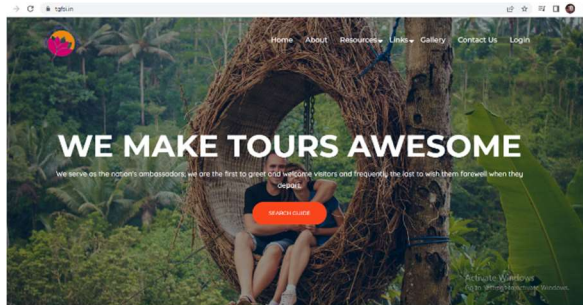
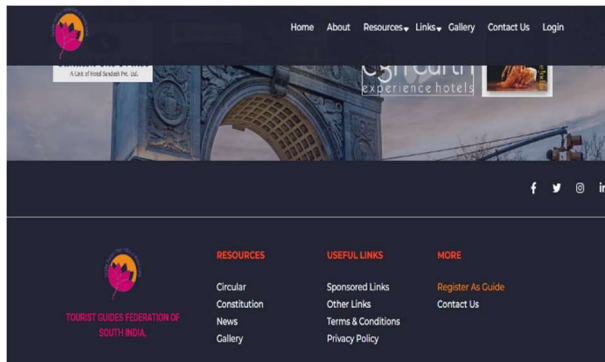


# HOW TO REGISTER AS A GUIDE- www.bookyourguides.in

Please type [www.tgfsi.in](http://www.tgfsi.in)



Please go down on the page and find the link “ **Register as guide**” and click to find the Guide sign up page.



Fill up the details, Your name , email id, create a password, and retype the same. Your phone no, member id put 001, you can select the languages by typing first 4 letters of the language ( for eg. ENGL) then choose as many languages you are doing assignments. complete address. Please note selection of the city must be the city you want to take local assignments. You can choose as many cities wherever you are willing to take local assignments. Cities must be separated by (,) a comma. Add your original pincode and state.

Enter your license no and upload your license and your photo.

Write a description about your self, cities you are doing local tours, major companies you work for, your specialities etc. Click submit.

### Guide Signup

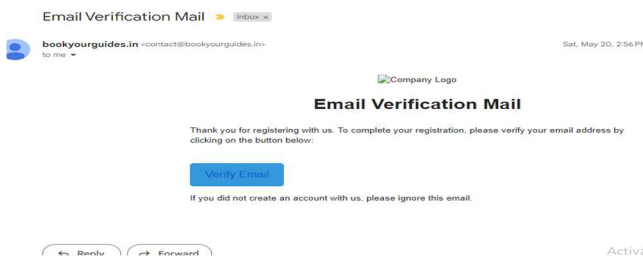
Name*	Email*
Password*	Confirm Password*
Mobile*	Member Id
Language Known*	
Address-1*	Address-2
City*	Select state
Pincode*	License Number*

City*	Select state
Pincode*	License Number*
Upload Licence* <input type="button" value="Choose File"/> No file chosen	Upload Profile Picture* <input type="button" value="Choose File"/> No file chosen
Write about yourself <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div>	
<input type="button" value="Submit"/>	

[Already have an Account login](#)

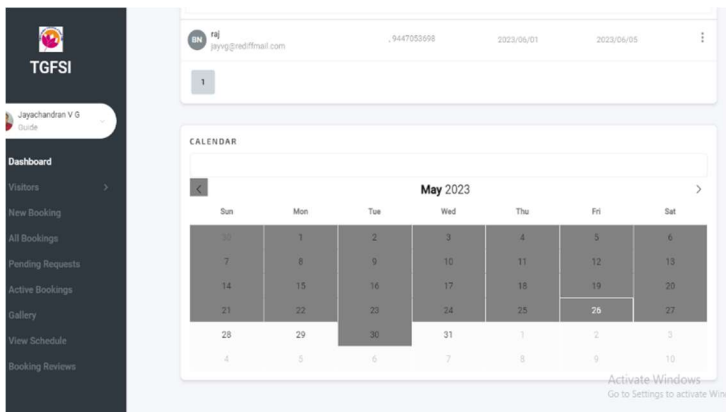
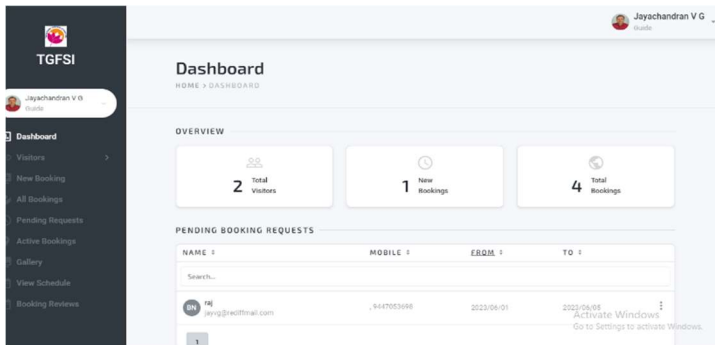
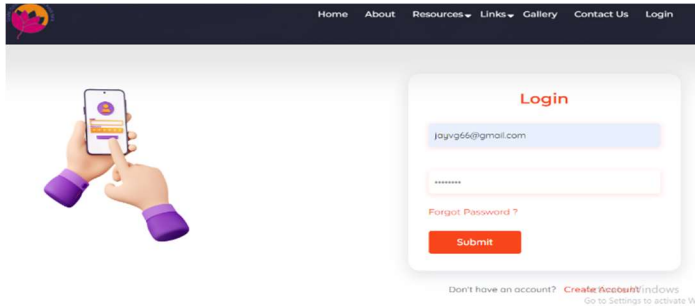
Please remember that only after you fill up all details properly, the sign up will be done. Once it is successful, there will be a message displayed to verify your email.

Please check your email, please check your INBOX, JUNK or BULK email boxes. There will be an email from tgfsi, please click on the link in the email to verify your email id.



After this please wait for a approval message from admin to your whatsapp and email. Then you are ready to login to our website and check your guide login dash board. Which will look like this.

The guide DASHBOARD will display the no of bookings,no of visitors etc and also display your Calendar for that month. You can move and check any month and see the bookings and free dates.



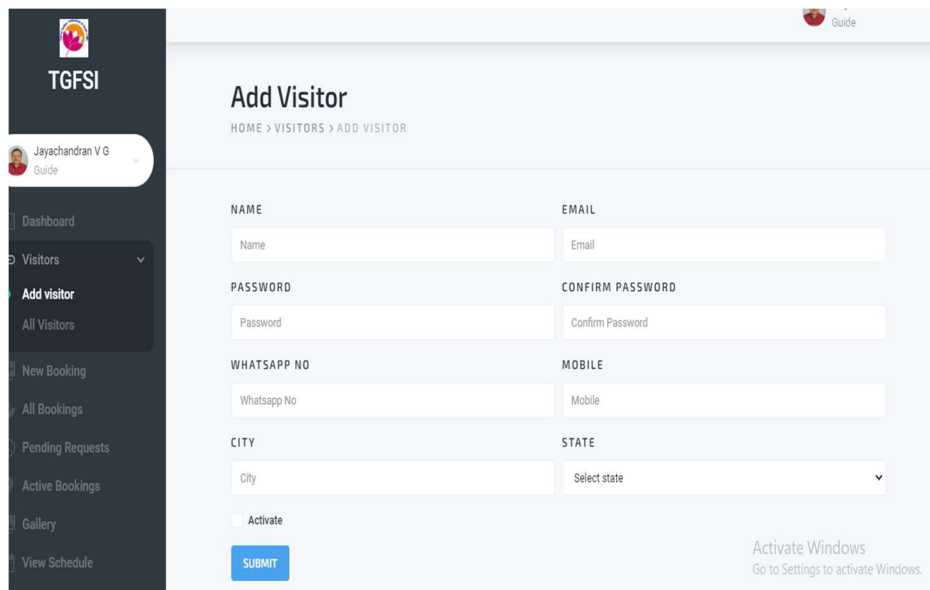
You can see the panel on the left with the links to check the Vistors, Bookings, Pending bookings,Active booking and New bookinngs.

## HOW TO CREATE BOOKINGS ,MANAGE ONLINE BOOKINGS

### MANUAL BOOKINGS / ONLINE BOOKINGS

If you get a direct booking from an Agent or a guest directly, still you must enter the same to update your calendar.

To do that first you must add that agent/guest as a visitor. Please remember that, there must be an email id which must be verified by the party to activate the login.



The screenshot shows the 'Add Visitor' form in the TGFSI system. The form is located in the main content area of the dashboard, with a breadcrumb trail: HOME > VISITORS > ADD VISITOR. The form fields are arranged in a grid:

- NAME:** A text input field labeled 'Name'.
- EMAIL:** A text input field labeled 'Email'.
- PASSWORD:** A text input field labeled 'Password'.
- CONFIRM PASSWORD:** A text input field labeled 'Confirm Password'.
- WHATSAPP.NO:** A text input field labeled 'Whatsapp No'.
- MOBILE:** A text input field labeled 'Mobile'.
- CITY:** A text input field labeled 'City'.
- STATE:** A dropdown menu labeled 'Select state'.

Below the form fields, there is an 'Activate' checkbox and a blue 'SUBMIT' button. In the bottom right corner of the form area, there is a watermark that says 'Activate Windows Go to Settings to activate Windows.'

Once the visitor is created and email verified a new booking can be created.

At first visitor must login to the site by giving the email and password created. Once the visitor is logged in the site is ready for booking

First search for a guide by clicking the calendar.

To select the date first click on the date which the tour must be starting, then click on the date the tour is ending. If the tour is only for one day, just Double click on the same date, then the APPLY button will be Blue color and click on to it.

Select the State ( optional), then type the city where the guide is required. Then submit. Immediately all guides who are available on that city will be displayed , any one can view the details of the guide by clicking "view details" and registered visitors can send the booking request to any guide in the list by just clicking

Home About Resources Links Gallery Contact Us Raj

Select Date\*

Select state

City\*

May 2023 Jun 2023

Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
30	1	2	3	4	5	6	28	29	30	31	1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8

05/26/2023 - 05/26/2023 Cancel Apply

Add Calendar Check Availability

Home About Resources Links Gallery Contact Us Raj

2023-06-01 to 2023-06-01

Select state

KOCHI

Add Calendar Check Availability

## Guide View

<b>JAIRAJ.KR</b> ★★★★★ Actively being in the industry of Tourism as a Regional level Tour	<b>SREEKANTH SREENIVASAN</b> ★★★★★ Mainly does English tours, also does photography tours	<b>ALEXTHOMAS</b> ★★★★★ I am a licensed tour guide
		<a href="#">VIEW DETAILS</a>

## Guide Details

**Jayachandran V G**  
RATINGS : 0/5

Regional level tour guide license holder since 1989. During the last 3 decades,travelled extensively in India and around the world and worked for all major tour companies. Won many distinctions for "Best performance". Available for Entire South India tours and lives at Kollam,Kerala

Whatsapp Number	9447053698
Email	jayvg66@gmail.com
Location	Trivandrum, Kochi, Cochin, Alleppey, Kollam, Kerala
Contact Address	Valiyazhikam, TXP/XIV/452, Thekkecheri, Kanjavelli P O kollam
Language Known	English, Hindi

Start Date	End Date	Location
01 June, 2023	01 June, 2023	KOCHI

[Book Now](#)

When a booking is made by an Agent / Guest the guide will receive an email immediately. ( we need to check our emails every day to ensure that we respond to our bookings immediately)

Booking Confirmation | TGFSI Inbox x

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**bookyourguides.in** <bookyourguides@tgfsi.in> Wed, May 24, 4:11PM (2 days ago)  
to me ▾

### Booking Confirmation - Jayachandran V G

Dear Jayachandran V G,

We are pleased to inform you that a new booking has been made for your services. Here are the details of the booking:

Visitor Name	raj
Status	Pending
Booking Date (From - To)	Location
2023-05-30 - 2023-05-30	alleppey

Please be sure to confirm this booking with the visitor as soon as possible. You can contact them at the following email address: [jayvg@rediffmail.com](mailto:jayvg@rediffmail.com).

If you have any questions or concerns regarding this booking, please do not hesitate to contact us.

Activate Window  
Go to Settings to activate W

[Visit Our Website](#)

The guide can view the details of of the booking and can respond to the client by replying to their email about the rates, or any other details they need.

Guide must login to the site and see the booking

OVERVIEW

**2** Total Visitors

**1** New Bookings

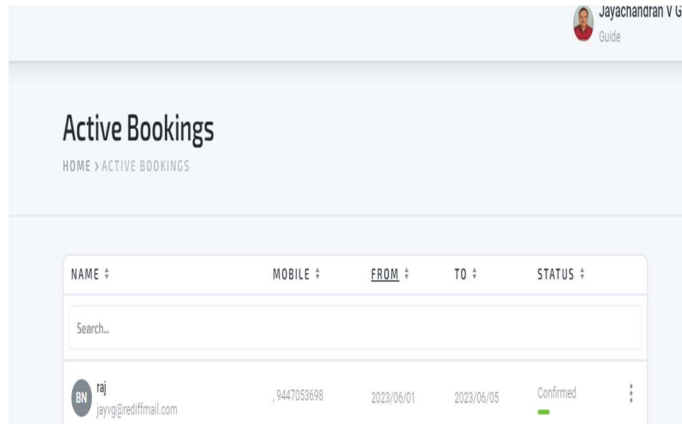
**4** Total Bookings

PENDING BOOKING REQUESTS

NAME :	MOBILE :	FROM :	TO :	
Search...				View Details Confirm Reject
raj jayvg@rediffmail.com	,9447053698	2023/06/01	2023/06/01	
1				

CALENDAR

You will the new booking request, just click on the 3 dots on the right end to see the option to view booking, Confirm or reject.



Once you click confirmed, you can see this details on you Active booking page. You calender will display this dates in grey and no one can book you on these dates.

Once on completion of the bookings guide can go to his page and click to complete the assignment and then send the invoice by filling up the data, and also send his bank /UPI details to the agent/guest .

Once the invoice is send the agent/guest also can submit their review on the assignment and rate the guide.