



## Five Steps for Creating a Coach Listing

Thank you for offering your coach services on Munyay! Here's a checklist to help you create a coach listing in five steps. Please complete all these steps.

### 1: Sign up on the marketplace

- Create a marketplace account at <https://marketplace.munyay.com> or by clicking on the red button at [www.Munyay.com](http://www.Munyay.com).

### 2: Enter your banking information

- Click on "Dashboard" in the upper right corner.
- Click on "My banking information" and enter your payout information on the form. This is the bank account in which you'll get paid when a client pays for your service. Munyay uses Stripe Connect to manage payments. Stripe Connect accepts payments from 25 countries, which are listed at <https://stripe.com/global>.

### 3: Fill in your account details

- Click on "My account" and fill in the details, then "Click Save."
- Now that you've created your account, please let us know by using [the contact form](#). We can then authorize you to create coach listings.

### 4: Create and manage your listings

- Click on "My listings" to create and manage your listings.
- Click on "Add a new listing." You can also edit, preview or delete a listing.
- Select a category for your listing and attributes that apply.
- Enter your title and description and upload images using as a reference the blog post, "[How to Optimize Your Coach Listings for the Munyay Marketplace](#)."
- Enter your price per service. Clients will purchase one quantity of your service, so be sure to represent your service appropriately.
- Enter your location. We recommend starting with your city, not your street.

### 5: Save your listing and get verified

- After entering all your information, click "Save Listing."
- Go to your Dashboard and click on "My listings." For each listing, click on "Calendar" to set your schedule. By default, all days are available (green). To make unavailable, click on the day (red). Remember to keep your calendar updated. In the future, hours per day will be available.