



Membership User Guide 2025

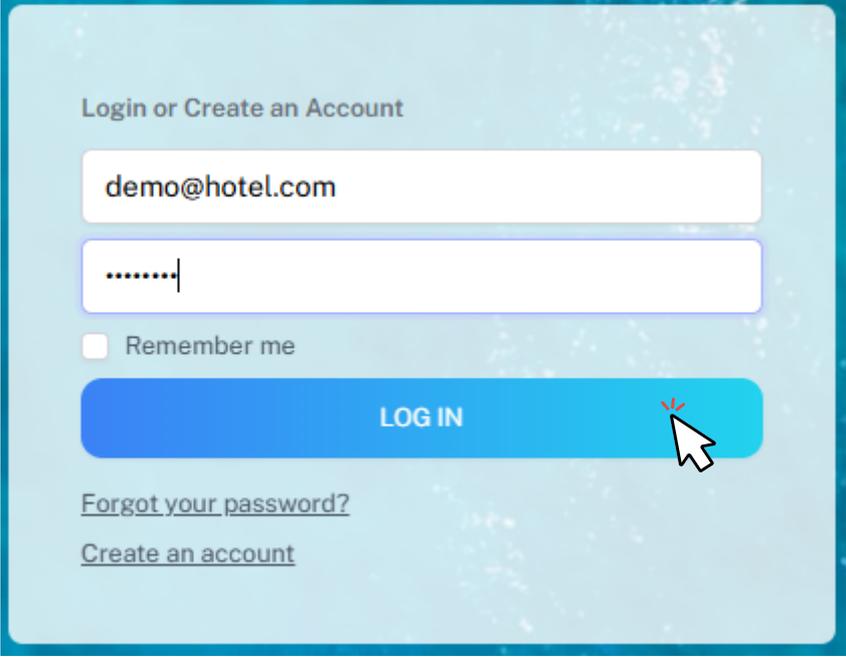
Follow these steps to create or join chains

Applicable member types: All

Registering a new chain

Step 1: Ensure that at least one individual property is already a registered member.

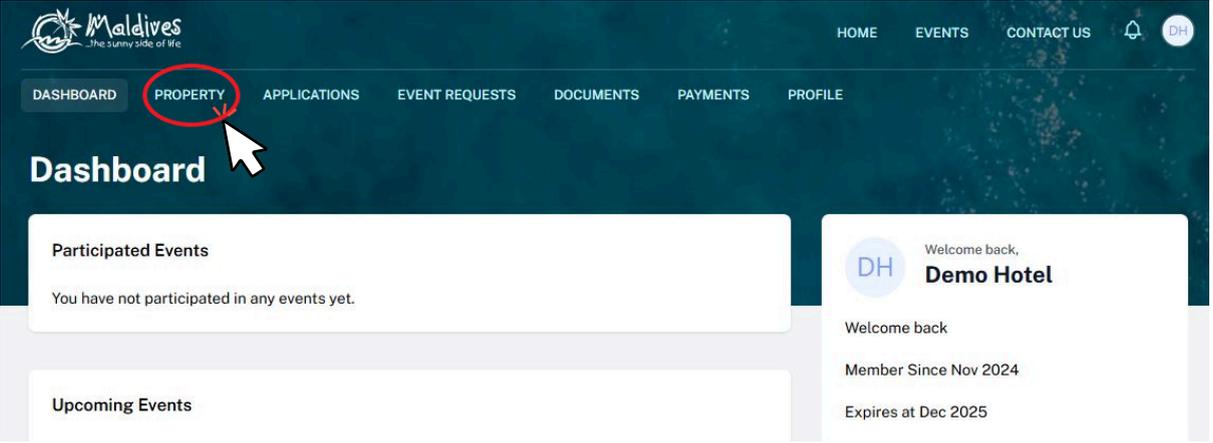
Step 2: Login to the registered member's account.



The screenshot shows a login form with the following elements:

- Title: Login or Create an Account
- Email input field: demo@hotel.com
- Password input field: masked with dots
- Remember me checkbox: unchecked
- LOG IN button: highlighted with a mouse cursor
- Forgot your password? link
- Create an account link

Step 3: Navigate to the '**Property**' tab on the menu bar.



The screenshot shows the user dashboard with the following elements:

- Logo: Maldives - The sunny side of life
- Navigation menu: DASHBOARD, **PROPERTY** (circled in red), APPLICATIONS, EVENT REQUESTS, DOCUMENTS, PAYMENTS, PROFILE
- Header: HOME, EVENTS, CONTACT US, DH
- Dashboard title: Dashboard
- Participated Events section: You have not participated in any events yet.
- Upcoming Events section: (empty)
- User profile sidebar: Welcome back, Demo Hotel, Member Since Nov 2024, Expires at Dec 2025

Step 4: Click **'New Chain'**, enter the chain details and upload the documents. Click **'Save'**.

The screenshot shows a 'Property' management dashboard for 'Demo Hotel'. On the right, a 'Chain' section indicates it is 'Not linked to any chain.' A blue button labeled 'New Chain' is circled in red, with a mouse cursor pointing to it. Below this button is a blue information box stating: 'You can join chains only when the property's membership registration is in 'Approved' stage'. The main property details include an active membership with number MMPRC/2025/HTL/2, postal address 'Building No 04 / Street 05 / Hulhumale' / Kaafu Atoll', and two individuals: John Doe (CEO) and Jane Doe (Sales Manager).

The 'Chain Request' form contains the following fields and sections:

- Request Type:** A dropdown menu set to 'New Chain'.
- Chain Name:** A text input field containing 'Demo Resorts & Hotels'.
- Contact Person:** A text input field containing 'John Doe'.
- Phone Number:** A text input field containing '9999999'.
- Email:** A text input field containing 'chain@demo.com', which is circled in red.
- Company Registration:** A dashed box with an 'Upload a file' button and the text 'BUSINESS REGISTRATION.pdf'.
- GST Registration:** A dashed box with an 'Upload a file' button and the text 'gst.cert.pdf'.
- Name Change Document (Optional):** A dashed box with an 'Upload a file' button and the text 'PNG, JPG, PDF up to 2MB'.
- Other Documents (Optional):** A dashed box with an 'Upload a file' button and the text 'PNG, JPG, PDF up to 2MB'.

At the bottom right of the form, there are two buttons: 'Close' and 'Save'. A mouse cursor is pointing to the 'Save' button.

Note: The email entered in the contact person details will be used to login to the chain account in the future.

Step 5: Await verification and acceptance. You will receive notifications during this process, and keep track of the progress using the timeline.

Chain

Linked chain details

Chain Name
Demo Resorts & Hotels

Chain Code	Status
287132877	Approved

Individuals

CONTACT PERSON
John Doe

Sales Manager
chain@demo.com
9999999

Documents

BUSINESS REGISTRATION.pdf
Company Registration
[View](#) [Download](#)

gst cert.pdf
GST Registration
[View](#) [Download](#)

Timeline

- Submitted
- Verified 2024-11-13 09:40:27
- Approved 2024-11-13 09:40:41

Step 5: Make a note of the chain code. This code is required for other properties to join this chain.

Chain

Linked chain details

Chain Name
Demo Resorts & Hotels

Chain Code	Status
287132877	Approved

Joining a chain

Note: There are two ways to join a chain:

1. During the registration process
2. After becoming a registered member

1. Joining a chain during the registration process

Step 1: Obtain the chain code. Refer to **step 5** in **Registering a New Chain**.

Step 2: Enter the chain code and click '**Fetch**'. If the chain already exists, it will now be visible.

Register

Member Type ✓ Property Details ✓ 3 Chain Details 4 Contacts 5 Destination Guide 6 Documents

Chain Details
Please enter the details of the property as in your operating license.

287132877 Fetch

Demo Resorts & Hotels
Code: 287132877 · Ref: CRR/2024/57 Remove

Go Back Next

Step 3: Complete the rest of the registration process. Once your membership registration is approved, your property will be part of the chain.

MRR/2024/360

Submitted Verified Payment Ordered Paid Approved

Payment order PTR/2024/478 in paid status
Payment Method: Transfer (-)

Payment Info Payment Order Paid Slip Paid Invoice

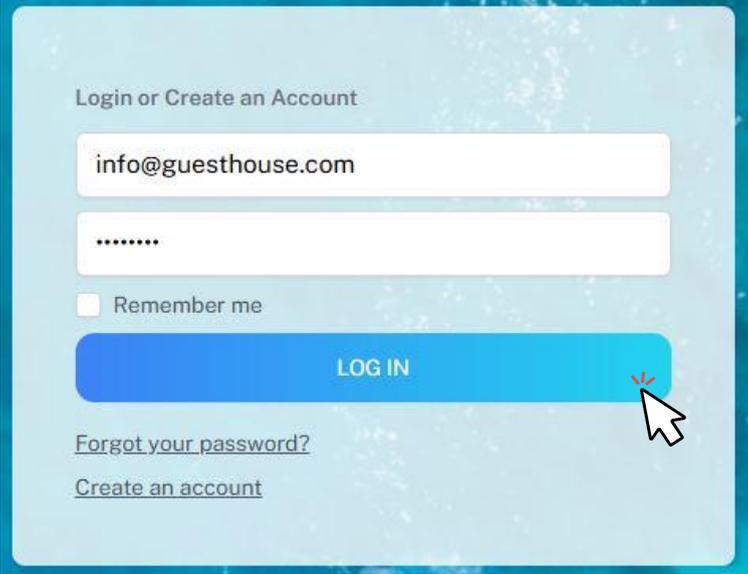
Chain
Chain information for the property.

Name	Reference No
Demo Resorts & Hotels	CRR/2024/57

2. Joining a chain after becoming a member

Step 1: Obtain the chain code. Refer to **step 5** in **Registering a New Chain**.

Step 2: Login to the member account.



Login or Create an Account

info@guesthouse.com

Remember me

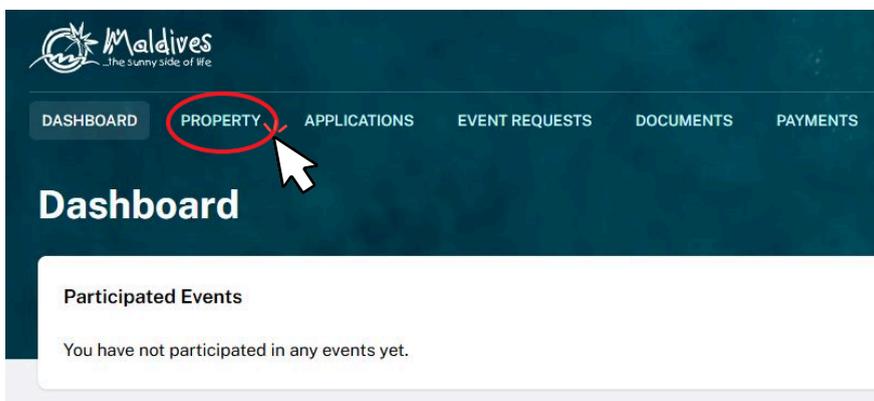
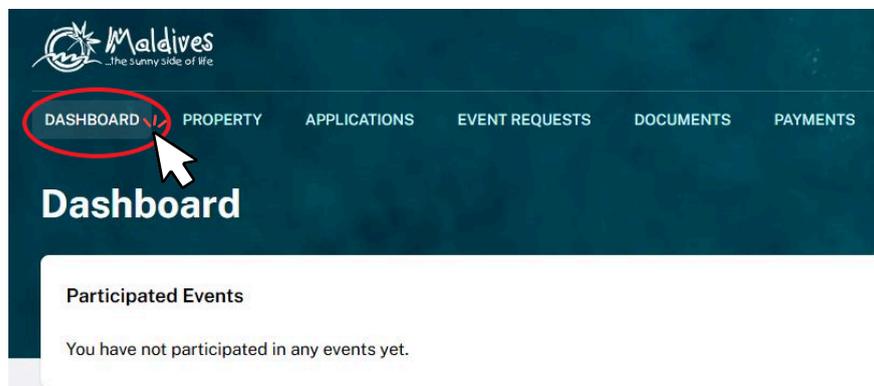
LOG IN

[Forgot your password?](#)

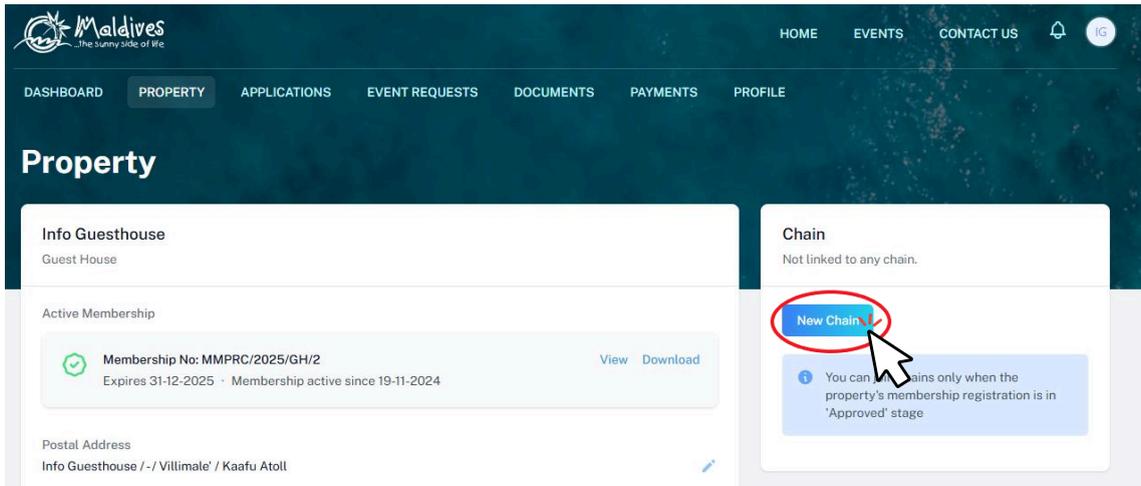
[Create an account](#)

A mouse cursor is pointing at the LOG IN button.

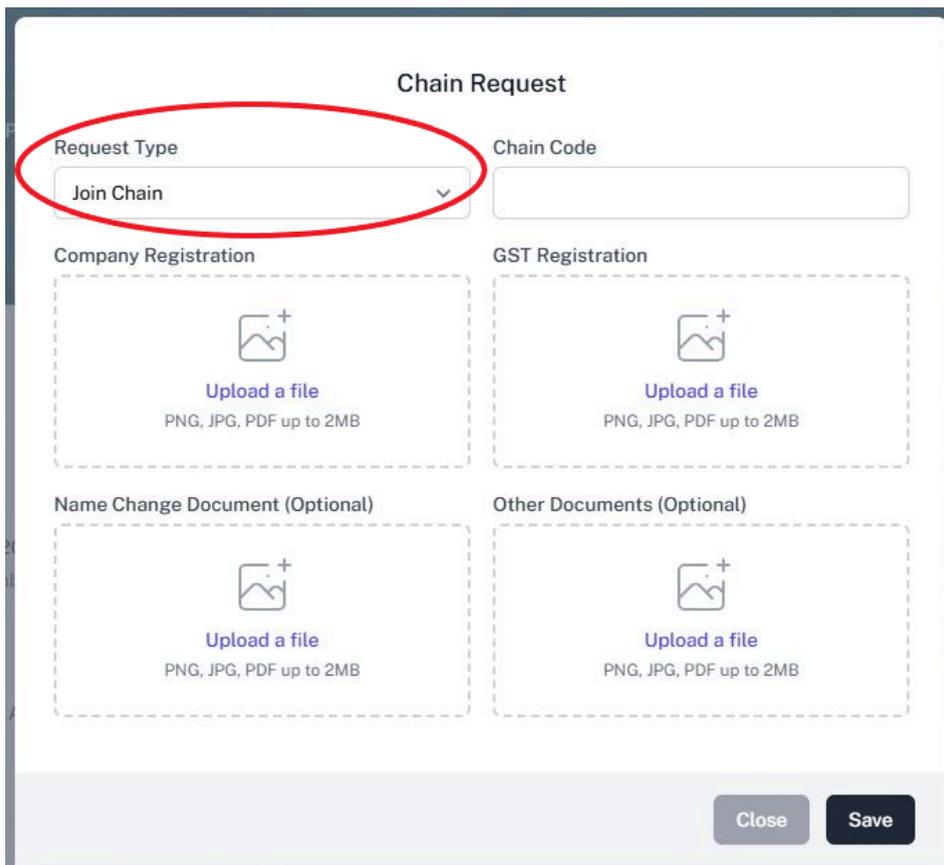
Step 3: Go to **Dashboard** → Click **Property**.



Step 4: Click on **New Chain**.



Step 5: In the pop-up window, make sure that Join Chain is selected from the dropdown.



Step 6: Enter the chain code, upload the required documents and click **Save**.

The image shows a 'Chain Request' form. At the top, there are two fields: 'Request Type' with a dropdown menu set to 'Join Chain', and 'Chain Code' with the value '287132877'. Below these are four document upload sections: 'Company Registration' and 'GST Registration', both with '204.pdf' uploaded; 'Name Change Document (Optional)' and 'Other Documents (Optional)', both with 'PNG, JPG, PDF up to 2MB' allowed. At the bottom right, there are 'Close' and 'Save' buttons. A red circle highlights the 'Save' button, and a mouse cursor is pointing at it.

Step 7: Your chain request is now submitted. You can track your join chain application status from the timeline. You will also receive notifications on the portal and via email.

The image shows a 'Chain' details page. The title is 'Chain' with a subtitle 'Linked chain details'. The main content is organized into sections: 'Chain Name' is 'Demo Resorts & Hotels'; 'Chain Code' is '287132877'; 'Status' is 'Submitted' (circled in red); 'Individuals' section shows 'CONTACT PERSON John Doe', 'Sales Manager', 'chain@demo.com', and '9999999'; 'Documents' section shows two '204.pdf' files: 'Company Registration' and 'GST Registration', each with 'View' and 'Download' links; 'Timeline' section shows a 'Submitted' status with a checkmark icon.

Step 8: Once your request has been approved, it will be displayed as below.

Chain

Linked chain details

Chain Name
Demo Resorts & Hotels

Chain Code
287132877

Status
Approved

Individuals

CONTACT PERSON
John Doe
Sales Manager
chain@demo.com
99999999

Documents

204.pdf
Company Registration
[View](#) [Download](#)

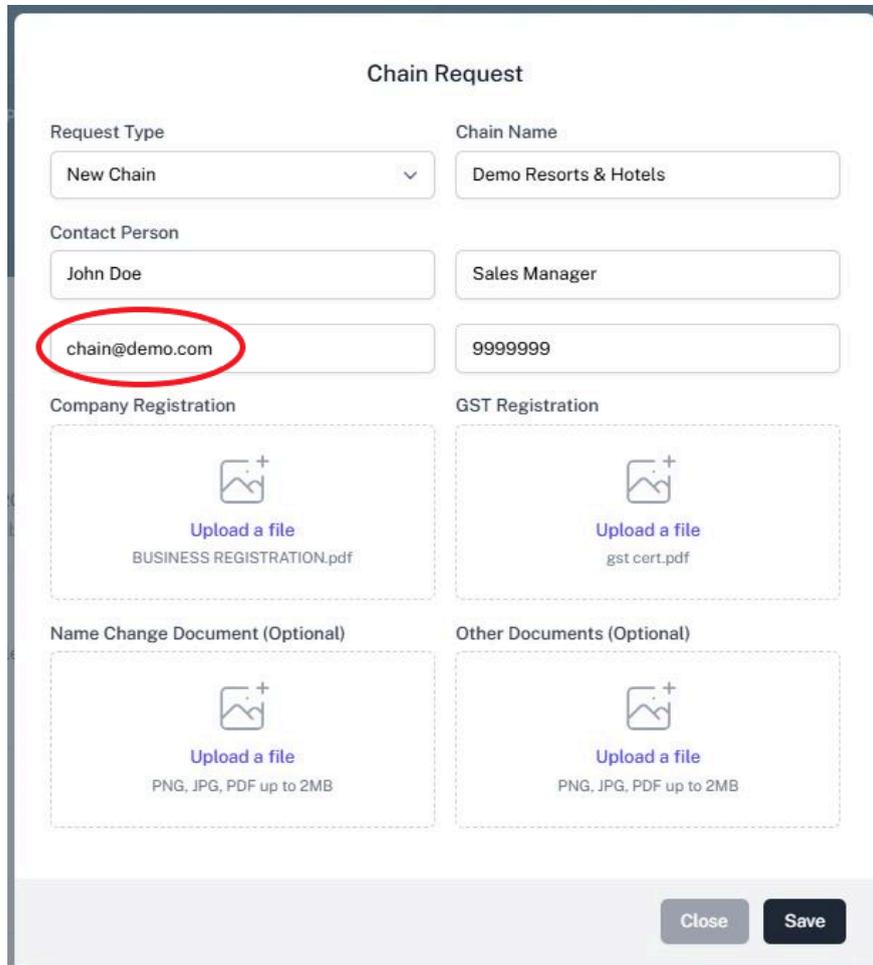
204.pdf
GST Registration
[View](#) [Download](#)

Timeline

- Submitted
- Verified 2024-11-19 12:03:33
- Approved 2024-11-19 12:03:35

Accessing your chain account

To login to your chain account, use the email entered during the new chain creation process.



Chain Request

Request Type: New Chain

Chain Name: Demo Resorts & Hotels

Contact Person: John Doe

Sales Manager: Sales Manager

Email: chain@demo.com

Phone Number: 9999999

Company Registration: Upload a file (BUSINESS REGISTRATION.pdf)

GST Registration: Upload a file (gst cert.pdf)

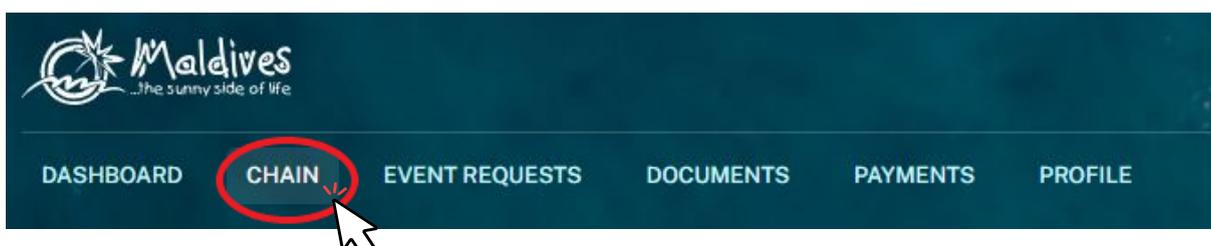
Name Change Document (Optional): Upload a file (PNG, JPG, PDF up to 2MB)

Other Documents (Optional): Upload a file (PNG, JPG, PDF up to 2MB)

Buttons: Close, Save

Step 1: Login to your chain account

Step 2: Click '**Chain**' on the menu. In this page, you will find the details of the main chain, and of all the properties that have joined this chain.



Chain Properties

Demo Hotel

Hotel

Active Membership



Membership No: MMPRC/2025/HTL/2

Expires 31-12-2025 · Membership active since 13-11-2024

[View](#) [Download](#)

Postal Address

Building No 04 / Street 05 / Hulhumale' / Kaafu Atoll

Individuals



PERSON OF AUTHORITY

John Doe

CEO

jd@hotel.com



CONTACT PERSON

Jane Doe

Sales Manager

jd1@hotel.com



Documents



BUSINESS REGISTRATION.pdf

Company Registration

[View](#) [Download](#)



operating license.pdf

Operating License

[View](#) [Download](#)



gst cert.pdf

GST Registration

[View](#) [Download](#)