Instruction Manual

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Log in to Host Israelis

Click Here to Begin
(app.hostsiraelis.com)

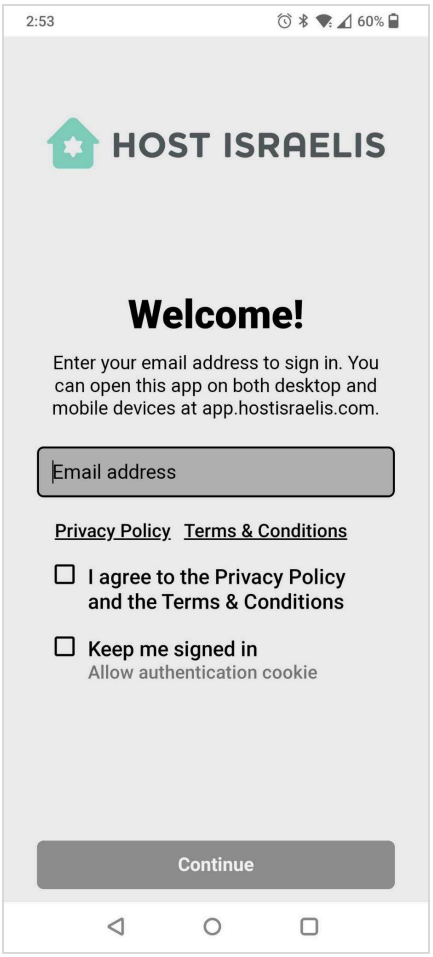
Type in the email address you used to apply to become a host and tick the two boxes. If you tick the “Keep me signed in” box, you will not be asked for a PIN again unless you log out.

Please be sure to type in your email address correctly and use the email address you used when filling out the Host Israelis application form.

Please click the links to the Privacy Policy and Terms & Conditions to read those documents.

Click the Continue button.

You will be emailed a PIN that you need to enter on the next screen.



Check your email for an access PIN from Host Israelis.

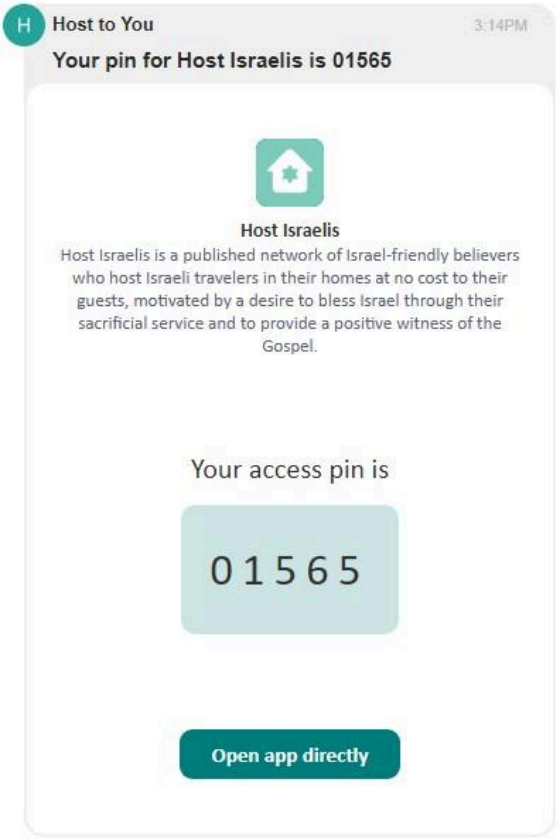
Enter your PIN.

If you did not receive a PIN after several minutes, click the “I need another pin” link at the bottom of the Sign-in screen. Be sure your email address is correct.

If you still do not receive a PIN in your email, check your spam folder.

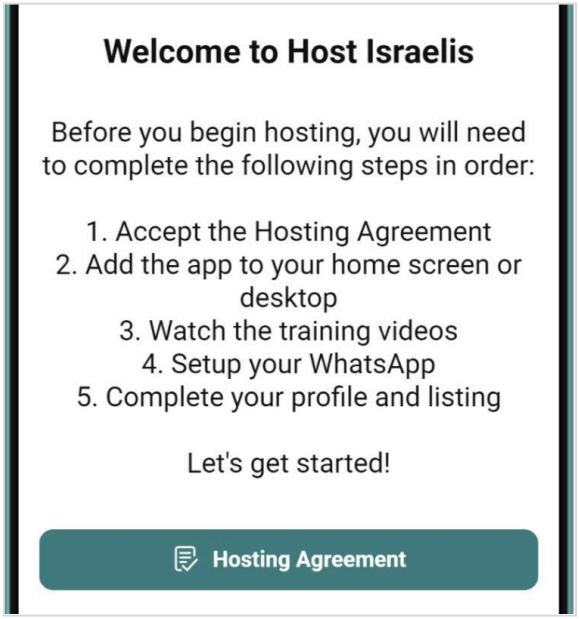
The email will come from **no-reply@auth.appnotify.io** and looks like the image below.

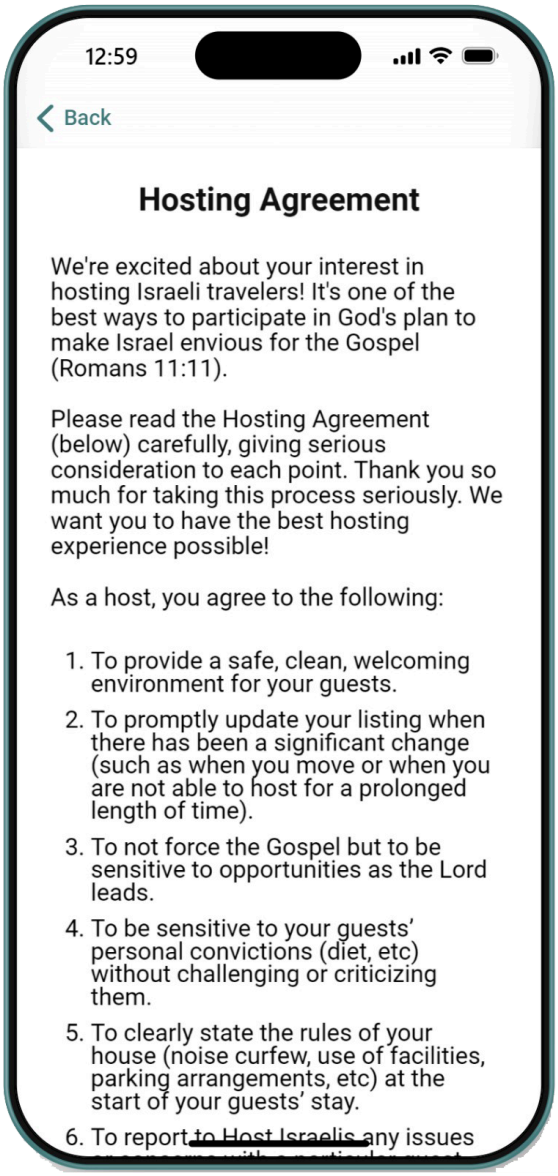
If you need help, click on the side menu and contact your Country Coordinator.



Welcome screen

You will see a screen like the one on the right after entering the PIN.





Agree to the hosting agreement

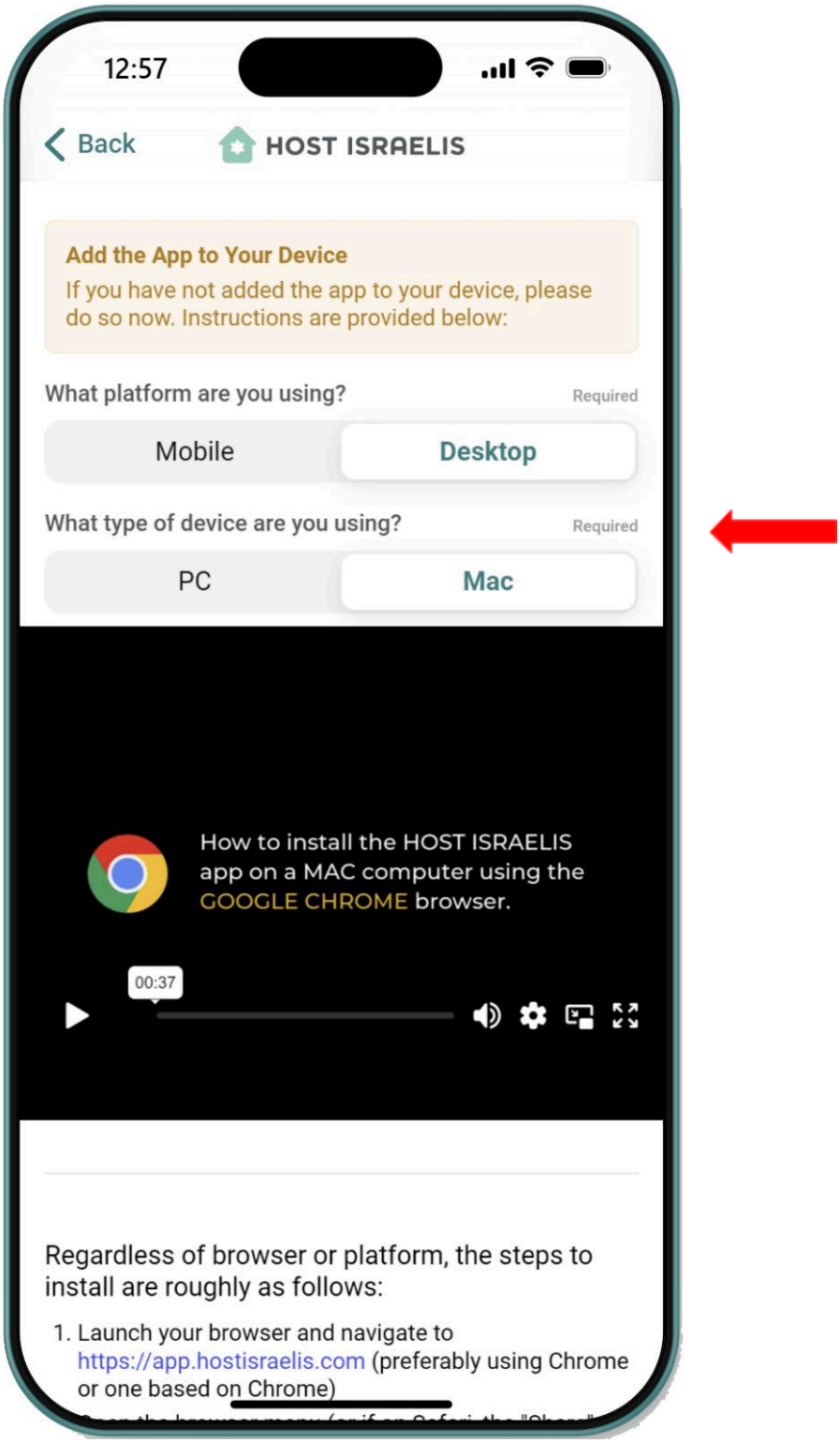
When you have read everything on the Welcome Screen, click on the button that says "Hosting Agreement". If you agree with the text, please Accept the Hosting Agreement.

Add the app to your device and Home screen

After you agree to the hosting agreement, you will see a screen with instructions for how to add a shortcut for the app to your desktop computer or your mobile device.

For instructions, choose the device you're using. You can add the app to multiple devices.

When completed, you should see this icon in your App list, Start Menu, or toolbar.

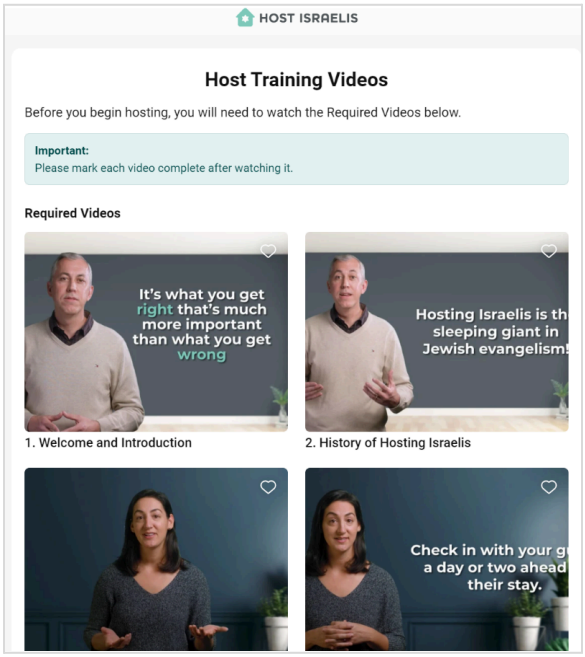


Watch the training videos

When you open the training section of the app, you may see two sets of videos:
Required and Recommended.

Required Videos
You must complete these videos before you can set up your listing. These videos will take 5 to 10 min each. You do not need to watch them all in one sitting. Once these videos have been marked as complete, you can then set up your listing.

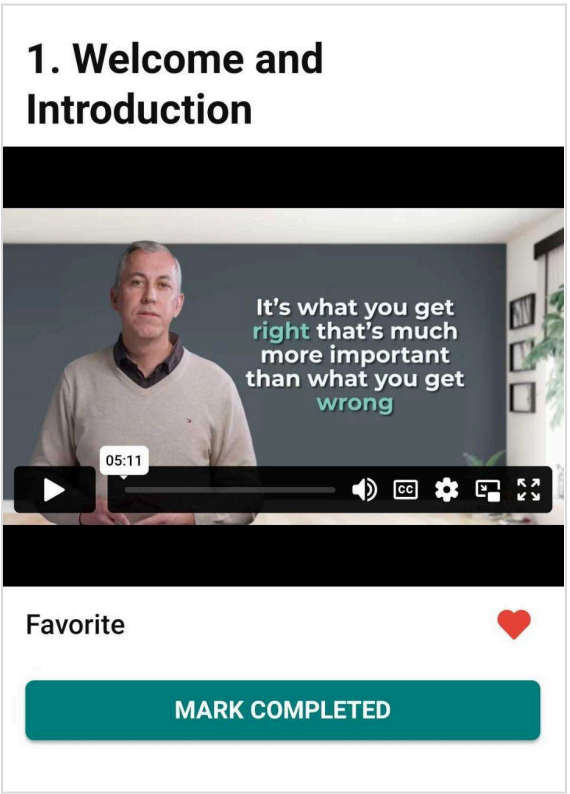
Recommended Videos
(available in certain countries)
Although not required for hosting, we strongly encourage you to watch these videos as well. You can come back to them after you have completed your listing.

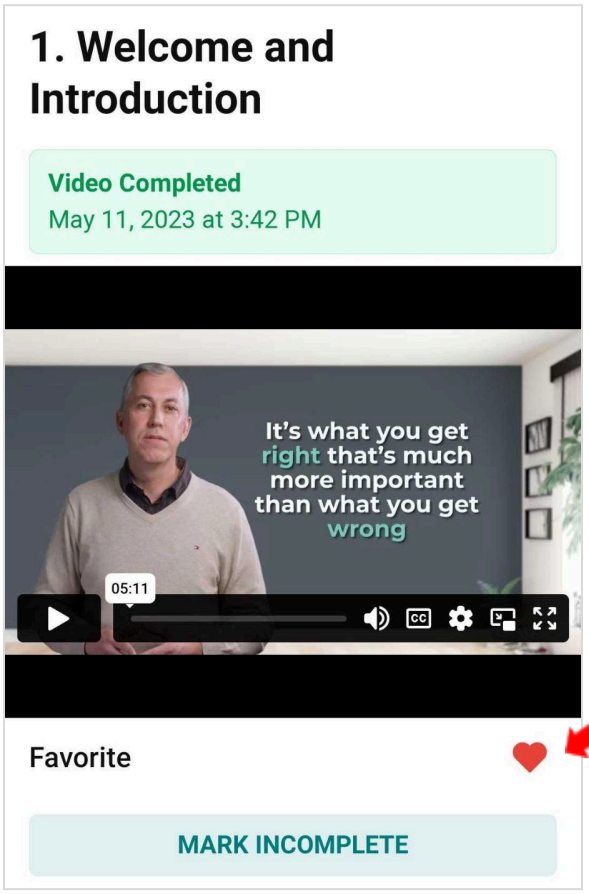


Click on a video thumbnail to watch it.

Another screen will open. Press the Play button to watch the video. There are various settings on the video toolbar to allow you to adjust the volume, adjust the quality, or watch in full-screen mode.

When you have completed the video, click the green “MARK COMPLETED” button.

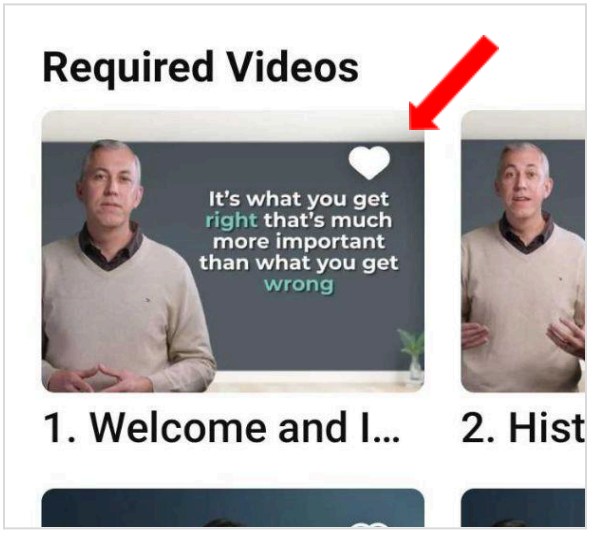




After you mark a video as completed, you will see a timestamp. The button will change to "MARK INCOMPLETE".

If you wish to mark that video as a favorite, click the small heart button.

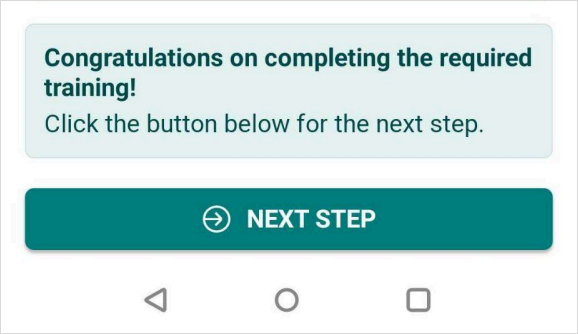
When you view the video thumbnails on the training page, you will see the heart filled in white for videos you've marked as a favorite.



When you finish all the required videos and mark each one as completed, you will see a note indicating that you have completed the required training.

Click the Next Step button, which will take you to the welcome screen.

(If you do not see this message after watching the last required video, ensure you have clicked the “MARK COMPLETED” button on each required video.)

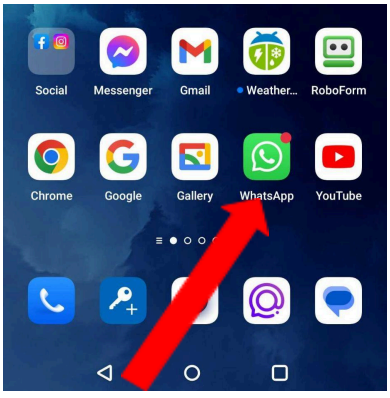


Install WhatsApp on your phone and computer

Israelis prefer to communicate using WhatsApp because it is easy to use all over the world. We strongly recommend that you set up a WhatsApp account on your phone. If you wish to answer WhatsApp messages from your computer, you can set up the WhatsApp Web desktop app and link it to the WhatsApp app on your phone. Once set up, your WhatsApp number will be the same as your mobile phone number.

Once you have created your WhatsApp account, put your WhatsApp phone number in your Host Israelis listing (see instructions below). Most Israelis will contact you this way. Be sure to drag the WhatsApp icon to the first home screen on your phone so you can easily see when you have messages.

It’s a good idea to move the WhatsApp icon on your mobile device to your primary home screen so that when Israelis contact you via WhatsApp, you can quickly see the bubble reminding you to check your message. We recommend you turn on notifications for WhatsApp.



Since Israelis may be in a different time zone than you when they contact you, be sure to set your phone to Do Not Disturb during sleeping hours. You can check for messages the next morning.

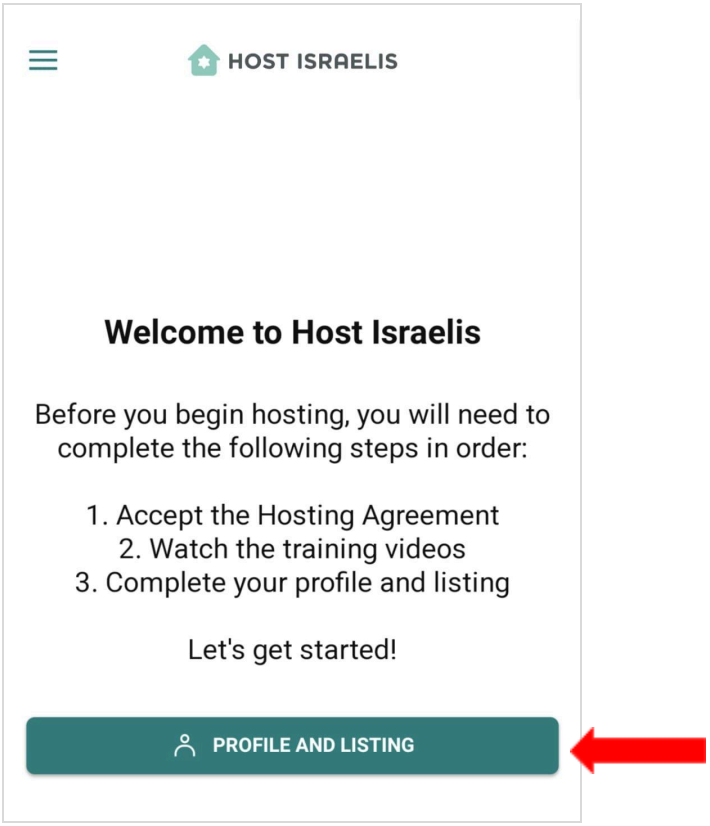
If you do not wish to be in this group, you may opt out of the group at any time.

Set up your listing

Click on the PROFILE AND LISTING button.

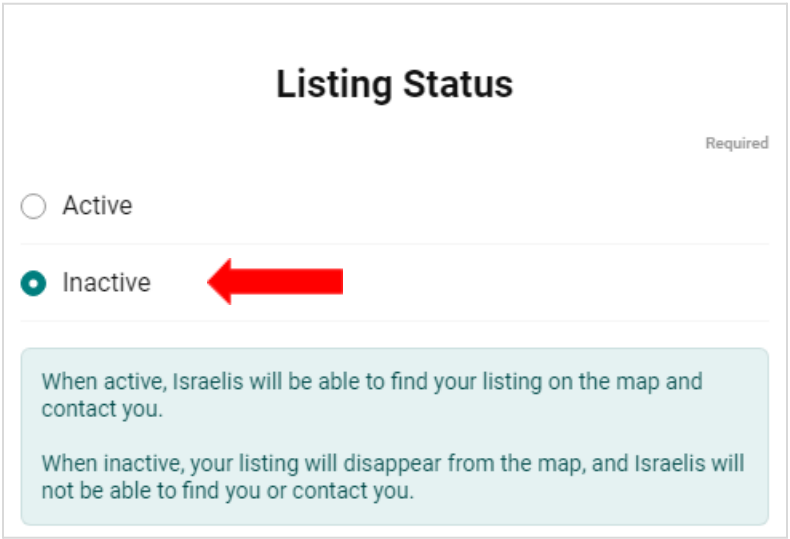
The button will take you to the screen where you fill in details about yourself, your home, location, etc. You need to complete the profile in one sitting, so gather the following items before you begin:

- ☐ 1 photo of yourself or your family
- ☐ 5 photos of your home and/or the area around your home. For example, you may wish to provide a photo of the outside of your home, two or three photos inside the home, and one or two photos of the area, especially if you live near an attractive outdoor spot such as a beach or mountains.
- ☐ Your preferred contact details (Preferably your WhatsApp number)



After you provide all required information and click the check mark (or Done button) in the top right of the screen, your listing will be active and appear on the map for Israelis to see.

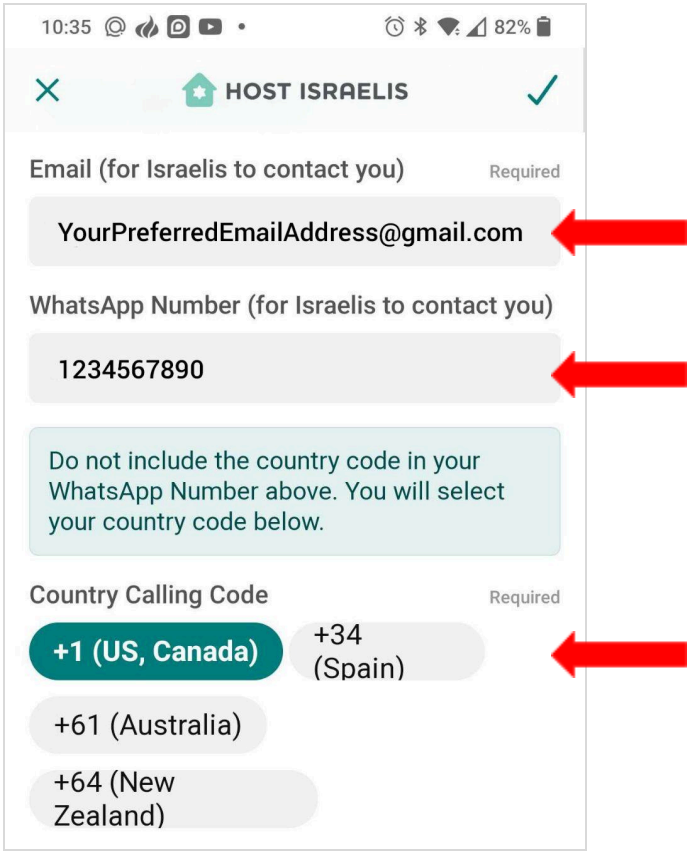
You can easily Edit Profile and Listing to change your listing to **Inactive** whenever you are unable to receive guests. Your listing will disappear from the map.



Include an email address that you check regularly. This email address can be different from the email address you use to log in to the Host Israelis app.

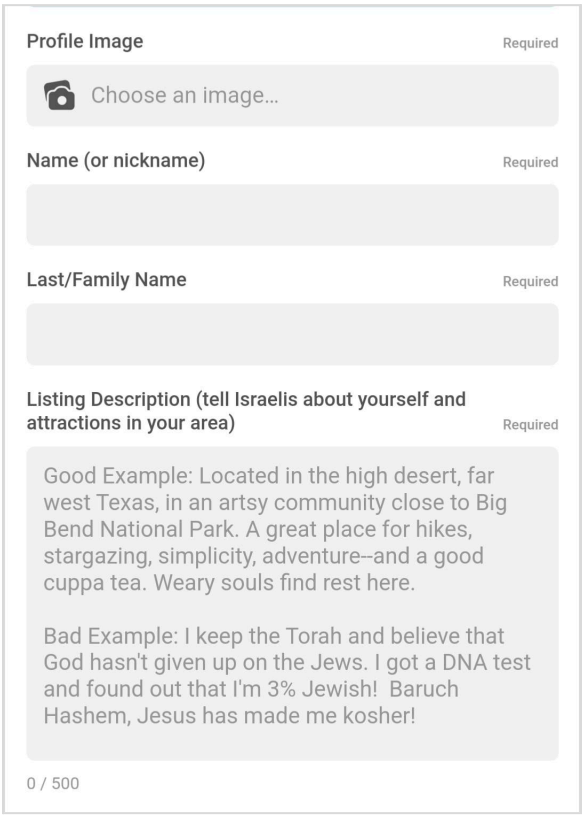
Israelis may contact you through the email address you provide here. Please respond as soon as possible.

Include your WhatsApp Number WITHOUT the country code in the text box. Tap on the country calling code button that is appropriate for your area.



Upload a Profile Image of yourself.

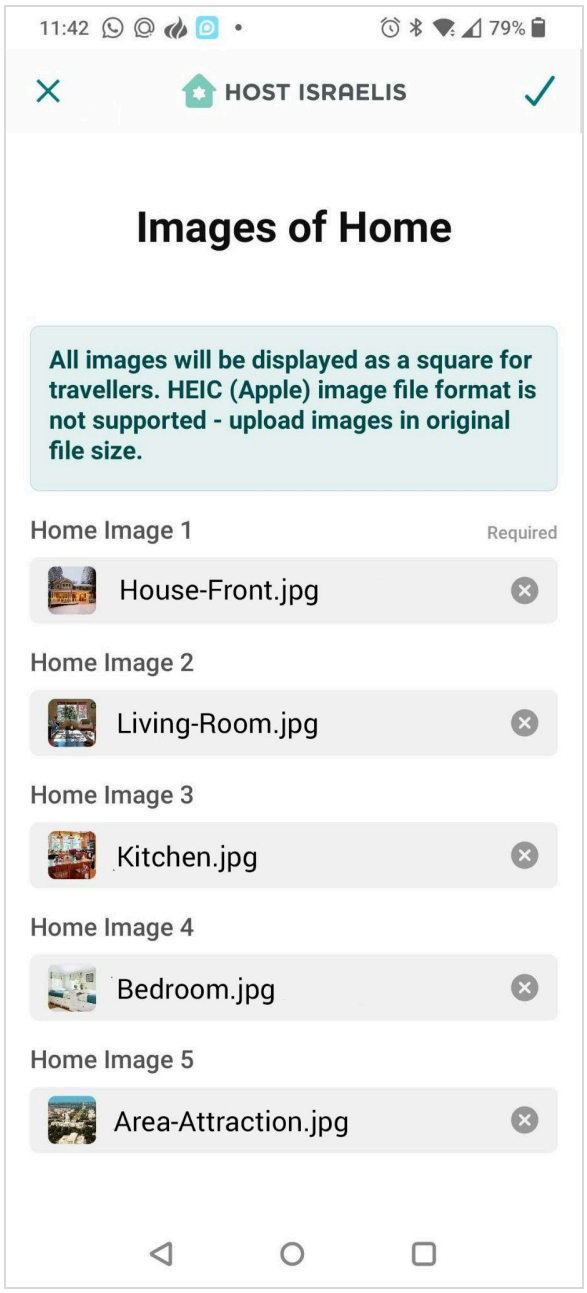
Add your name(s) and a brief, friendly description of your accommodation and the area in which you live.

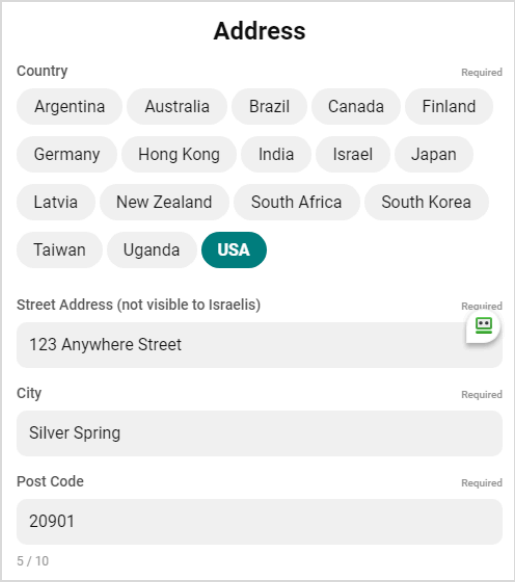


Upload up to 6 photos. Include photos of your accommodation and, if possible, an image or two of area attractions.

The images will appear as squares on the app, so try to focus the important part of the image in the middle of the picture you wish to upload.

If you are uploading images from an iPhone, be sure to upload the original file size. Apple offers to reduce the file size when uploading images, but the Apple HEIC file format used is not compatible with the Host Israelis app.





Tap on the country for your address. If your country is not listed, please contact us at info@hostisraelis.com. If this applies to you, choose any other country and you can change this later after we add your country to the app.

Include the details of your address. Be sure the information is spelled correctly. Israelis will use GPS to find your address, so it is helpful to look up your address in Google Maps to make sure you include the information in a format that GPS systems can find.

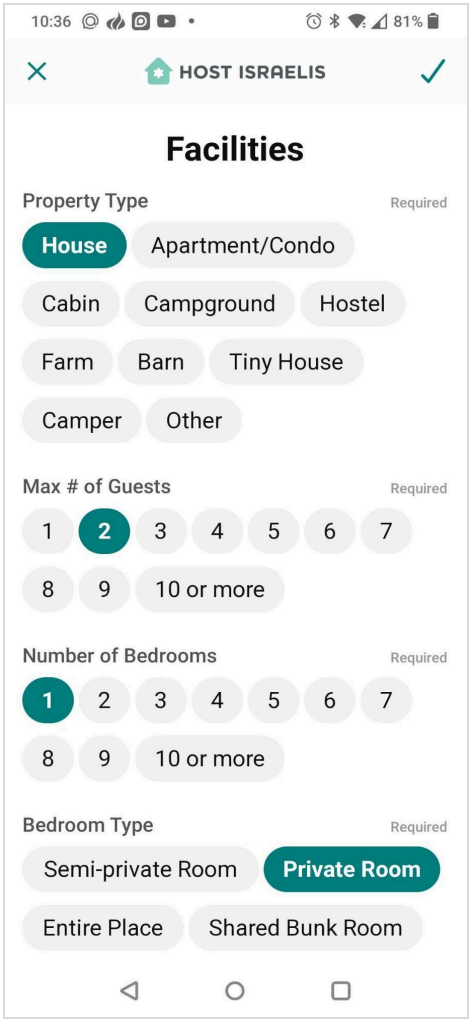
The State/Region/Province/Territory field is optional for those countries that use it.

Please provide instructions in your description if your address is difficult to find using GPS.

Tap or click on the bubbles to indicate the:

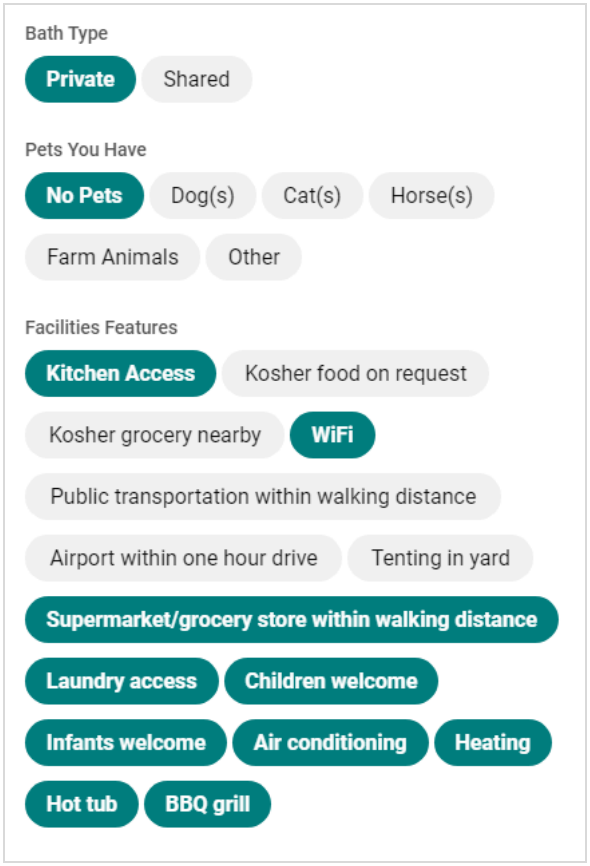
- Property Type
- Maximum number of Guests you can accommodate at one time
- The number of Bedrooms you have available for Israeli guests
- The Bedroom Type available

If you indicate that your property is a hostel or campground, you may see different or additional options on your profile screen.



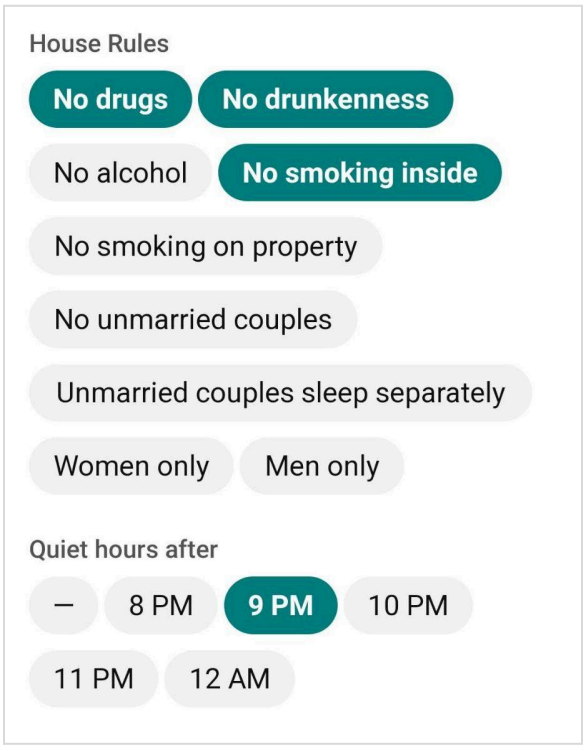
Tap or click on the bubbles to indicate

- Bath Type
- Pets You Have
- Facilities Features



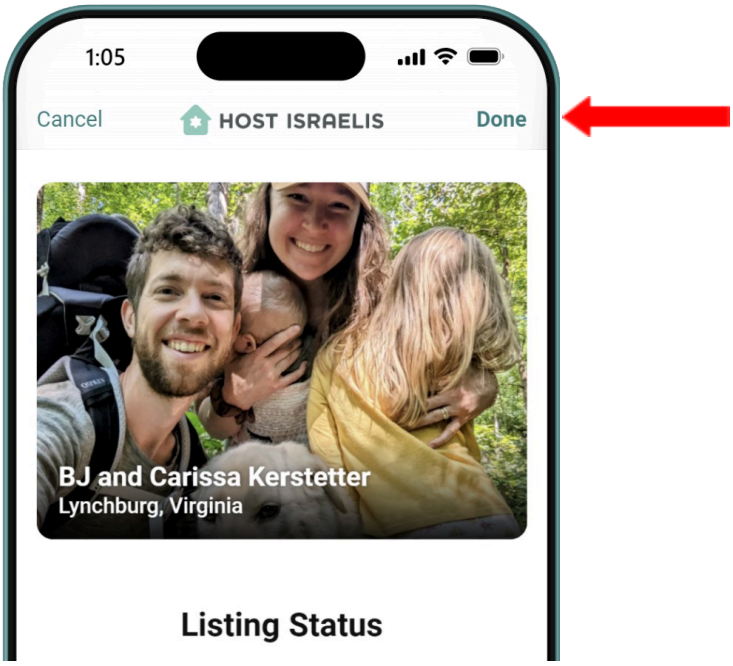
Tap or click on the bubbles to indicate your

- House Rules
- Preferred Quiet hours



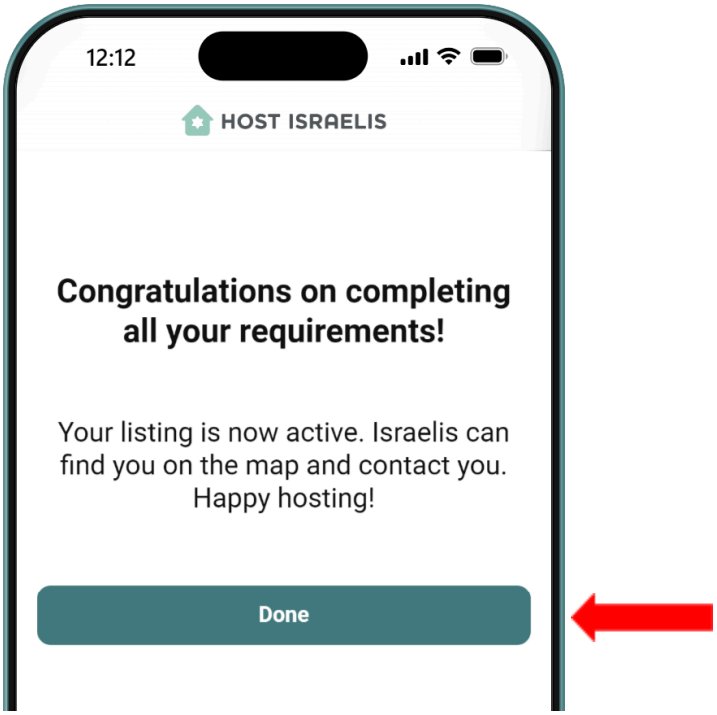
When you have entered information for all required fields, scroll back to the top of the screen and click on the “Done” button or the checkmark in the right-hand corner. (What you see will depend on which device you are using.)

If that button is grayed out, make sure all required fields are completed.



After saving your profile and listing settings, you will see a screen indicating you have completed your requirements to appear on the map for Israelis.

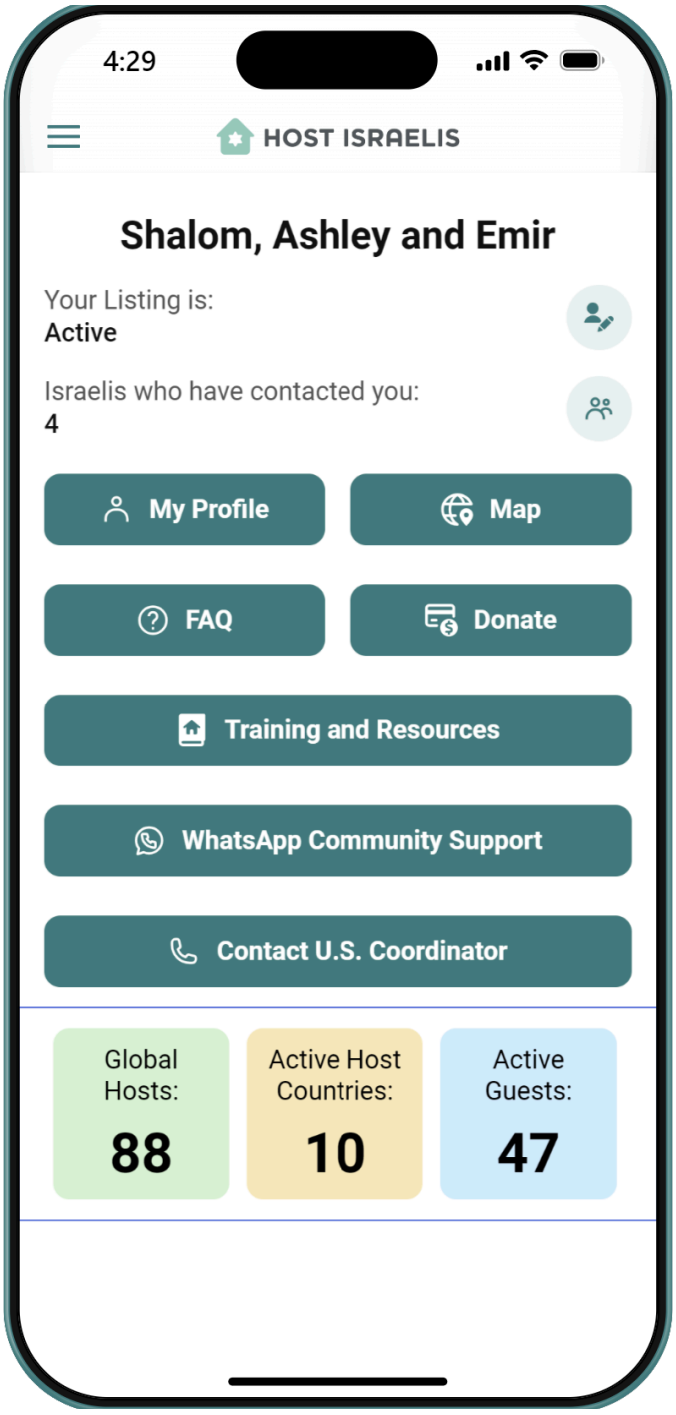
Once you click the Done button, this screen will disappear, but you can Edit entries later.



Your Home screen

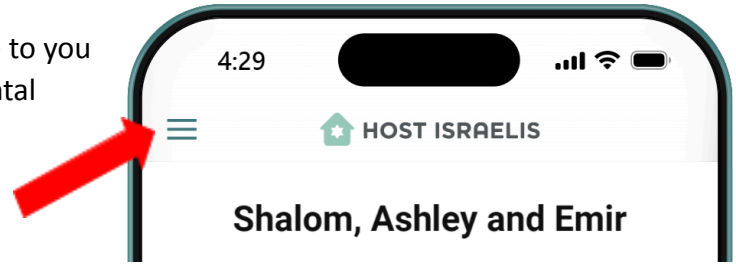
After completing your Profile, you will see a screen like this one. This is your “Home” screen and it will be visible whenever you log in to the app.

Please take a moment to click the various buttons and see what is available to you on the Home screen.



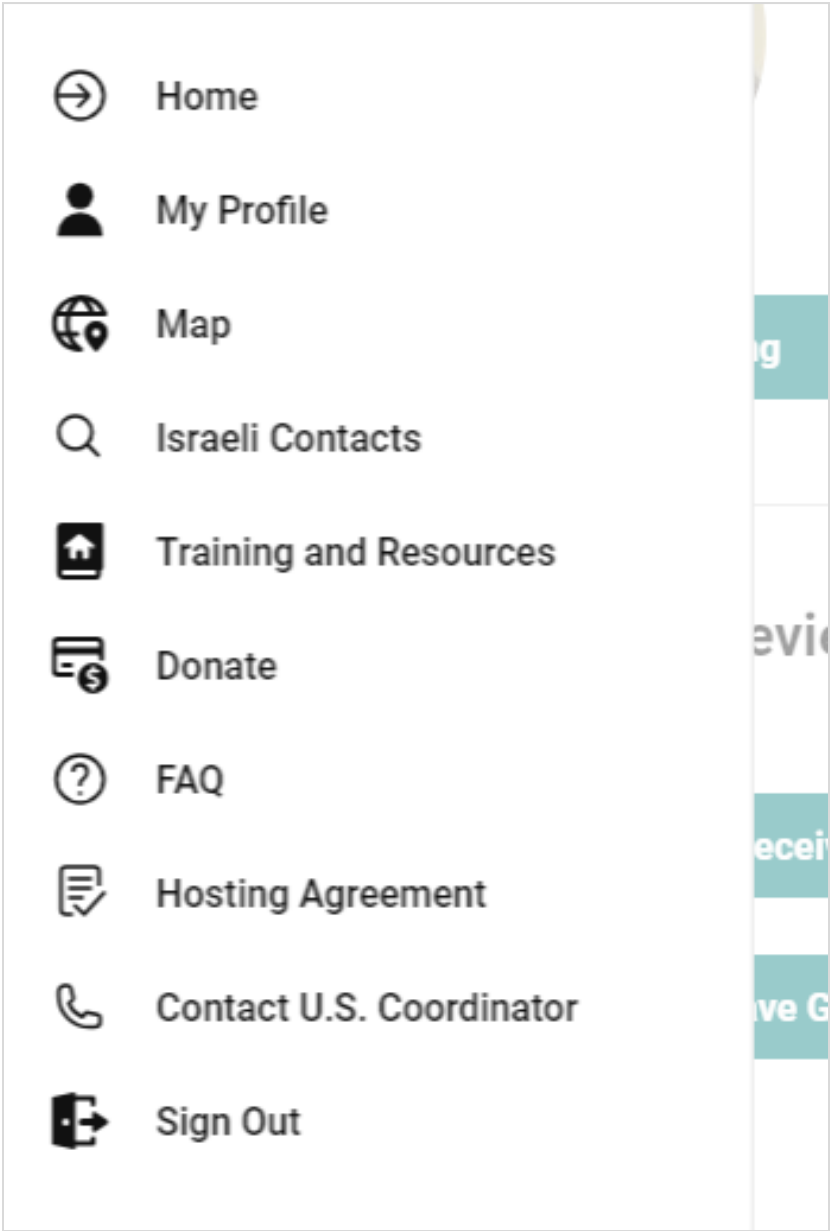
Your side menu

There are additional options available to you from the menu button - three horizontal lines - on the top left of the screen.



When you click the menu button, a panel opens with several options.

Take a few minutes to explore the content available on the app by clicking on the links in the menu.



The Map

Here's a view of the MAP on a computer monitor.

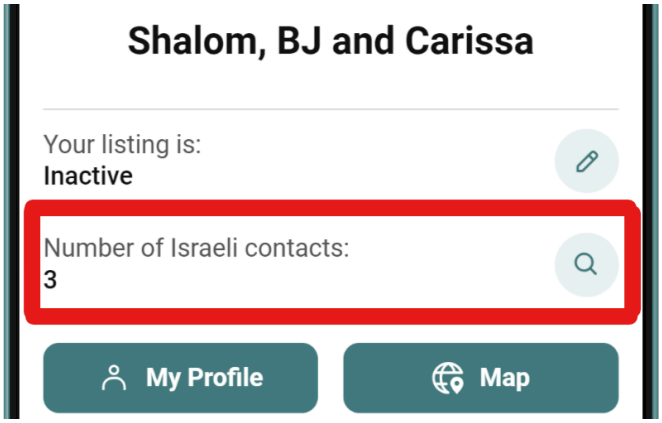
If you know someone you think should apply to host with Host Israelis, please invite them by filling out a simple form. They will receive an email with instructions on how to apply.

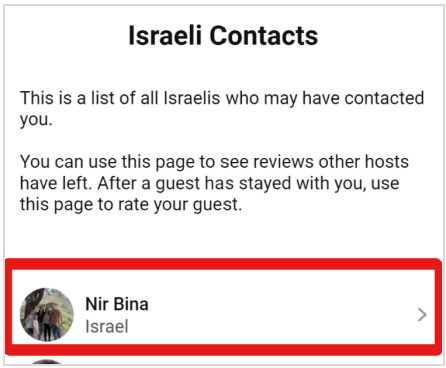
INVITE A FRIEND TO APPLY

Rating guests

After a guest stays with you, please leave a review for that guest and share your encounter. The review will help other hosts be more comfortable inviting that person into their homes. Your comments are confidential and will be shared with Chosen People Ministries staff in Israel who will follow up with Israelis after they return to Israel.

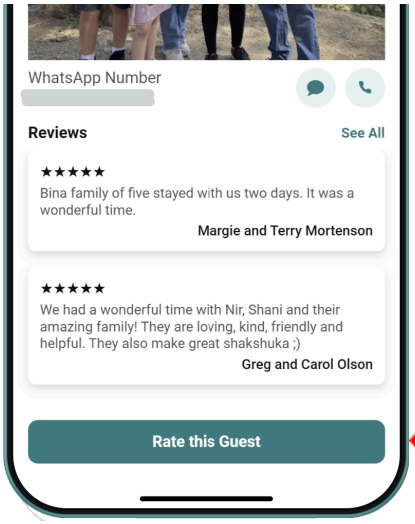
Click on the text: “Israelis who have contacted you:” to open the screen with a list of Israelis who have used one of the contact buttons on your listing.





Click on the name of the person who stayed with you

You will see the option to “Rate this Guest”. Follow the instructions to review your guest and share your hosting experience.

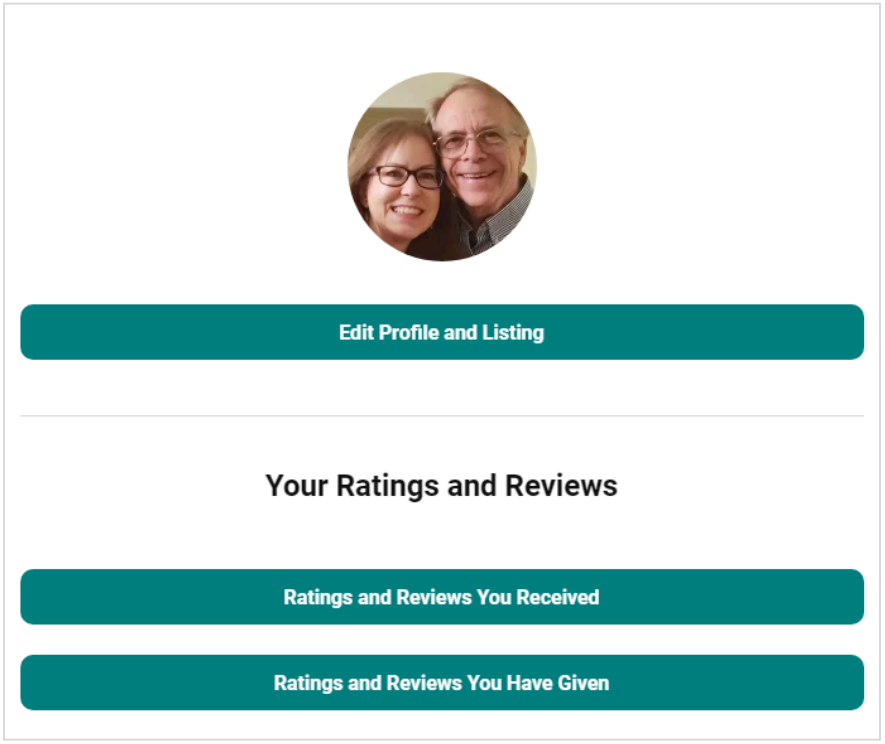


An Israeli may have clicked one of the buttons on your listing, but not have followed through to contact you. So, you may see people on the list who have not stayed with you or even contacted you.

If you see a list of several names of people on the list and you haven’t communicated with any of them,

- please check your WhatsApp app or your email or phone records to see if you may have missed a message from them
- check to ensure you have listed the correct contact details and method in your profile

Israeli guests will also have the ability to leave a review for you. The reviews left about you are visible to other approved Israelis who are using the Planet Zula app.



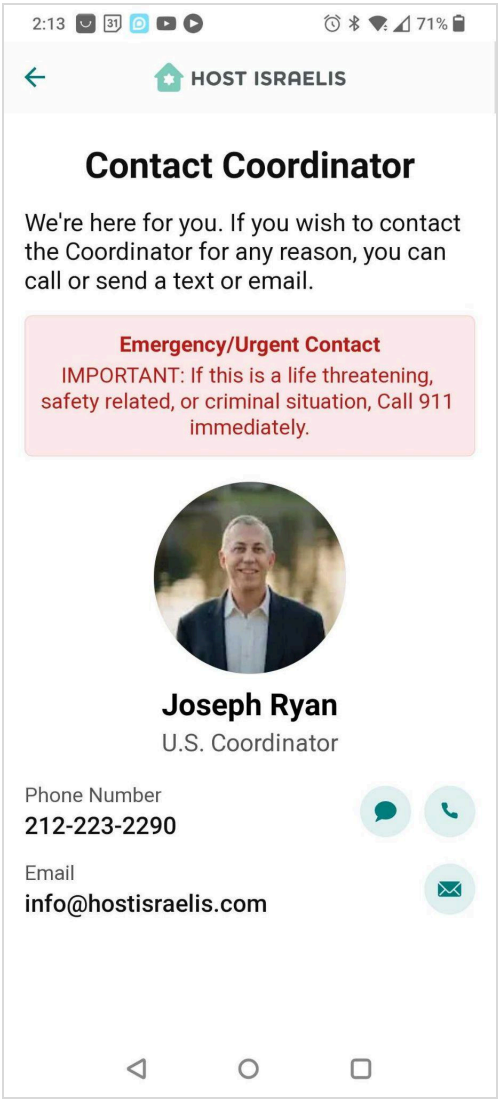
You can see what reviews were left for you from the My Profile screen.

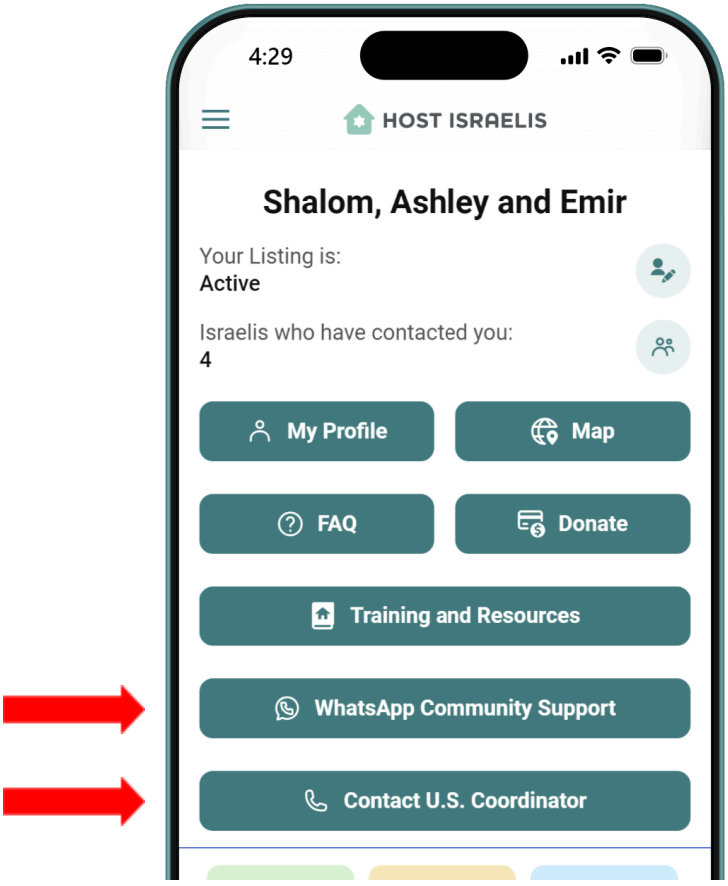
Getting help

From the menu or Home screen, when you click on the Contact Coordinator link you will find information about how to get in touch with the Host Israelis Country Coordinator for your country. Tap or click on the small green icons to open an app on your phone or computer.

If you have a question about hosting, please contact your Country Coordinator for help with hosting in your country.

The screenshot here is for the US Coordinator. You will see the relevant contact details for your Country Coordinator when you are in the app.





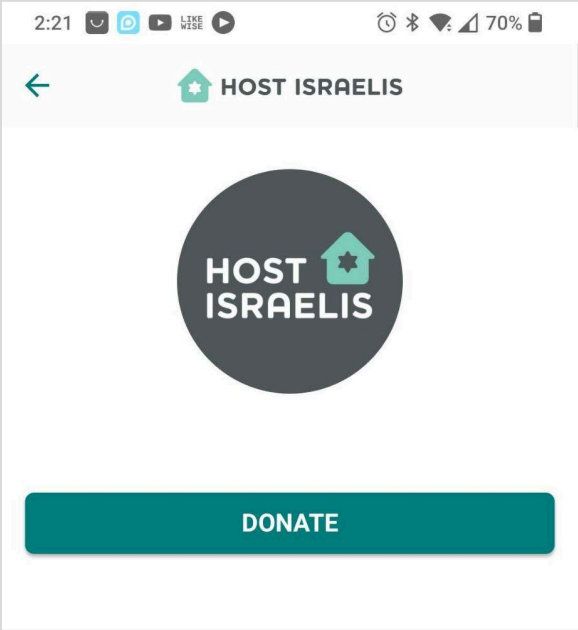
You can also reach out to other hosts in the Host Israelis/Planet Zula network by joining the WhatsApp **Host Israelis Global Hosts** group. Click the "WhatsApp Community Support" button to access the group.

The purpose of this group is for hosts to ask questions, get answers, and interact with fellow hosts around the world.

If you do not wish to be in this group, you may opt out of the group at any time.

From the menu or the Home screen, click or tap on FAQ to read answers to frequently asked questions about hosting with Host Israelis.

How to donate



Find the “Donate” link in the side menu. The button allows you to donate to the ministry of Host Israelis in your country.

If you have suggestions for improving this document, please send an email to info@hostisraelis.com.