

Bedrooms

Shared Room (5 beds) Private Bedroom Seaview

Availability extra text

Extra text shown on availability tab above the book now area.

Static "From" price: Add the minimum price for your Retreat that will be displayed on your Retreat card and information to give an idea of the price to the visitors.

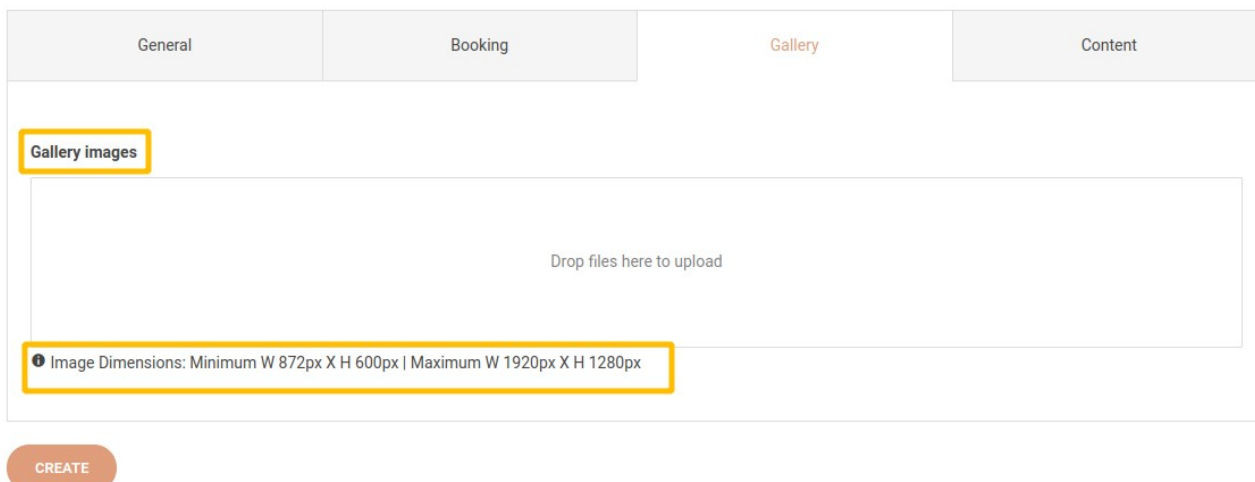
Retreat duration: place the cursor to select the number of days of your Retreat

Bedrooms: By a check, select the bedroom or bedrooms to be attached to your Retreat.



If the bedroom is not attached here, you will not be able to create availability for this room in the next step of the creation process.

Gallery tab



General Booking **Gallery** Content

Gallery images

Drop files here to upload

Image Dimensions: Minimum W 872px X H 600px | Maximum W 1920px X H 1280px

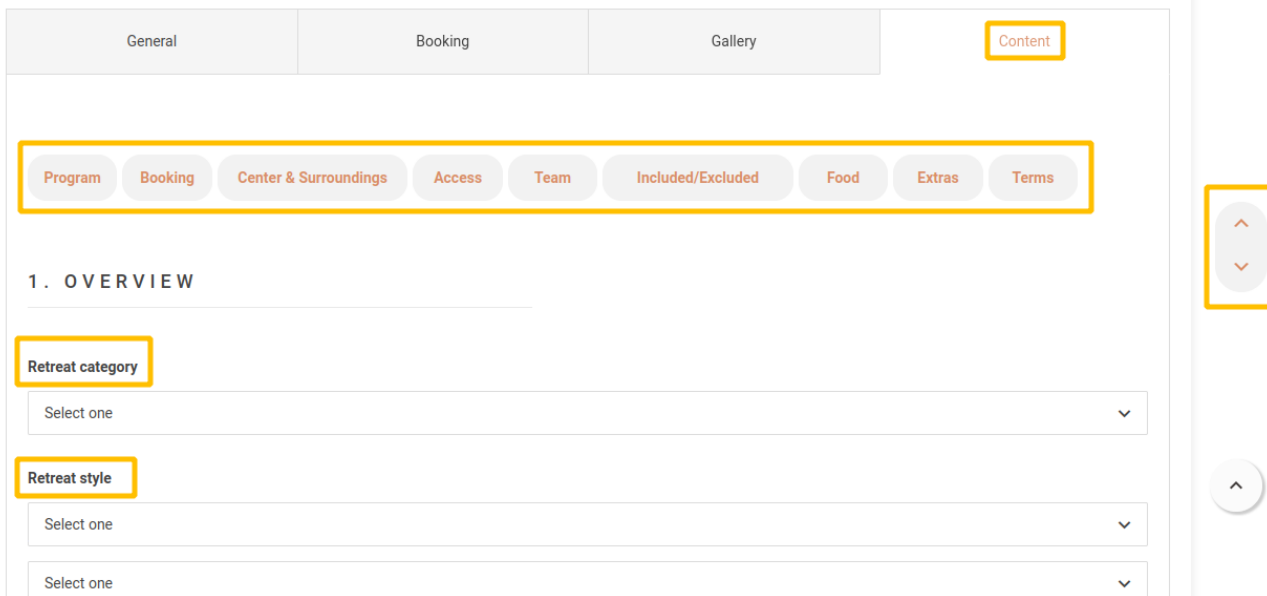
CREATE

Gallery images: Add all the images for your Retreat or Training here by drag and drop or by clicking inside the rectangle.


As you know, images are very important, special care has to be taken so they can depict your Retreat with authenticity, so they look beautiful and bright enough to give the best image of your event to the visitors.

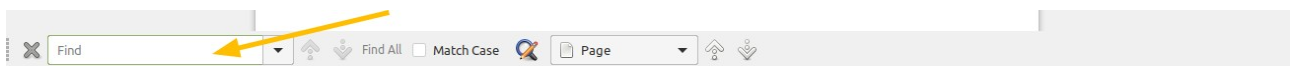
Please respect the image dimensions so your pictures can look their best.

Let's go move ahead to the next and **final tab: Content**



Content sections' shortcuts: To facilitate the navigation through the content tab, each section, has a shortcut, directly accessible from the top of the tab.

 Also, to quickly find an information on the page, you can simply simultaneously press the keys ctrl+F, a search section will appear at the bottom of the page. Key in the word you want to find and press enter, it will get you to the section.s of the tab where that specific word is mentioned.



Page scroll up and down:

It will help you easily navigate from the top of the tab with the shortcuts to the bottom of it.

Retreat category: Here you specify the kind of Retreat. Yoga Retreat, Meditation Retreat, Yoga Teacher Training etc...

Retreat style: Choose from Yoga types, meditation types to give further information about the category selected previously. You can select up to 6 styles.

Other Disciplines of the Retreat (optional)

Language of instruction

Select one ▼

Retreat Month(s)


in abbreviated form e.g: Jan 24, Feb 24, Jun 24 or e.g: all year round if applicable to your retreat

Max. Group size

Select one ▼

Level

Select one ▼



Other disciplines of the Retreat (optional): If any, you can tell which other disciplines than the Retreat category already selected will be taught or performed during your event. For example, it could be surf if it is a Yoga and surf Retreat or Hiking etc...

Language of instruction: Which language that will be used during the Retreat or Training.

Retreat Month.s: Give the months of your Retreat in an abbreviated form.
i.e: Jan 24. Mar 24., or All year round if your event takes place throughout the year.

Max. Group size: indicate the maximum number of guests you allow per Retreat or Training session.

Level: What is the level of participants expected for your event.

Participants Welcome

Select one

Meals included

Select one

Diets available

Vegan, Vegetarian, dairy free

Benefits of the Retreat (Add keywords i.e: serenity, inner-peace, energy...)

VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ↶ ↷ 🔗 ✕

Serenity, Clarity, Energy

P

Participants welcome: you can choose among the combination of Solo, couples and families

Meals included: How many meals are included in your Retreat.

Diets available: What are the diets you cater or you can cater

Benefits of the Retreat: Briefly, through keywords, what are the benefits of your Retreat. Objective is to give a short and precise idea to the future guest of what they can expect after participating to your event.

Description

list the major aspects of your Retreat you would like to bring forward (make it concise)

VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ↶ ↷ 🔗 ✕

Video (optional)

VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ↶ ↷ 🔗 ✕

Read how to add your video here and paste the link in the text area above ↑ ↑

Description: Detail the major aspect of your Retreat

Video (optional): If you have a video, you can paste its iframe link in the Text tab.

To know how to do it, follow the *How to add a video* link below the Video section.

Section 2. Program

2. PROGRAM

Program VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ↶ ↷ 🔗 ✕

What to Bring (optional) Give details about what to bring for the Retreat VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ↶ ↷ 🔗 ✕

Visa Information VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ↶ ↷ 🔗 ✕

Program: Detailed program day by day to give a clear idea to the guests of the rhythm and activities of each day.

What to bring optional: Here you can give information to the guests of the props, material, clothes, adaptor, medical product like mosquito repellent, they should bring for the Retreat. It can be related the activities performed, the climate and specificities of the location.

Visa information: Information or link to where to find the information about the visa.

Section 3. Booking Details

3. BOOKING DETAILS

Booking Limit

Select one

Deposit for Booking: 15% 

Balance amount payment timing

Select one

Cancellation Policy - Deposit 

100% refundable for cancellation 60+ days before the event start date

Cancellation Policy - Remaining amount

VISUAL TEXT

B *I* U “ ” ABC ☰ ☷ ☹ ☺ ☻ ☼ ↶ ↷ 🔗 ✕

Booking Limit: How many days before the Retreat start can Booking happen

Deposit for Booking 15%: To Book their seat, guests pay 15% of the Retreat at checkout.

Balance amount payment timing: When will the remaining amount of the Retreat will have to be paid.

Cancellation policy - Deposit: This is our cancellation policy for the deposit

Cancellation Policy – Remaining amount: Add here **in brief**, your cancellation policy for the remaining amount that you will be receiving from the guests.

Section 4. Center & Surroundings

4. CENTER & SURROUNDINGS

Center Description

VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ↶ ↷ 🔗 ✕

Surroundings Description

VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ↶ ↷ 🔗 ✕

Center and Surroundings images: Add your images below (up to 3 images)

Map

VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ↶ ↷ 🔗 ✕

Check how to get your map link here and paste the link in the *text tab* above ↑ ↑

Center description: Description of the center

Surroundings description: Description of the surroundings

Center and Surroundings Images: 3 images to depict the center and surroundings of your Retreat

Map: Add a map to your listing. Follow the link *Check how to add your map link* at the bottom and paste the iframe code into the **text tab**.

Section 5. Access

5. ACCESS

How to get there by PLANE

VISUAL TEXT

B I U “ ABC ≡ ≡ ≡ ≡ ↶ ↷ 🔗 ✕

How to get there by TRAIN

VISUAL TEXT

B I U “ ABC ≡ ≡ ≡ ≡ ↶ ↷ 🔗 ✕

How to get there by CAR

VISUAL TEXT

B I U “ ABC ≡ ≡ ≡ ≡ ↶ ↷ 🔗 ✕

How to get there by BUS

VISUAL TEXT

B I U “ ABC ≡ ≡ ≡ ≡ ↶ ↷ 🔗 ✕

How to get there by plane: Give information about the nearest airport.s and how to get to your Center from there.

How to get there by train: Give information about the nearest train station.s and how to get to your Center from there.

How to get there by car: Give information about how to get to your Center by car.

How to get there by bus: Give information how to get to your Center by bus.

Section 6. The team

6. THE TEAM

Retreat Organizer

Add the Retreat Organizer's Name

Languages Spoken

Yoga Alliance Certification

Select one



Instructor/Team member 1 Name

Instructor/Team member 1 Role

Instructor/Team member 1 Photo

Drop files here to upload

Instructor/Team member 1 Description

VISUAL TEXT

B *I* U “ ” ABC ≡ ≡ ≡ ≡ ≡ ↶ ↷ 🔗 ✕

Retreat Organizer: Name of the Retreat organizer, Name of the Business.

Languages Spoken: All the languages spoken by the team, in which the guest will be able to communicate with the Retreat team.

Yoga Alliance Certification: Is your Training Certified by the Yoga alliance?

Instructor/Team member 1 Name: Name of the Instructor n°1

Instructor/Team member 1 Role: Role of the instructor n°1 *i.e: Yoga teacher*

Instructor/Team member 1 Photo: Profile photo of the instructor n°1

Instructor/Team member 1 Description: Description of the Instructor's experience, specialty, background etc...

>> You can add up to 6 instructors

Section 8. Food

8. FOOD

Food Description

VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ☻ ↶ ↷ 🔗 ✕

Food images: Add your images below (up to 3 images)

Drop files here to upload

Drop files here to upload

Drop files here to upload

Food description: Describe the kind of food you serve during your event.
i.e: Fresh and local produce, or produce from our garden, rich in vitamins and antioxidants etc...

Food images: A picture is worth a thousand words! Nothing better than adding some pictures of the food served.

Section 9. Extras

9. EXTRAS

Extra services (optional)

VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ☻ ↶ ↷ 🔗 ✕

Things to do (optional)

VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ☻ ↶ ↷ 🔗 ✕

Extra services optional: If any you can list the extra services you propose for free or at a cost.

Things to do: To give the guests some ideas, describe what other activities are available around the center.

Section 10. Terms of Sales

10. TERMS

Retreat Terms of Sales

Please specify here your complete and specific Terms of sales applicable to this Retreat (remaining amount payment, payment terms, cancellation of the remaining amount, etc.)

VISUAL TEXT

B I U “ ABC ☰ ☷ ☹ ☺ ☻ ↶ ↷ 🔗 ✕

CREATE

Retreat Terms of Sales: Detail here your Retreat terms of sales (full cancellation and refund policy for the remaining amount, payment terms, etc...)

Note: Privacy policy is already covered by tejomaia platform. No need to add it here.

Create button/Update button: Once each field of the content tab is filled up with accurate and detailed information, you can click on the Create button (if not yet created) or on the Update Button if you have already created the Retreat information during the fill up process.

Create Retreat Info Checklist

General Tab

- I have filled up done complete selection for each field Yes No
- I have selected the correct Retreat type Yes No
- I have ticked all the tags, duration, facilities and parameters Yes No

Booking Tab

- I have filled up each field Yes No
- I have selected one or more bedroom.s Yes No

Gallery Tab

- I have filled up each field with detailed information Yes No
- I have uploaded all my images as per the dimension Yes No

Content Tab

- I have filled up each field with detailed information Yes No
- I have added a map Yes No
- I have added the cancellation policy summary and the Terms of Sales (without Privacy Policy) Yes No

Step 3

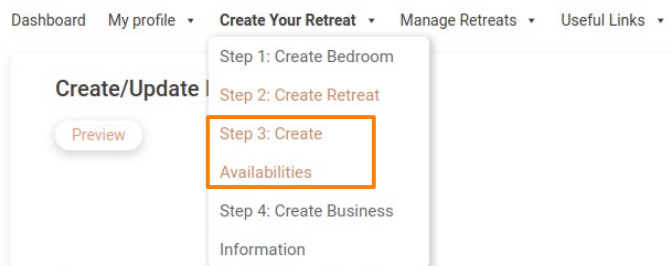
Create Availability

Now you can go to the step 3 of the Creation process: Create availabilities

You can click on the shortcut button at the top of the page:

To creation Step 3/4: Create Availabilities

Or you can access it through your Dashboard menu:



Create Retreat Availability page

Create Retreat Availabilities

My Availabilities

+ Add availability

To Creation Step 4/4: Business details

Easy! If your **Retreat is repeated**, as per the retreat type you have selected for your retreat in the previous step (Step 2 : Create Retreat), the system will **automatically create schedule** entries as per the start date and end date you enter below.

If you create availability for a **new month period**, remember to select that month from the **month list on your Retreat page** (Manage Retreats > Click on Edit on your Retreat > General tab – bottom of the page).

Availability name

Start date

End date

My availabilities button: Shortcut to see the list of availabilities already created

+ Add availability button: Shortcut to add a new availability from this page

To creation Step 4/4: Business details: Shortcut to move on to the final step of the Retreat creation process.

Retreat type Repeated?

The is repeated feature is a great functionality that makes it super fast to create your availabilities.

If your Retreat is repeated, that is if your Retreat repeats at a regular timing, i.e : every monday or every sunday. Then the system will automatically create your availability, every monday from the “from date” you have set in the availability. 100% hassle free.

This Repeated set up has to be chosen in the Step 2: Create Retreat info > General tab



Whenever you create availability for your Retreat for a new month, don't forget to select the new month in the parameters section of your Retreat.

Availability name: Add a name for your availability like January 2024 or Summer 2024

Start date: select the start date for the beginning of your availability

End date: In case your Retreat is repeated, add a end date to specify when the repetition should end.

Retreat

Bedroom

Bedroom count

1

ⓘ For shared room 1 bed equals to 1 bedroom. i.e: you have 5 beds in a shared bedroom. Then bedroom count for that room will be 5. If you have 2 shared rooms available with 5 beds each then bedroom count to mention will be 5 beds x 2 (shared rooms) =10 bedrooms.

Price (USD)

Price (child)

Price per child (leave blank if not different to regular price)

CREATE

Retreat: select your Retreat from the drop down list

Bedroom: select your Bedroom from the drop down list. This list corresponds to the Bedroom selected in your Create Retreat Info step 2.

Bedroom count: slide the cursor to how many of this bedroom are available for this Retreat and availability

For shared room, 1 bed equals 1 bedroom. So if you have 1 bedroom available with 5 beds, the the bedroom count will be 5 here.

Price (USD): Add the Price in USD for this availability.
Price should always be per person

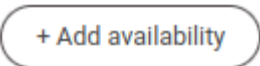
Price child: If children are welcome in your Retreat, you can add a specific price per child here.

Create: Once all the information is filled up, you can click on the Create button

The following message will confirm the creation of your availability:

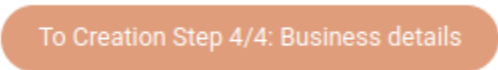


You can add all your availabilities by clicking on the + Add availabilities at the top of the page:

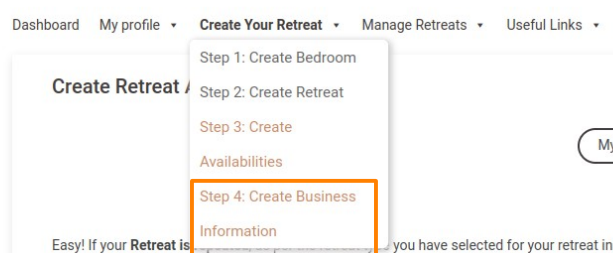


To get to the next step of the Creation Process:

Click on the shortcut button at the top of the page:



or
 Navigate through your Dashboard menu:



Step 4

Business information

This step is to make available and check your Professional information. It should **be done only once for all the Retreats** you will create, and should be **kept up to date**.



Your data will be securely saved in this specific area and will not be used or transferred. For complete Privacy policy you can visit [this page](#)

Fill up all the information, upload the documents on the form and give your agreements.

Once done, you can **click on the “Create” button** at the bottom of the page.

Business Information update *

I make sure to keep my business and contact information up to date on this page.

Agreement *

Please confirm that you agree to our [Privacy Policy](#) and [Terms of Service](#)

Update

Cancel

Congrats!

You are done

If you need any help, feel free to [contact us](#)