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HOBBIHOPP
Host Onboarding Guide

EVERYTHING YOU NEED TO START TEACHING AND THRIVING ON HOBBIHOPP

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WELCOME!

We’re so excited to partner with you to bring more creativity, connection, and hands-on learning into our community. This guide will walk you through every step to get set up and ready for students!

Section 1

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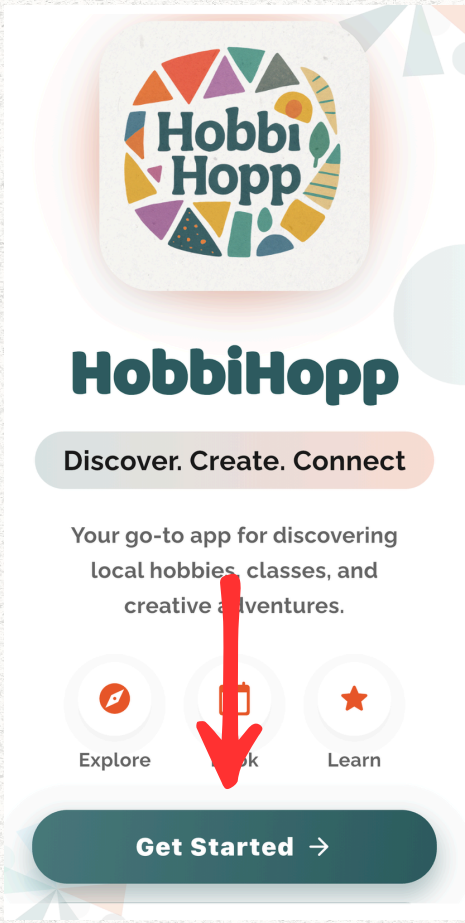
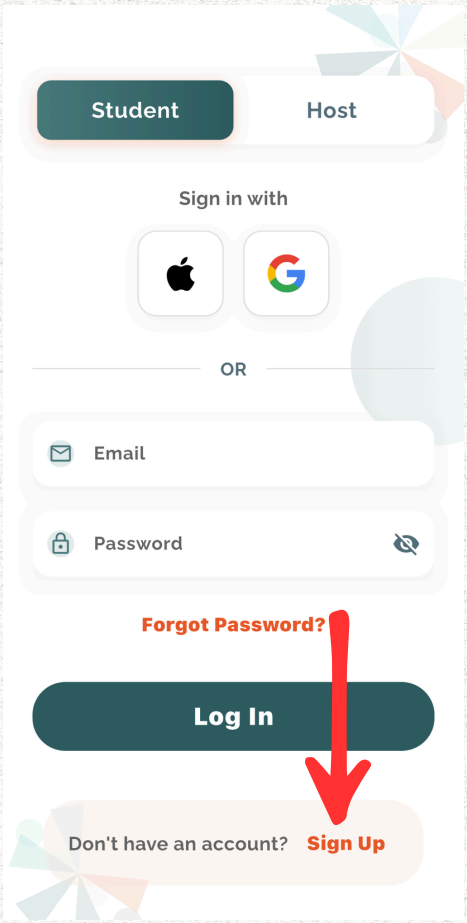
CREATE YOUR HOST ACCOUNT

1



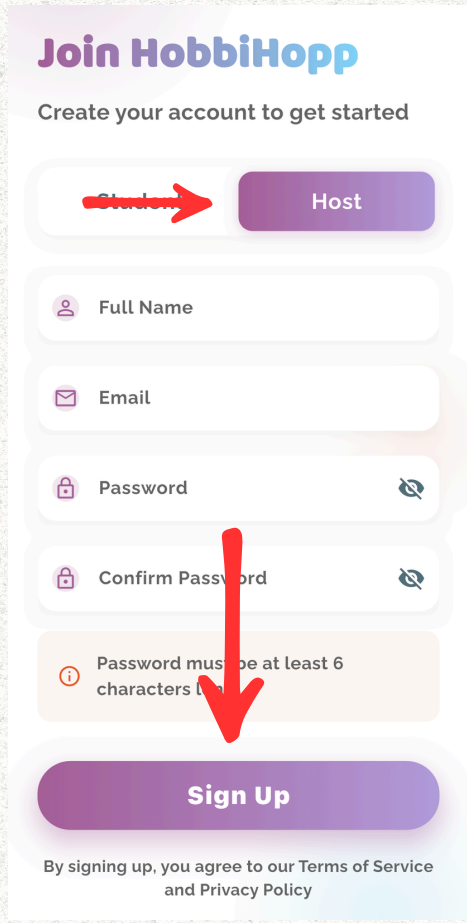
Click ‘Get Started’

2



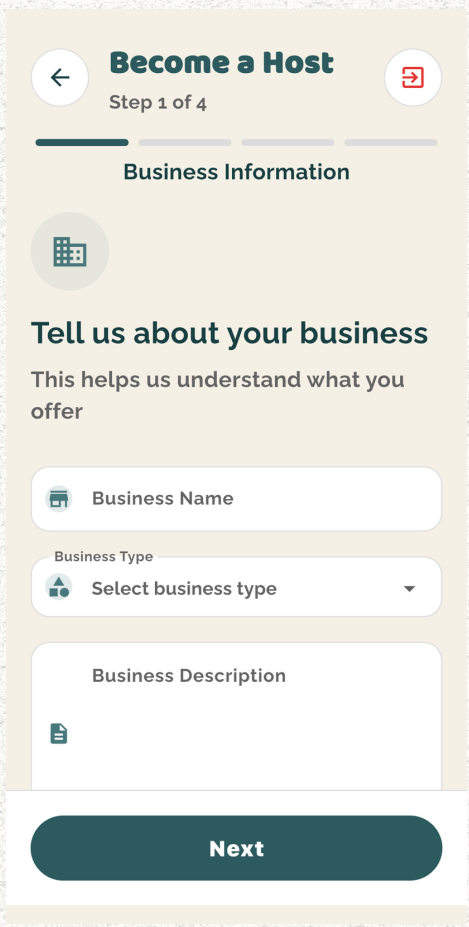
Click ‘Sign Up’

3



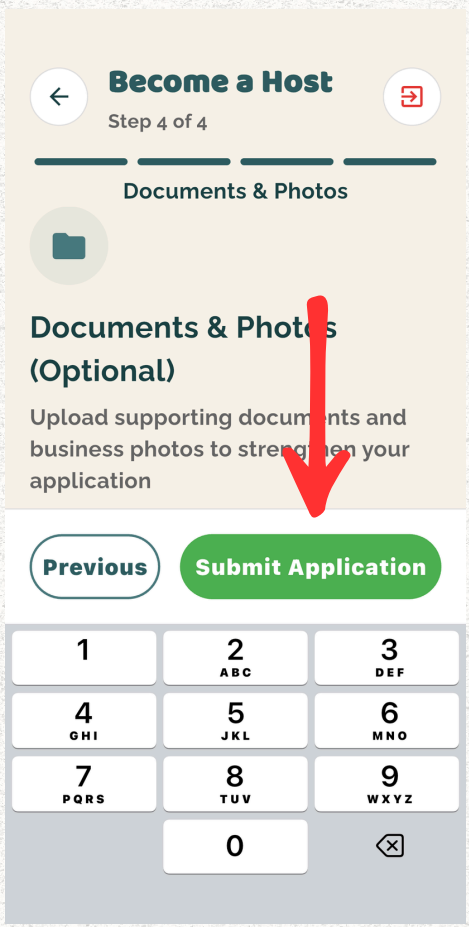
a. Highlight ‘Host‘
b. Fill out your information
c. Click ‘Sign Up’

4



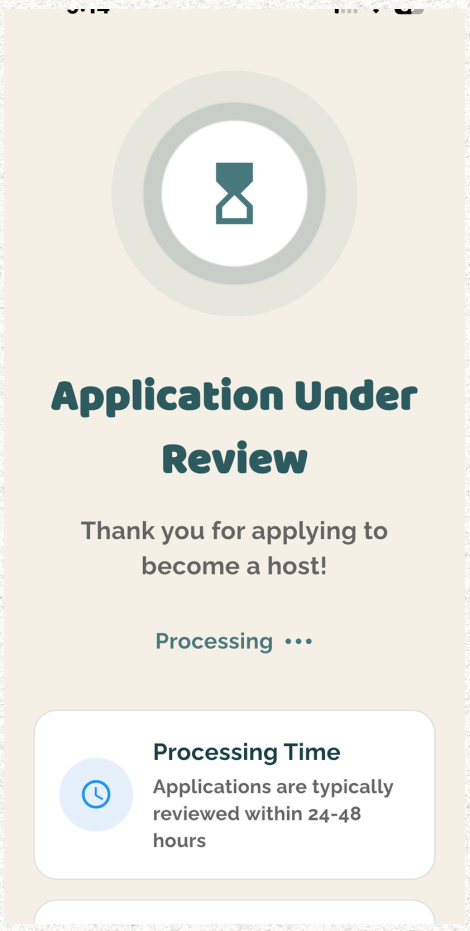
Complete Business Information, Contact info, business details and photos (4 Screens)

5



Click ‘Submit Application’

6



HobbiHopp will approve application and email confirmation

Section 2

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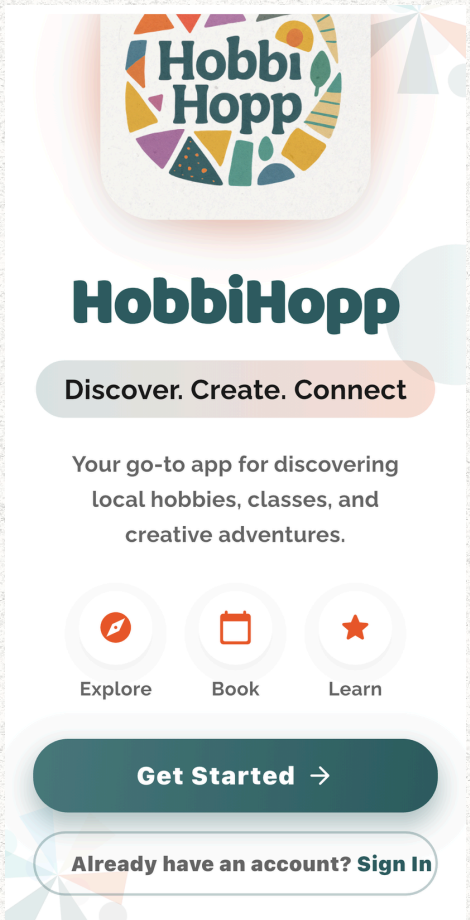
BUILD YOUR HOST PROFILE

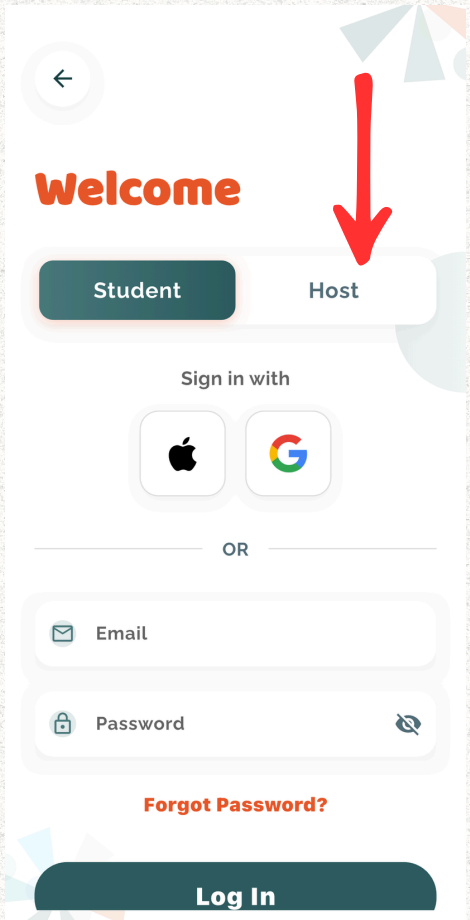
After you have received confirmation that HobbiHopp has approved your application, follow these steps to build your Host Profile

1



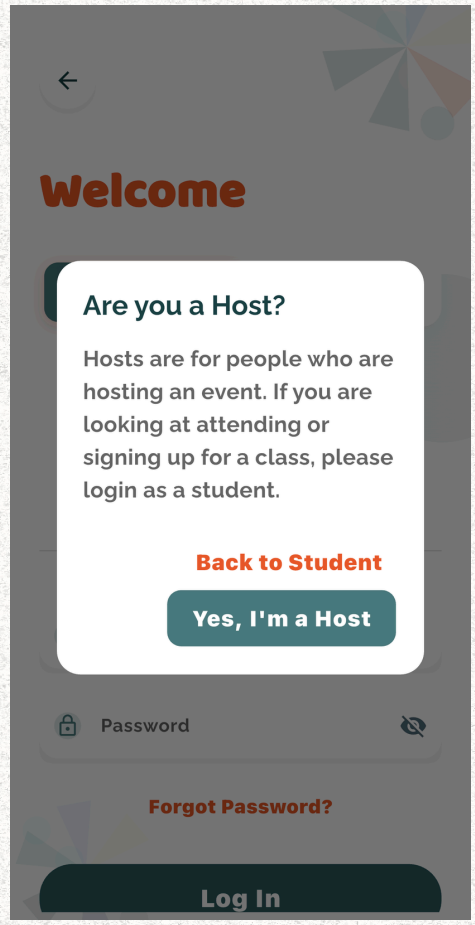
Step 1: Click 'Sign In'

2



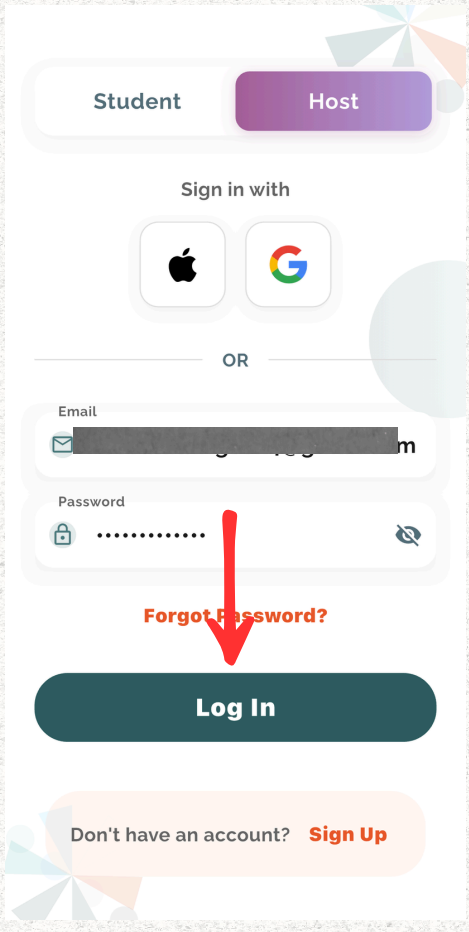
Step 2: Highlight 'Host'

3



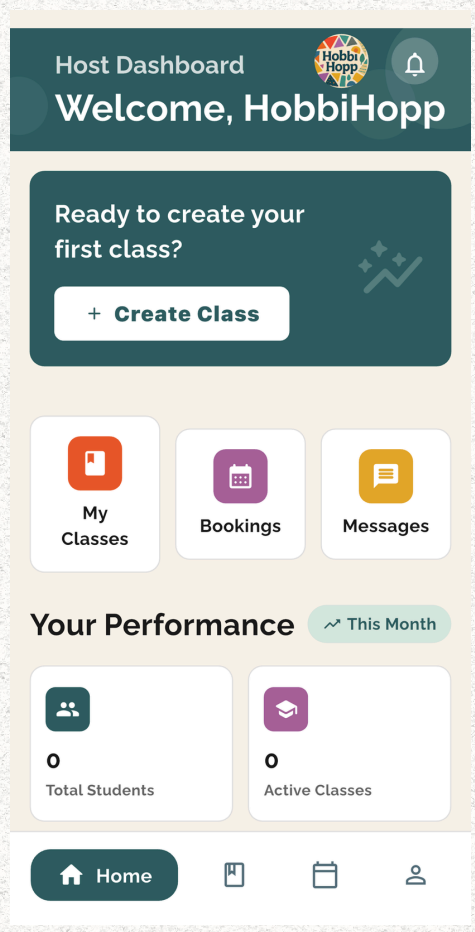
Step 3:
a. Read Host Disclosure
b. Click "Yes, I'm a Host"

4



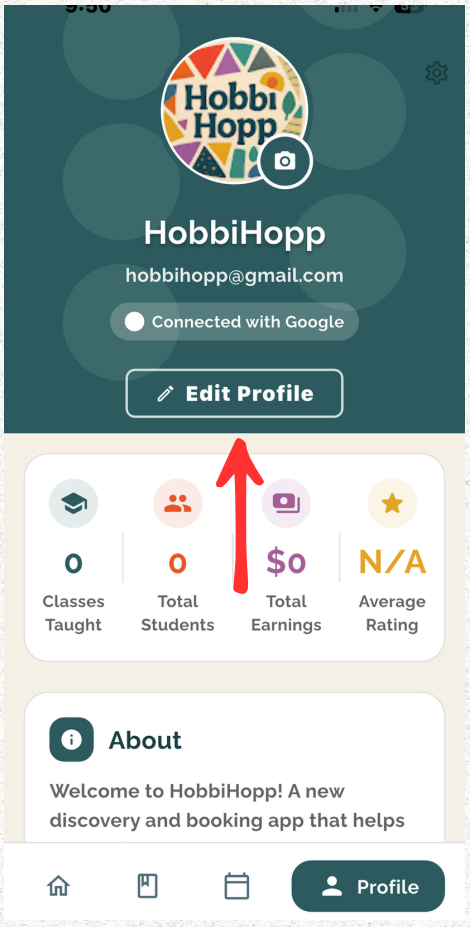
Step 4: Click 'Log In'

5



Step 5: Click the Profile Icon

6



Step 6: Click 'Edit Profile'

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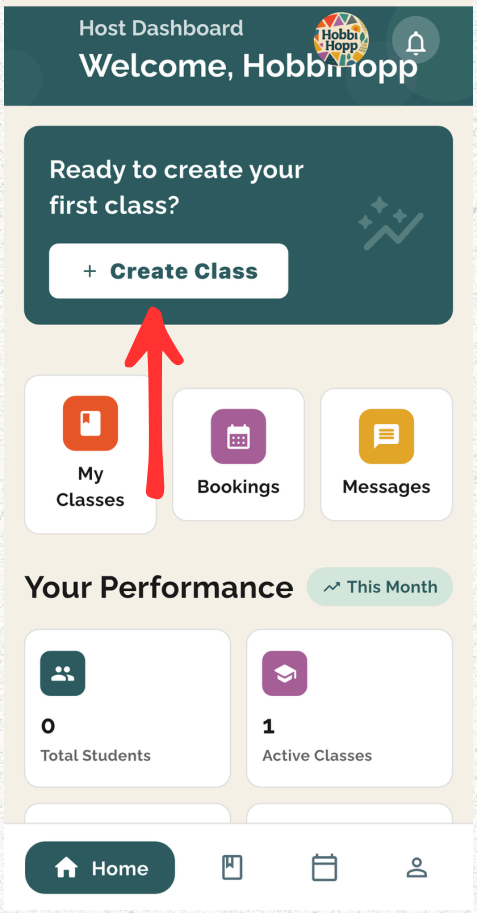
Section 3

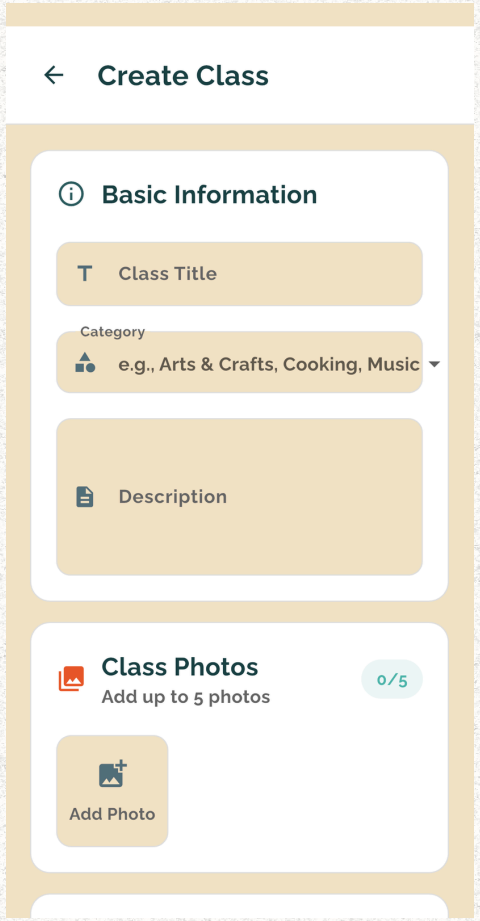
ADD & PUBLISH YOUR CLASS

1



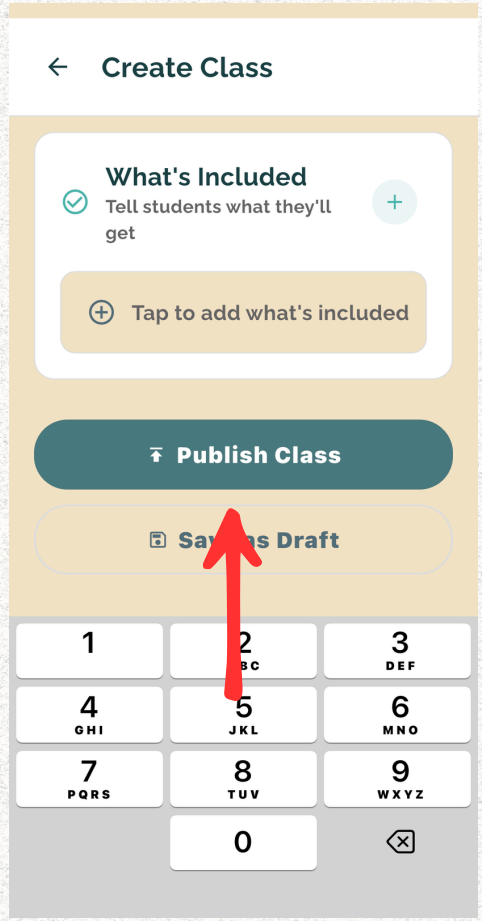
Step 1: On the Host Dashboard, click ‘Create Class’

2



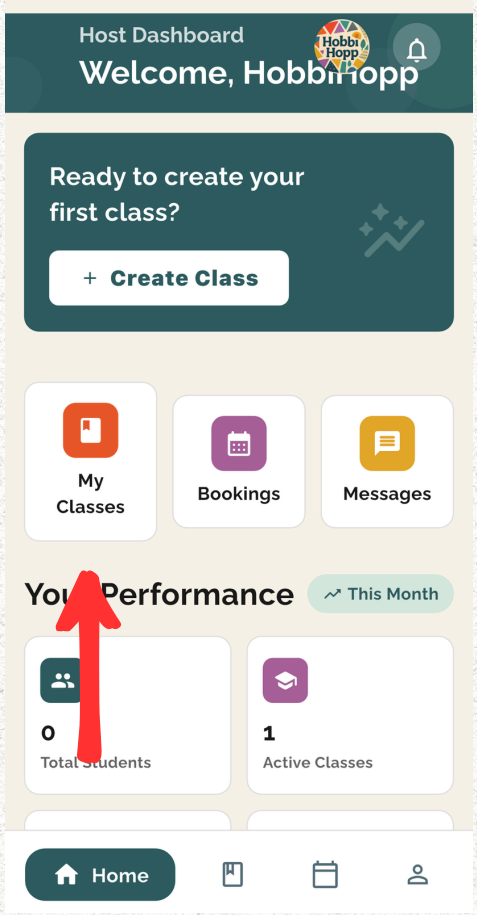
Step 2: Fill out class information

3



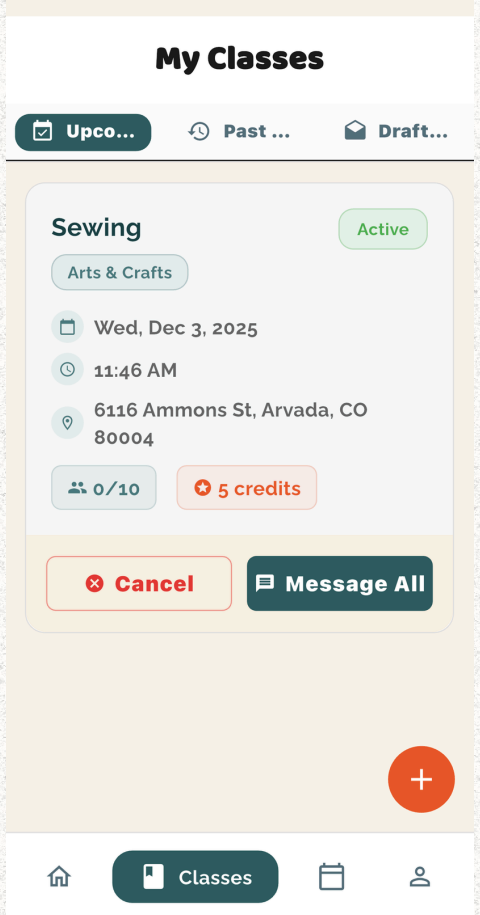
Step 3: Click ‘Publish Class’

4



Step 5: To view created classes, click ‘My Classes’ on the Host Dashboard

5



Step 6: Edit, Message and Cancel Classes

Hop to the next page for class listing tips!

CLASS LISTING TIPS

This is where you bring your hobby experience to life on HobbiHopp. Follow these steps to create classes that attract the right students and help you shine as a host.

Writing a Great Class Description:

	Example:
What the class is:	"Join me for a beginner-friendly watercolor class where we practice blending, shading, and painting simple florals."
What students will do or make:	"You'll finish with two completed floral watercolor pieces you can take home."
What to bring:	"All materials provided!" or "Please bring your own knitting needles."
What makes it unique:	"Held inside a cozy local plant shop"/ "Includes a mini tasting"/ "Small group size for one-on-one support"

Tips for Strong Descriptions:

- Use friendly, welcoming language
- Avoid jargon unless your students understand it
- Keep paragraphs short (2-3 sentences max)
- Highlight benefits: fun, stress relief, creativity, community, skills learned
- Add keywords that help students find you (e.g., acrylic, wheel-throwing, journaling, candle-making)

Setting Skill Level: Choose the skill level that matches your class.

- **Beginner:** No Experrience Needed
- **All Levels:** Mixed Experience, Flexible Instruction
- **Intermediate:** Some prior knowledge required
- **Advanced:** Specialized or technical skills needed

Class Listing Tips Continued on Next Page

CLASS LISTING TIPS

Duration & Location

- Choose the length of time that best fits your experience
- Add your studio, home workshop, community center, park, etc. address
  - Include parking notes or access info if necessary

Price & Credit Value

HobbiHopp uses credits to make booking simple.
When you create your class, you can:

- Set your credit value based on the length of the class and complexity of skill and teaching
- Adjust credit price at any time
- Offer lower-credit intro classes to attract new students

Section 5

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MANAGE YOUR SCHEDULE

Adding Class Times

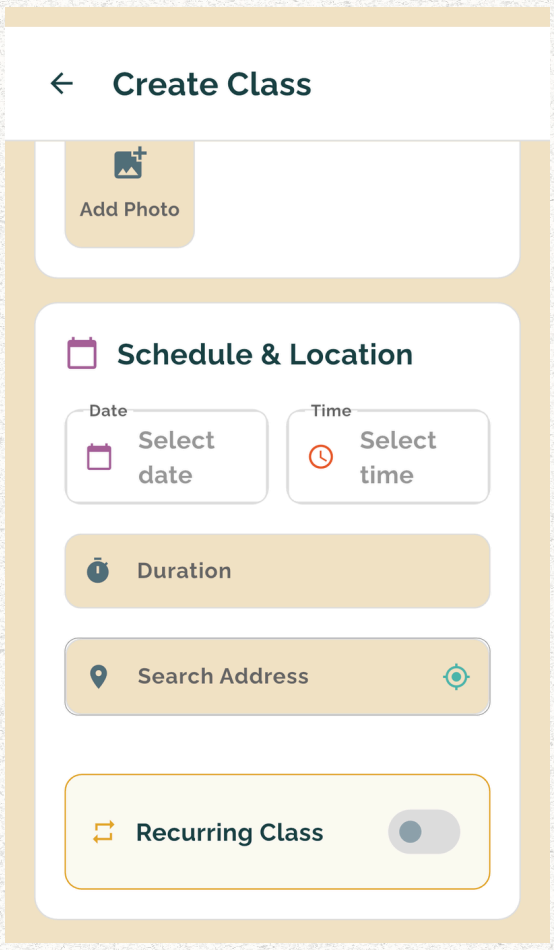
When creating a class, you can set the date, time, duration, location, and choose whether it repeats.

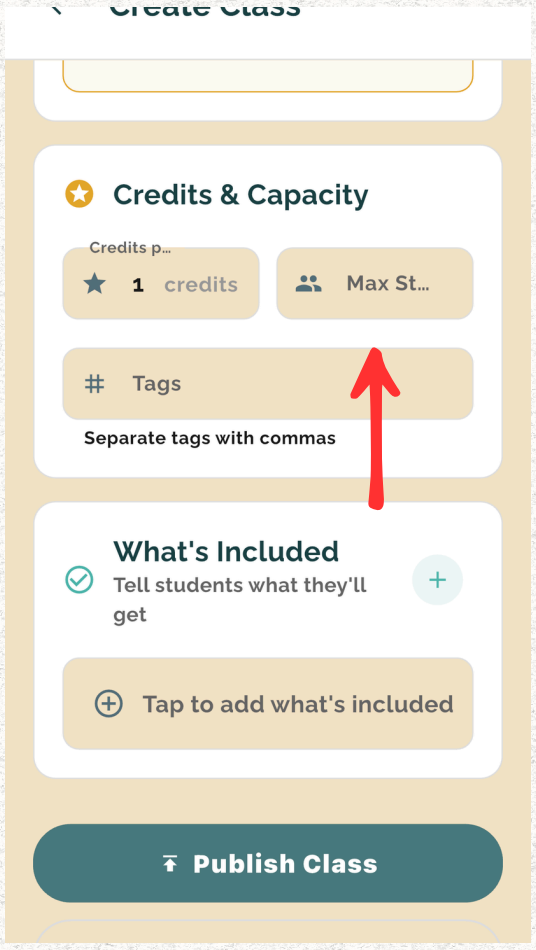
Setting Max Attendees

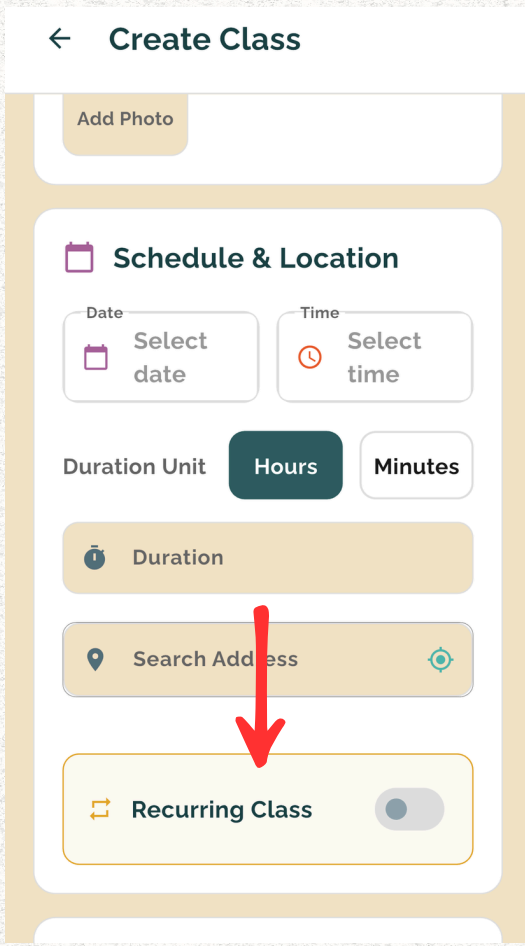
During class setup, use the Max Students field to set the # of participants.

Recurring Class

Use the Recurring setting while creating your class to offer the same class on a repeating schedule.







Schedule Management Continued on Next Page

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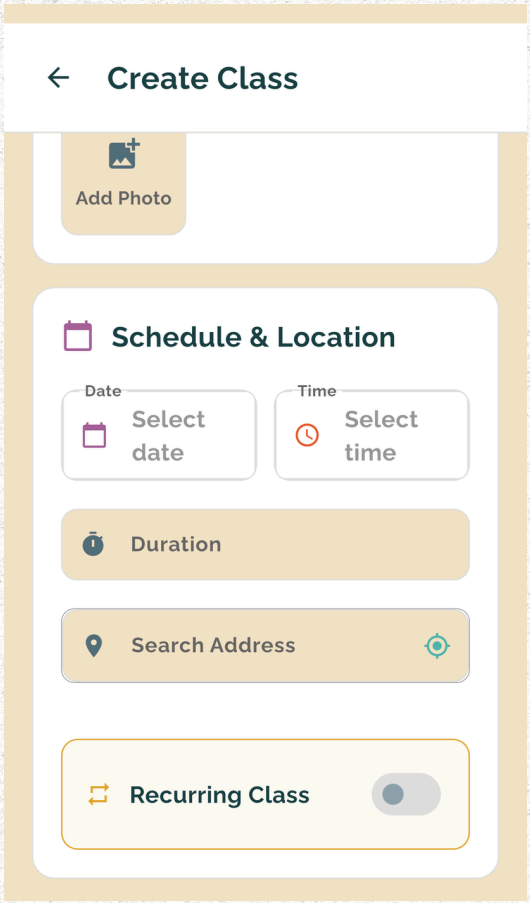

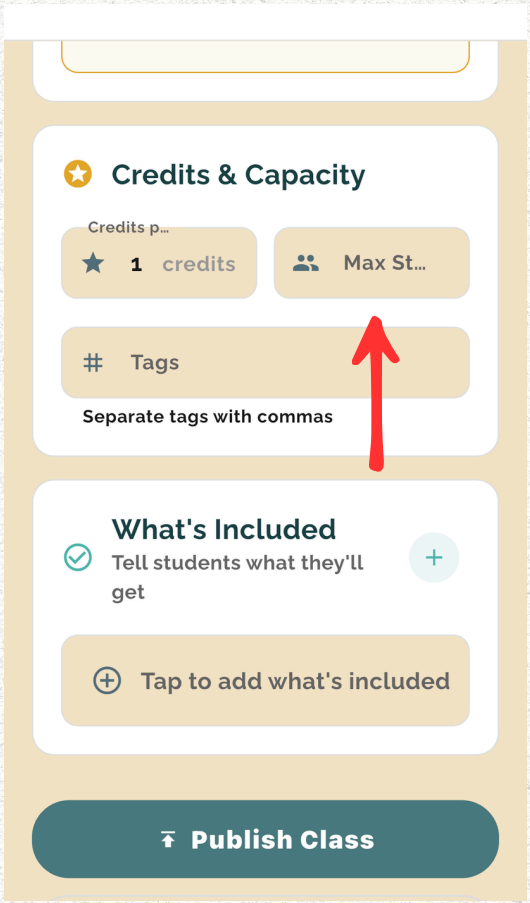

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Section 6

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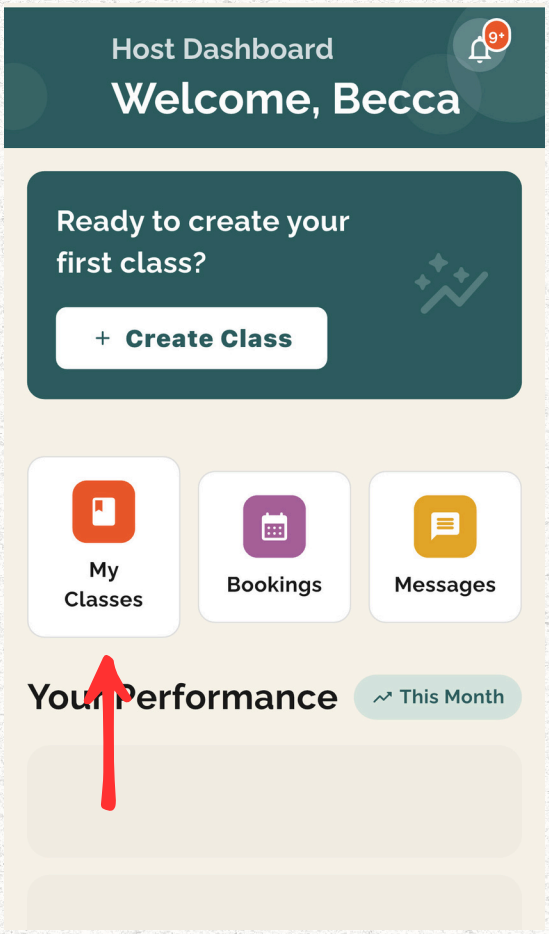
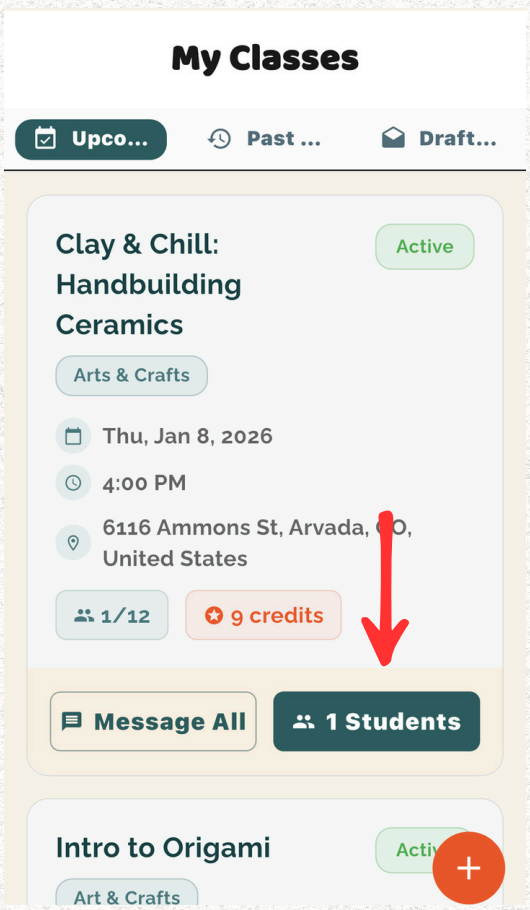
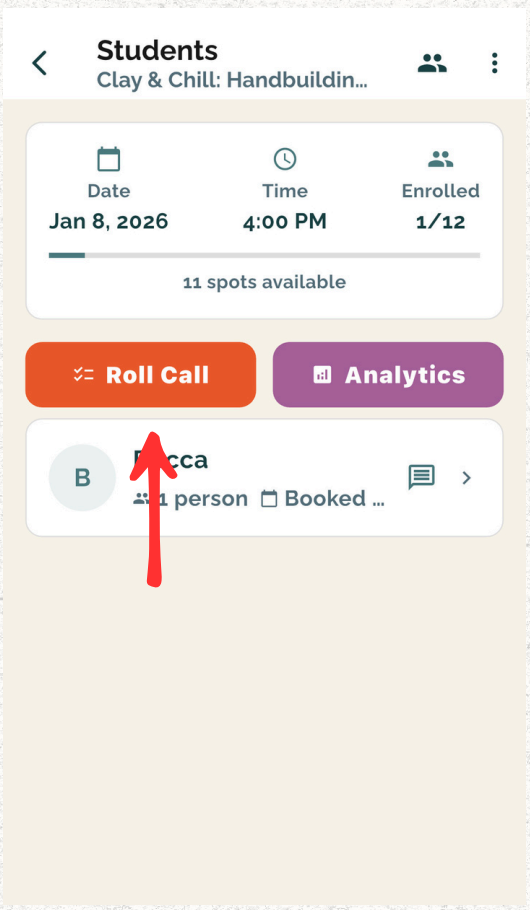
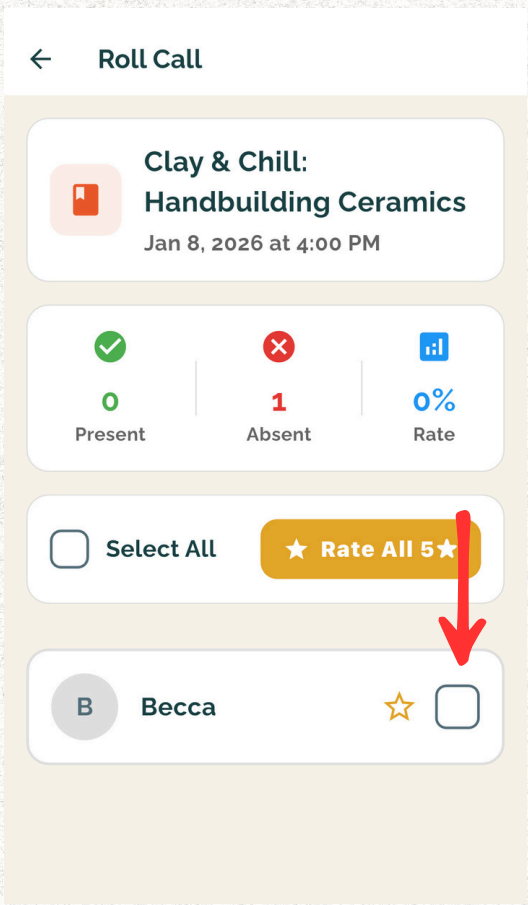
RECEIVING BOOKINGS

When a student books your class, you'll receive a push notification. Once the class begins you can follow the steps below to check in students and take attendance.









1. From the Host Dashboard, click **My Classes**
2. On the **My Classes** page, click the number of students listed under the class information
3. Select the orange **Roll Call** button
4. Check off each student as they arrive; **students who do not attend will not receive a refund in money or credits.**

Section 7

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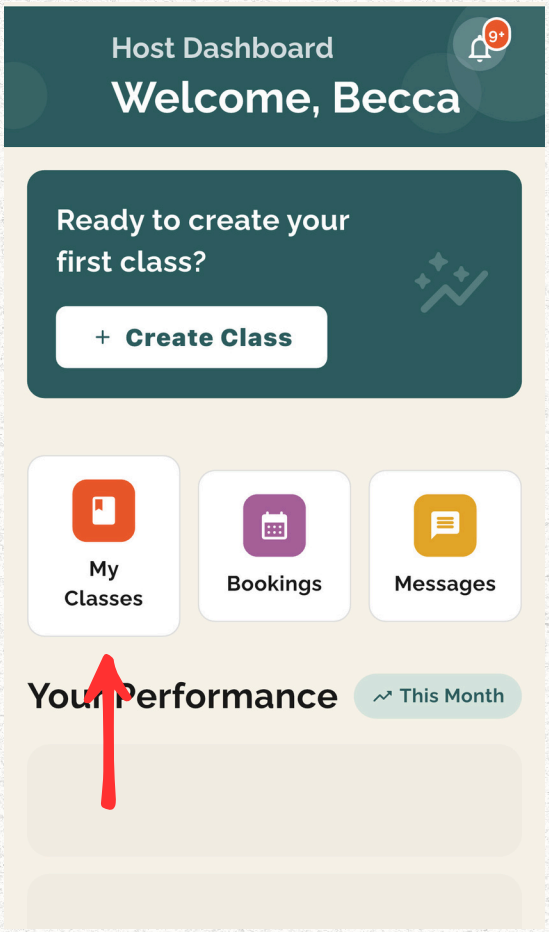
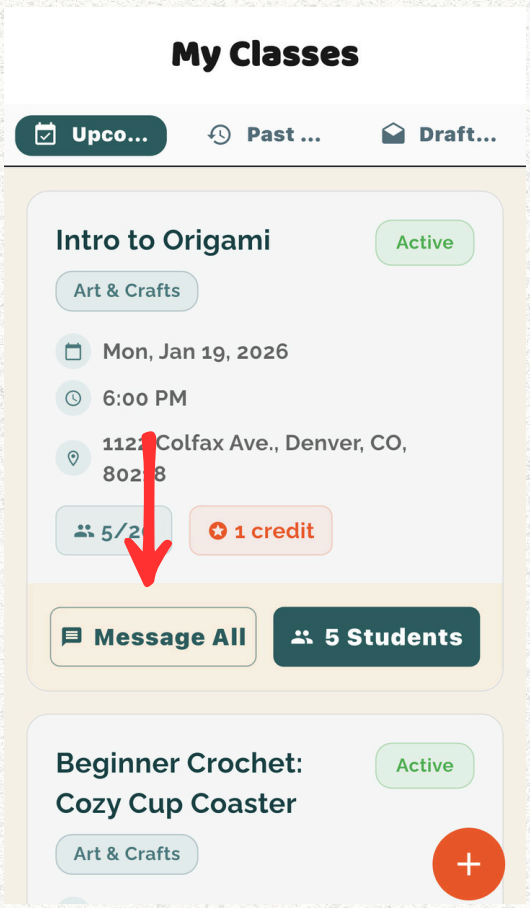
COMMUNICATING WITH STUDENTS

Great classes start with great communication. Messaging your students helps set expectations, build excitement, and create a positive experience!

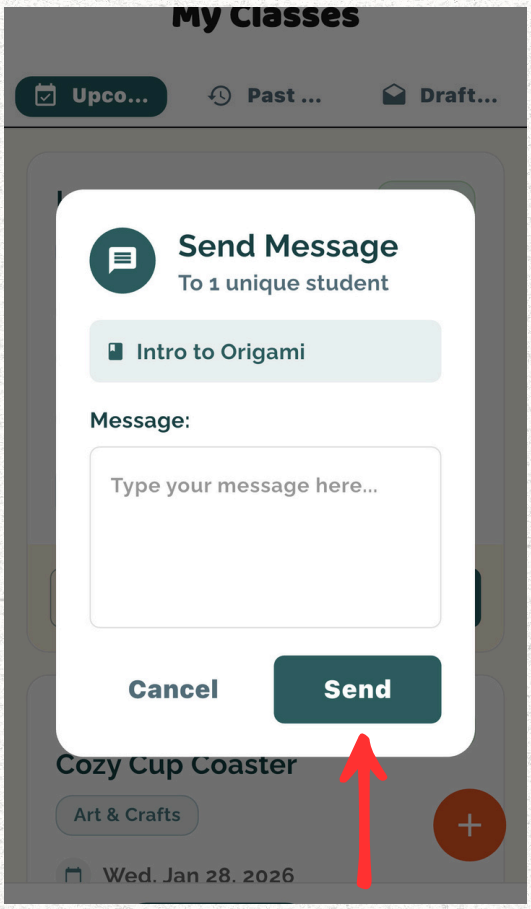
Send a Message:



On the **Host Dashboard**, click **My Classes**



On **My Classes**, click **Message All**



Type your message to your students and click **Send**

When to Message Students:

- **Welcome message:** Send a quick note after booking to thank students and share what to expect.
- **Reminders:** Message students 24-48 hours before class with key details like time, location or parking.
- **Follow-up:** After class, thank students for attending and share next steps, resources, or upcoming classes.

What NOT to Message:

- Do not request or accept payments outside of the HobbiHopp app.
- Avoid sharing personal contact information or asking students to book off-platform.
- Do not message about refunds, credits, or cancellations.

Section 8

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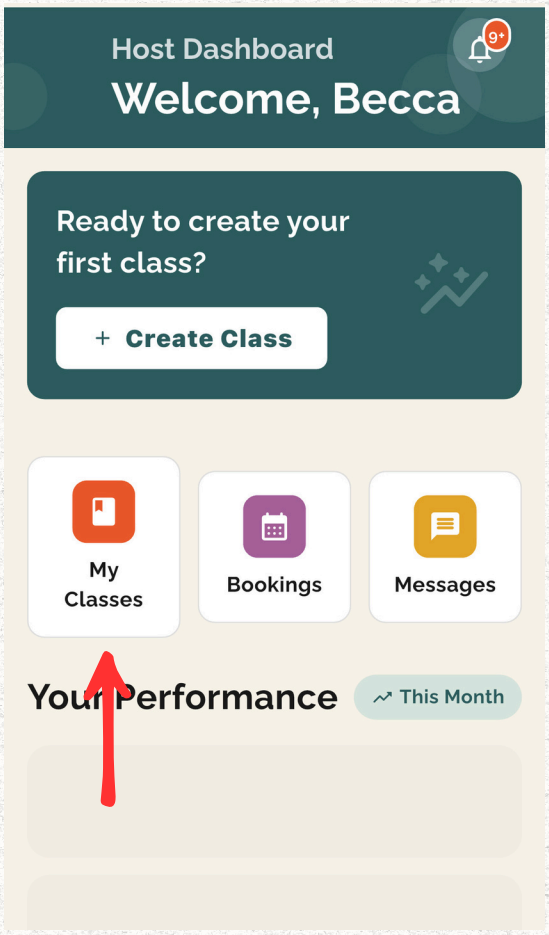
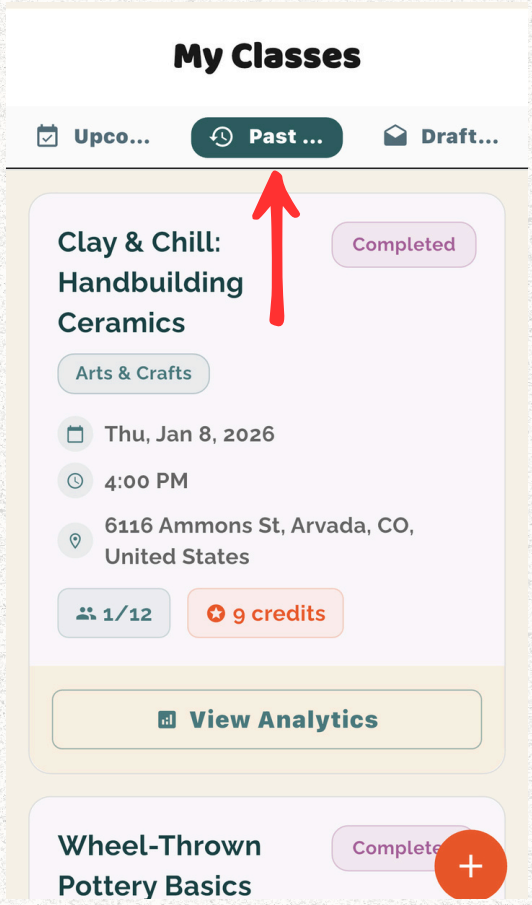
AFTER THE CLASS

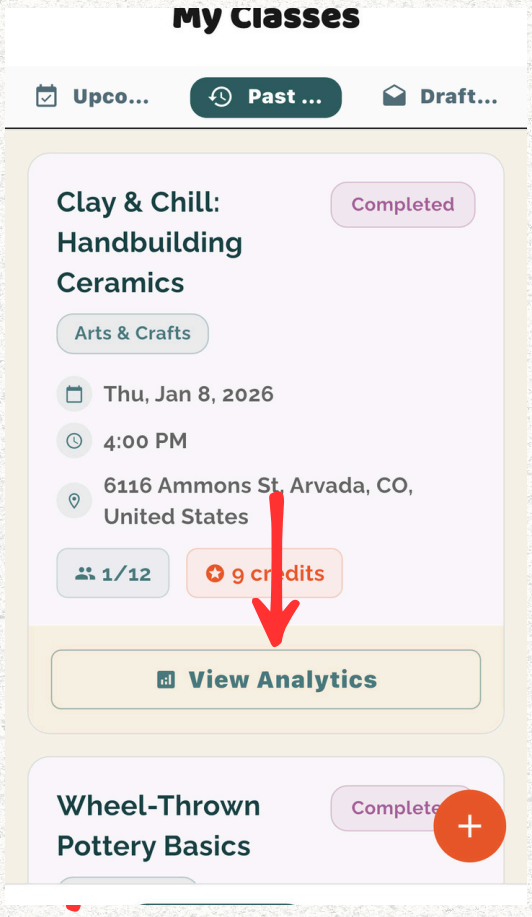
Checking Analytics



On the **Host Dashboard**, click **My Classes**

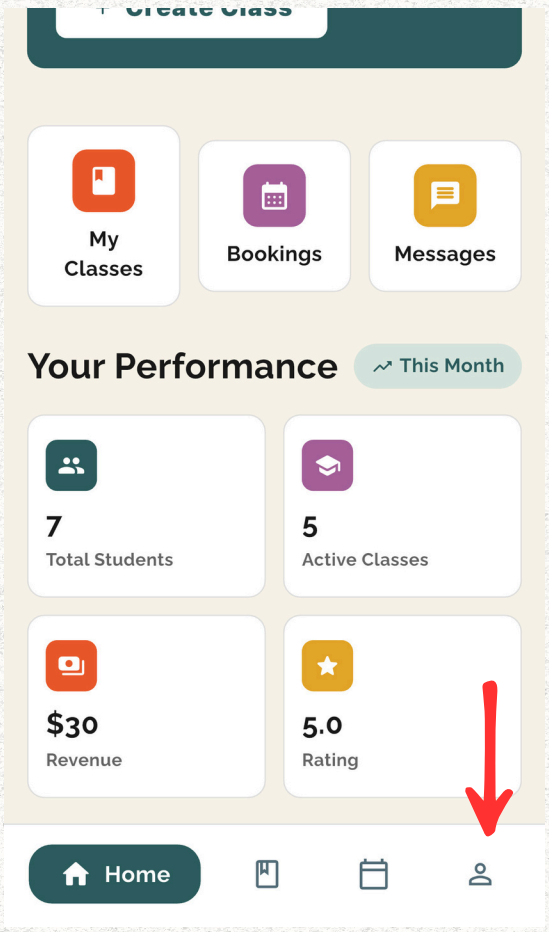


On My Classes, click **Past Classes**

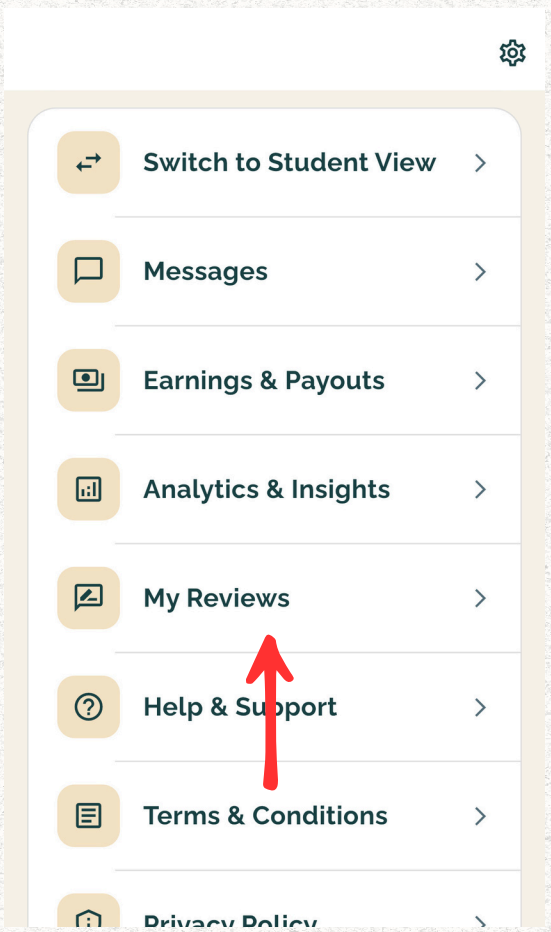


Click **View Analytics**

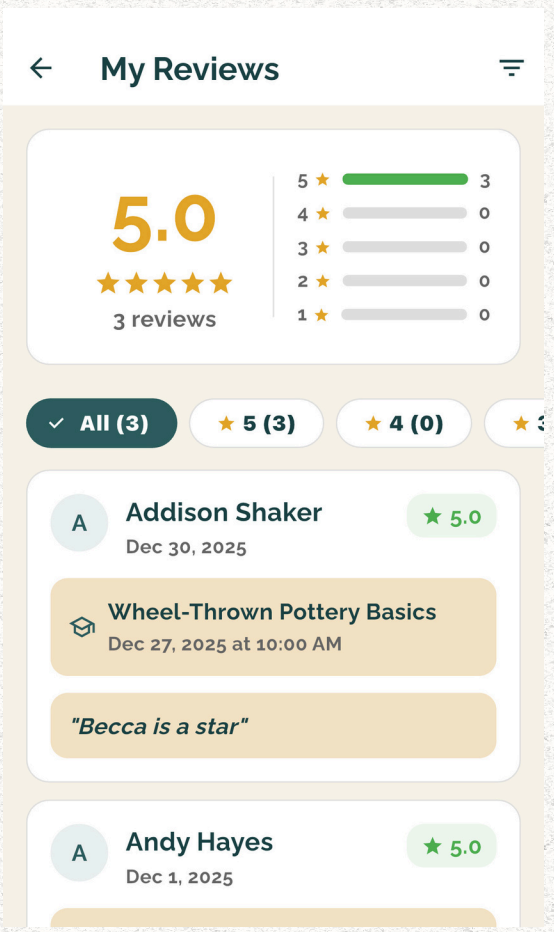
Checking Reviews



On the **Host Dashboard**, click the **Profile** icon



Scroll down and click **My Reviews**



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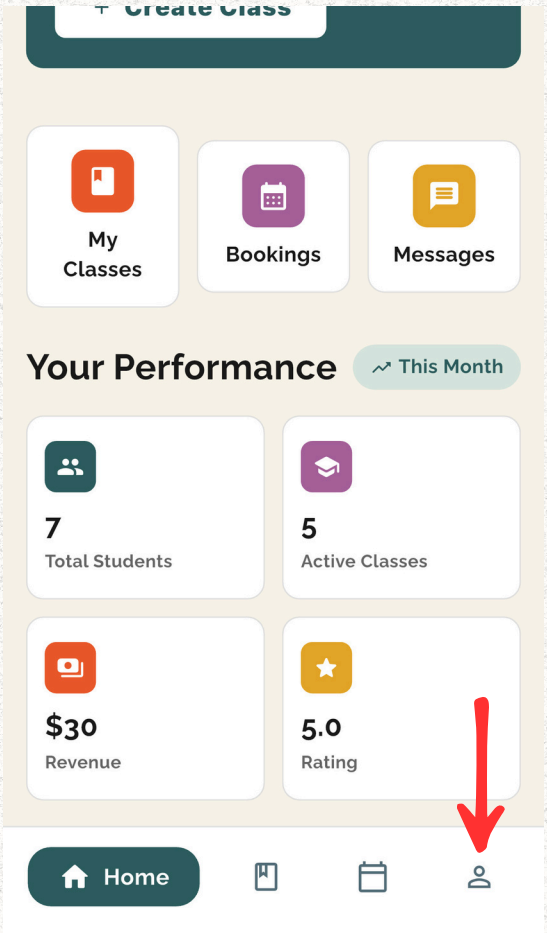
Section 9

SUPPORT TICKETS

If you need help with anything, such as editing a class after students have booked, please contact the HobbiHopp team by submitting a support ticket.

Support tickets let us make updates through our admin portal so students are properly notified. Follow the steps below to submit a request.



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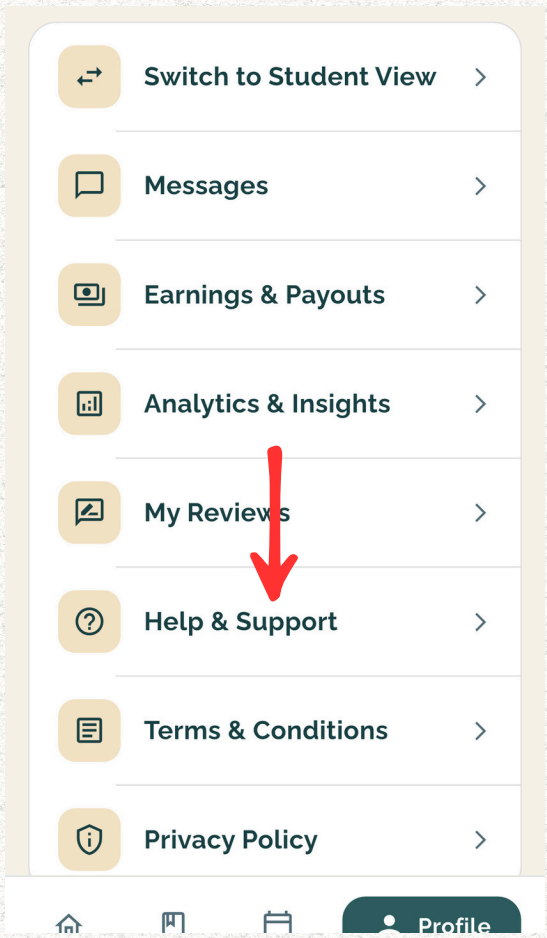
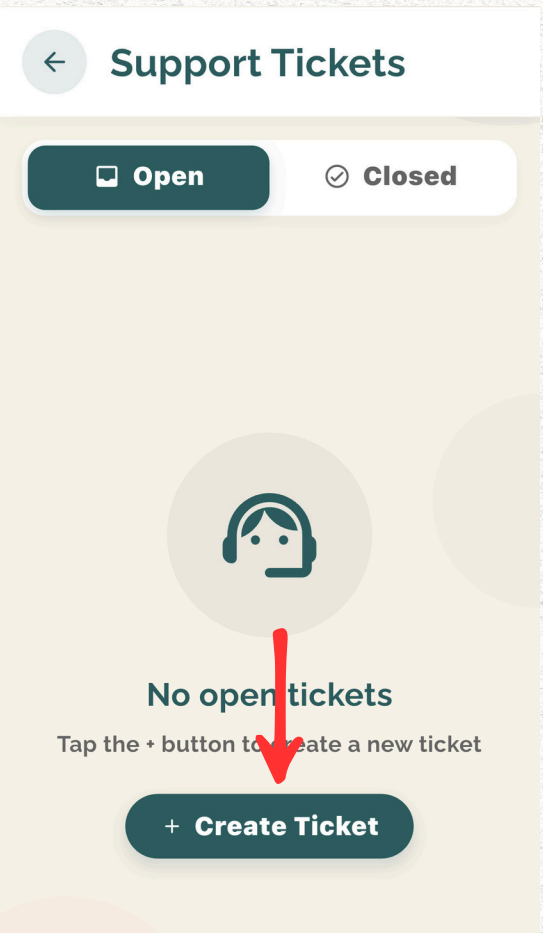
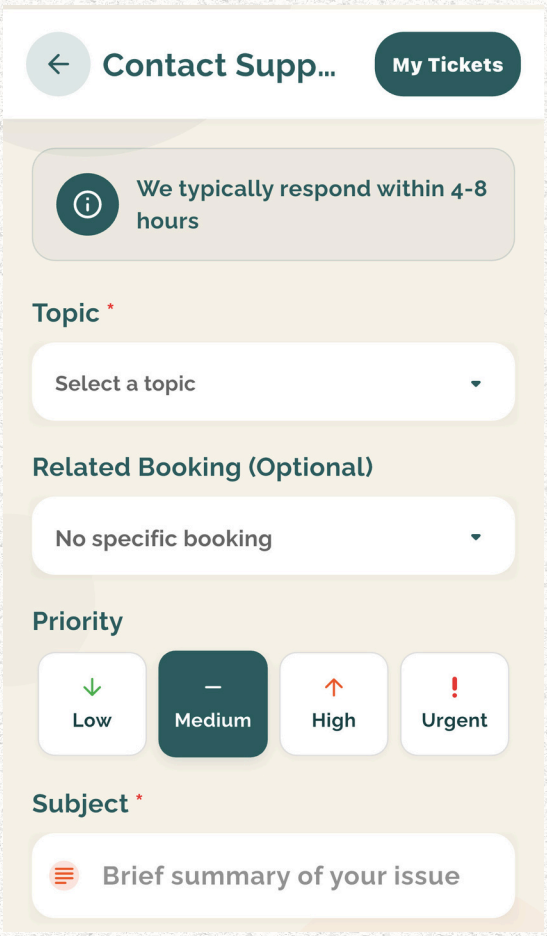


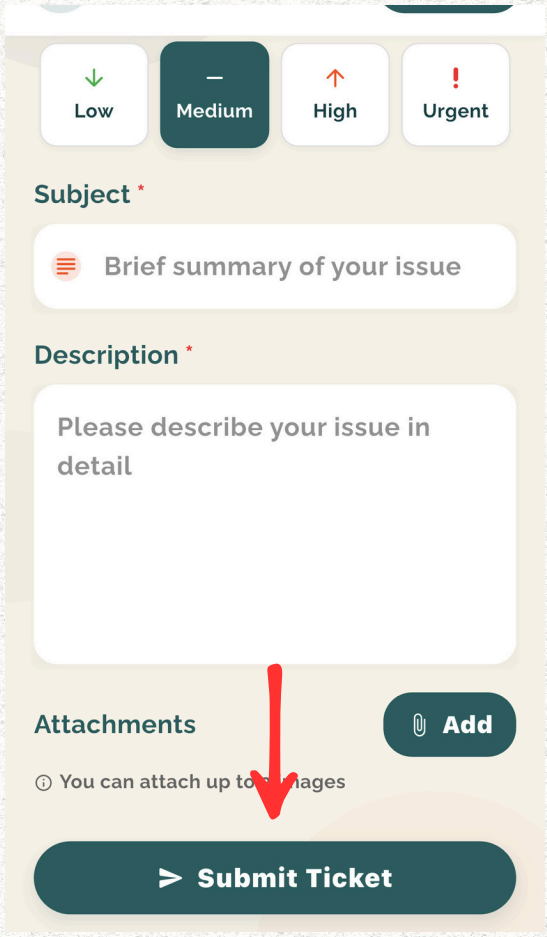
On **My Classes**, click **Message All**



Click **Create Ticket**



Complete **Information**



Click **Submit**

Submit a **support ticket** if you need help with any of the following:

- Editing a class after students have booked
- Updating class details (time, location, capacity, or description)
- Resolving technical or app-related issues
- Fixing errors in your class listing.
- Getting help with bookings, attendance, or payouts.
- Asking a question you can't resolve through the app.

CONTACT & SUPPORT

If you have questions, need help making updates, or run into any issues, the HobbiHopp team is here to support you every step of the way.

Email

Reach us at **hello@hobbihopp.com** for general questions or follow ups.

Instagram DMs

Send us a message on Instagram for quick questions or friendly check-ins **@HobbiHopp**

We do our best to respond within 1-2 business days, and urgent same-day class issues are prioritized.