

# How to use Find-A-Spot

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Welcome to Find-A-Spot, the Acadia Students' Union's online off-campus housing portal. As a landlord we greatly appreciate your continued support of the program, and we are constantly innovating to try and make Find-A-Spot as easy to use as possible for both yourself and the students. Below you will find a walkthrough on how to use Find-A-Spot. If you have any questions, please contact the Acadia Students' Union at [ask.asu@acadiau.ca](mailto:ask.asu@acadiau.ca).

## Step One – Registration

Registering for Find-A-Spot is a quick and easy process. Obviously you are now on the Find-A-Spot website. On your right, you see a menu with several options, one of which is 'Landlord Registration'.



After clicking on the 'Landlord Registration' button, you will be presented with a screen asking for your contact information. Please fill out this form and then hit submit. Your information will be immediately sent to our coordinator who will begin the process of activating your account.

After clicking the Submit button, you will be presented with step two of the registration process asking for your registration fee. The ASU encourages you to pay online for quicker transaction time which translates into quicker publication of your property.

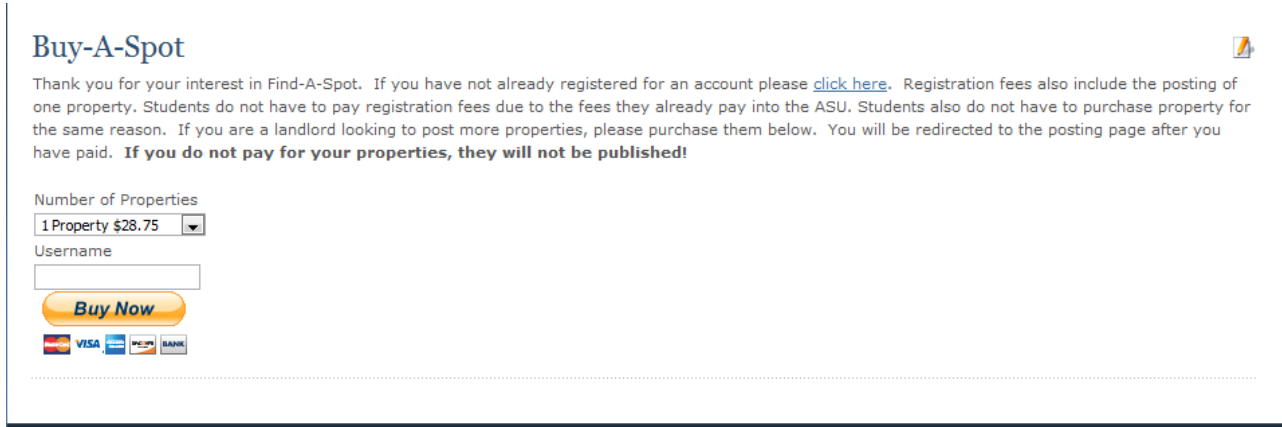
After paying your fee, you will be transferred to a thank you page indicating that your account will be activated within 24 hours, Monday through Friday. **Please remember that you do not have to pay for your first property with Find-A-Spot as the price of that property is included in your registration fee.** If you plan on posting only one property, you may jump to step three. Otherwise, please proceed to step two.

## Step Two – Pay for a spot

**If you have just registered for Find-A-Spot and plan on only posting one property, then you may continue on to Step Three of this manual. If you are a landlord who has already registered and wants to post more spots than you must read this part.**

You must pay for your property in order for it to be published on our website. To pay for a spot, click on the 'Buy-A-Spot' link on the menu pictured in Step One.

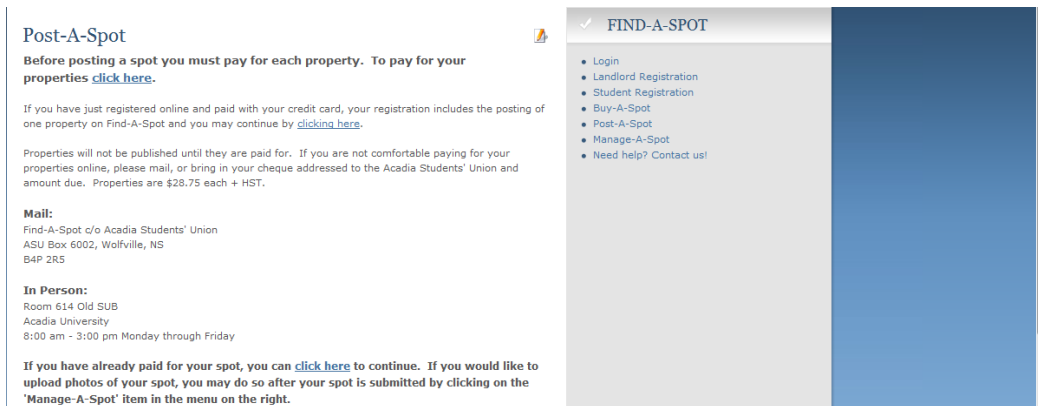
The buy a spot screen looks like this:



You can choose how many properties you plan on uploading and then click 'Buy Now'. This will take you to a payment page where you can complete the transaction. Upon completion of the transaction, you will be redirected to the main Find-A-Spot website where you can be in Step Three – Posting a Spot.

## Step Three – Posting a Spot

After you have registered for Find-A-Spot you will be able to Post-A-Spot. You can create properties by clicking on the 'Post-A-Spot'. The screen will look like this:



On the bottom of the screen you see a link saying 'click here' if you have already paid for your spot. When you do this, you will be taken to the following screen:

Please fill out all of the applicable information. **You cannot upload images here.** The 'Image' button is for administrative use only. How to add pictures will be explained later. When all of your information is typed into the boxes, you can then hit the 'Save' button.

After hitting save, your property will be sent to the Find-A-Spot administrator to ensure that it has been paid for.

### *Adding Images*

To add images to your property, go to the 'Manage-A-Spot' option in the Find-A-Spot menu on the right side of the page. Click on the property you would like to add photos to, and **scroll to the bottom of the page.** There you will see this:

Give your photos a title, a description, upload them, and then hit the 'Save' button.

### Step Four – Property Approval

After submitting your property and uploading images, your property will be approved and published within 24 hours, Monday through Friday. If you have any other questions, please email [findaspot@acadiu.ca](mailto:findaspot@acadiu.ca).