

HOST FAMILY PROGRAM GUESTBOOK - GUIDE FOR HOST FAMILIES

Welcome to GUESTBOOK, La Route des Langues' unique host families / student matchmaking platform.

Thanks to GUESTBOOK, you'll be able to register as a host family, share information about who you are and the profile of student you would like to host as well as the periods when you are available to host.

Using all the information you shared on GUESTBOOK, French students will be able to find you and apply for your family.

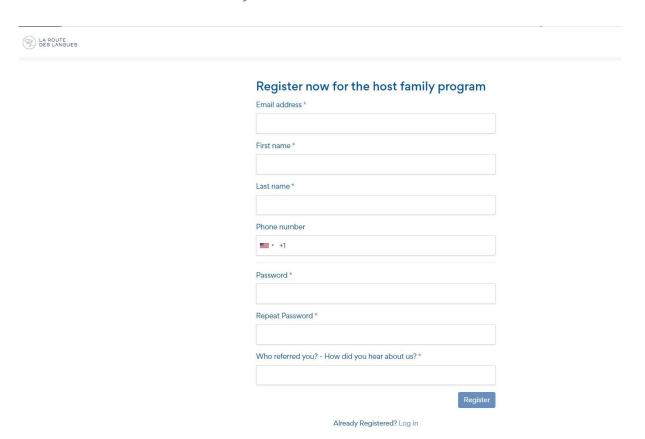
From registering to the host family program to selecting the student you are going to host, GUESTBOOK allows you to follow the entire process from one single and easy-to-use platform.

CREATE YOUR ACCOUNT

First thing first, you need to create your account on GUESTBOOK to participate in the program. Go to our website www.laroutedeslanguesusa.com and click on REGISTER NOW.



Enter the requested information to create your account. You will then receive an email to confirm the creation of your account.

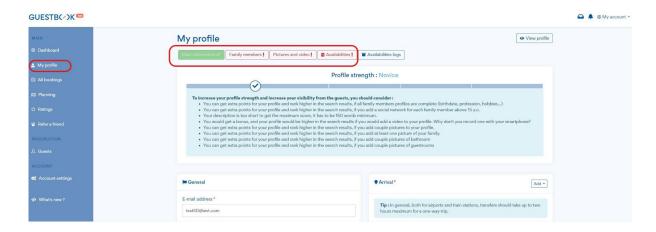


COMPLETE YOUR PROFILE

Click on "My profile" to start completing your profile.

Your profile has four sections that need to be completed. Each section turns from red to green once it has been completed.

Note: the "General information" section will be green by default after you created your account. However, there is still information to provide in this section.



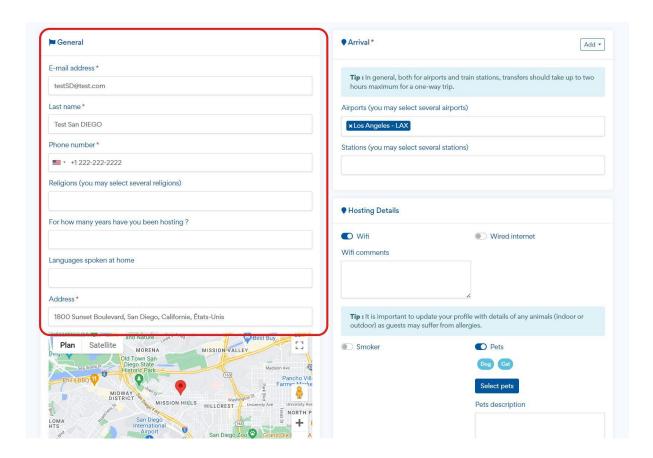
COMPLETE "GENERAL INFORMATION"

In this section you need to answer a series of questions about your family. Questions with a "*" are mandatory. However it is recommended to answer all questions. The more information you give, the more likely you are to receive applications that match your family profile.

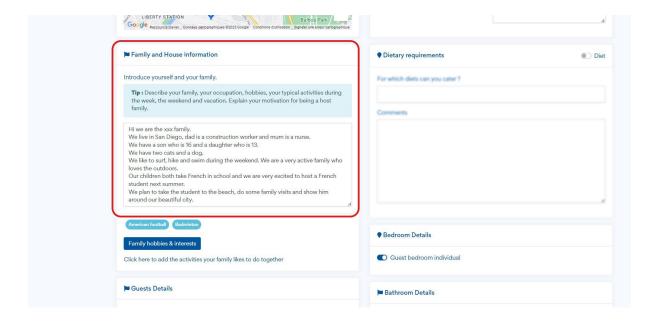
Questions are organized in two columns. Both columns need to be filled.

Your email address, last name and phone number will be automatically filled based on the information you provided when you created your account.

Your address will only be visible for the student after you accept his/her application. It is important to give your exact address which is needed to arrange the house visit.

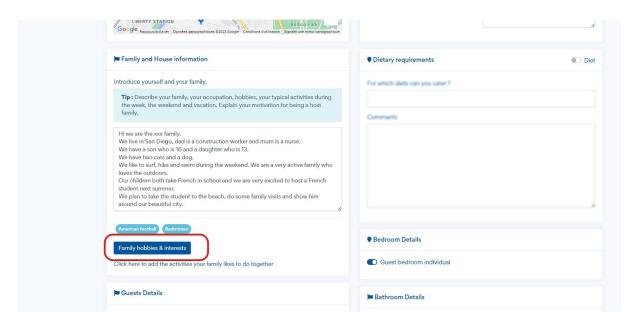


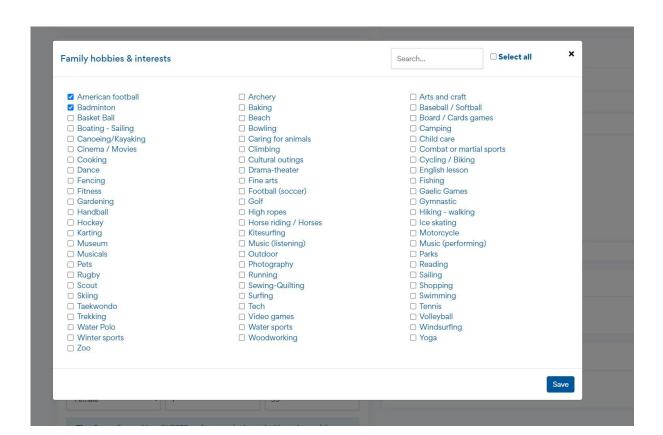
The family and house information section is very important. This is where you are going to describe your family, the activities you like to do together and your motivations to host a French student.



Then you need to click on "Family hobbies and interests". A window will pop up with a list of activities to choose from.

Note: this is the list of activities you like to do together as a family. Individual hobbies for each member of your family will be given in the "Family members" section of your profile.





In "Guest details" you will specify the profile of guest you are willing to host, based on gender (male, female or both) and age. Your profile will be then visible only for students who match these criterias.

referred gender of guest *	Minimum age of guests *	Maximum age of guests
Female ~	14	17
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The next step is to select Programs and Options.

Programs:

Most families select "Immersion in an American family". In this case, you simply share your daily life and activities with the French student.

Other options include:

- Family Helper: this program is for families with young children. The student stays with you and gives some help with your children: babysitting, playing with your children, teaching them some French through games and songs...
- Family immersion with volunteering: in this case, in addition to living with your family, the student volunteers in a local organization (helping a local NGO or job shadowing in a company). This program is usually built on a case by case basis and discussed with the host family to adapt to the volunteering opportunities available close to where they live. This program is to be considered for families without children.

- Home tuition in an American family: in this case one of the parents of the host family is an English teacher. The student lives in immersion with the teacher's family and takes English classes.

Click on "select programs", choose the relevant programs for your family then on "save".

Select programs		Search	□ Select all ×
☑ Immersion in an American family ☐ Family helper	☐ Immersion in an American farm☐ Family immersion with volunteering	☐ Home tuition in	n an American family
			Save

Options

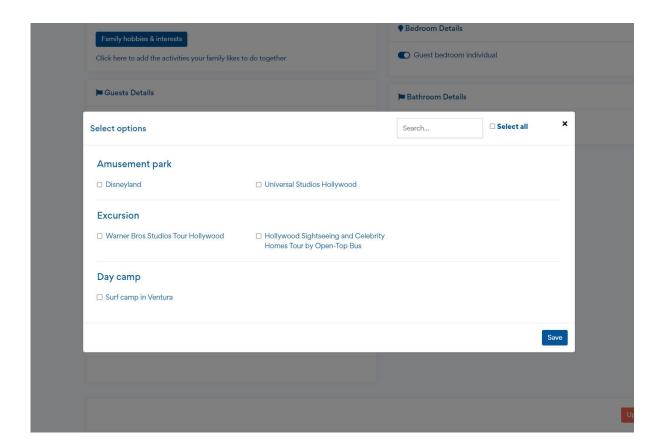
Options are paid activities you can organize for the student during his/her stay with your family. The "options" you select will be offered as optional activities the student can choose from if he/she applies for your family.

If the student selects one of the activities you have added to your profile, you will be in charge of organizing the activity and buying the tickets in advance. You will be reimbursed by La Route des Langues. For each "option" the reimbursement covers the cost of two tickets: one for the student and one for the accompanying adult.

Note: contact us if the option you would like to offer is not listed so that we can add it.

Options are activities that are relatively expensive (theme parks, camps...). For cheaper activities (museum visits for example) students come with pocket money and can buy their ticket themselves onsite.

Click on "select options", choose the relevant options for your family then on "save".

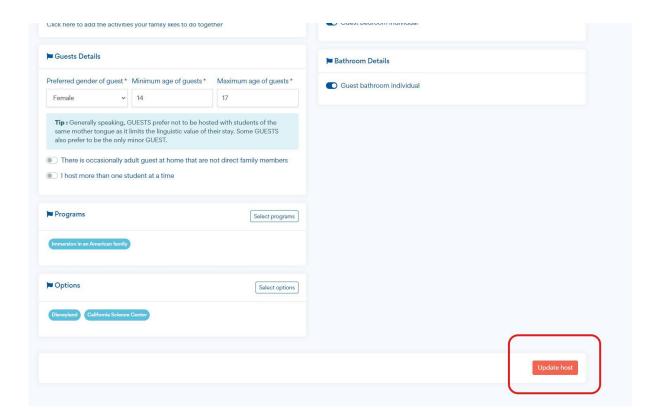


We are now moving to the second column of the "general information" section of your profile.

Here you need to give the following information:

- Arrival: this is the airport/train station the student needs to book a ticket to to travel to where your family lives. Host families are expected to pick up the student on arrival.
- Wifi/Wired internet: important for hyper connected teenagers!
- Pets: add all pets living with you. Some students are pet lovers and will choose this information as a criteria to select the family they will apply for. Others suffer from allergies and will avoid families with pets.
- Dietary requirements: indicated if your family follows a specific diet (vegan, kosher, halal, gluten free, etc.)
- Bedroom and bathroom details: here you are going to specify if you offer a private bedroom and bathroom for the student (highly recommended).

Once you have answered all questions of the "General information" section, click on "UPDATE HOST" to save your profile.



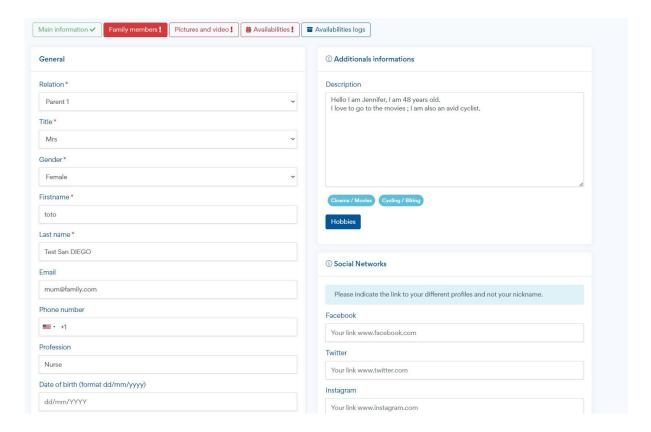
COMPLETE "FAMILY MEMBERS"

In this section, you are going to give information about all family members who live in your house and will be there when the student will be coming, **including yourself**.

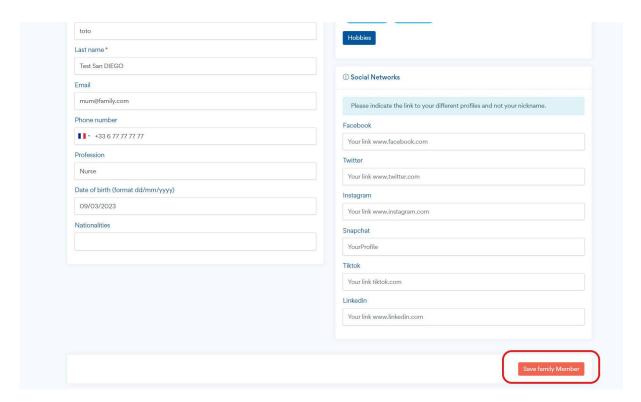
All questions with a "*" are mandatory but it is recommended to answer all questions.

The "hobbies" you will save here are specific to each member of the family.

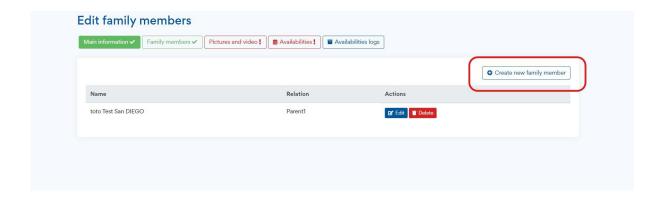
You can also share your social media links so that the student can look at your (or your family members') profile, send you a friend request and start the conversation before coming.



After answering all questions, click on "save family member":



Click on "create family member" to add all members of your family;



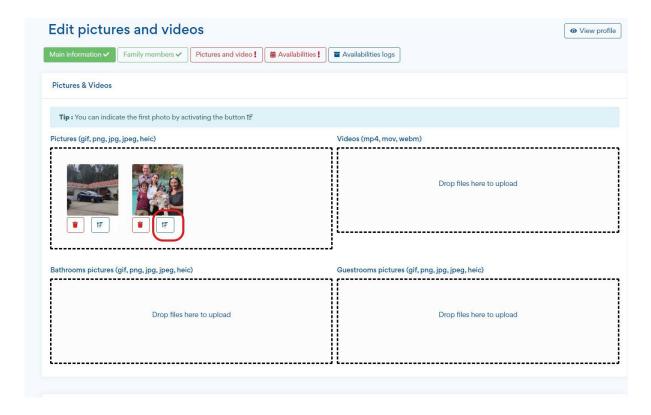
COMPLETE "PHOTOS AND VIDEOS"

In this section, you are going to upload photos and videos of your family and your house. These are super important as photos and videos are often the first thing students look at on a host family profile!

You'll find four rectangles to upload your files. For each of them you can either drag and drop your files inside the rectangle or click inside the rectangle and locate the files on your device.

Photos: here you are asked to upload photos of your family and your house.

After uploading several photos, click on the "first photo" icon to select the photo that will be used as your profile photo on Guestbook.



Video: you can use your phone to shoot a quick video to introduce yourself and your family, explain the reasons why you want to host a French student, show around your house...

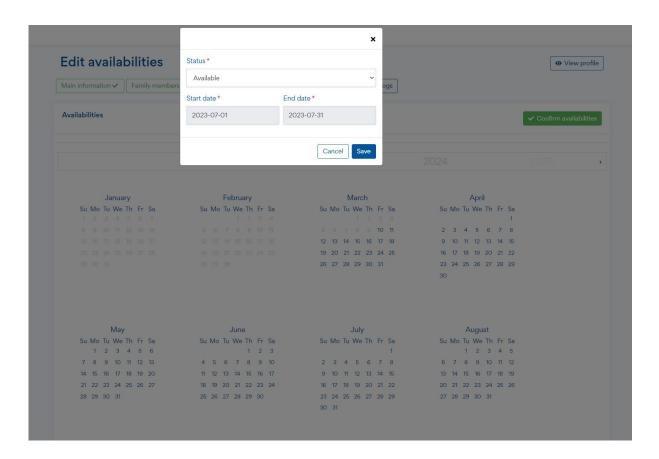
Bathroom pictures and bedroom pictures: these are important to show the private space that will be allocated to the student.

COMPLETE "AVAILABILITIES"

In this section, you are going to share the dates when you are available to host. Your profile will only be visible for students who are planning to come when you are available.

Note: Keep in mind that most students come between mid june and mid August, July being the most popular period. Most trips last 3 weeks. Some students come for 2 weeks only, which is a minimum. Some stay longer (up to 4 weeks).

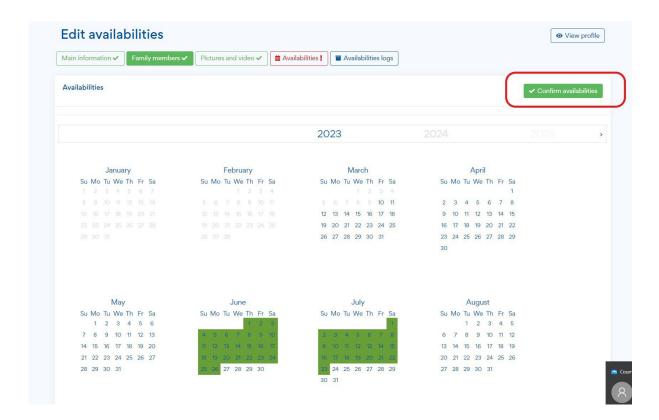
To indicate your availabilities, simply click on any date in the year calendar. On the pop up window, select "available" then the dates of beginning and end of your availability period. Then click on "save".



Depending on your schedule, you can save several availability periods.

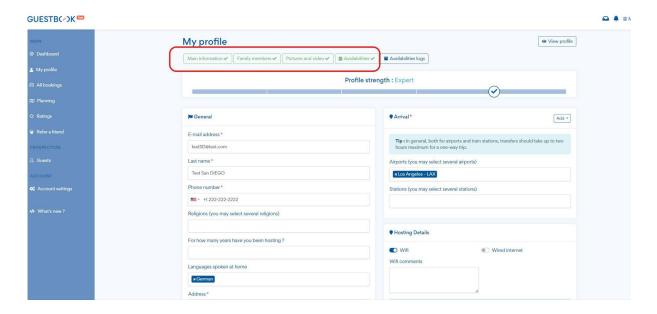


After saving your available dates click on "confirm availabilities" to finalize.



CONGRATULATIONS!

All four sections have now turned green which means your profile is now complete.



There are a few other steps to complete to be registered as a host family. Check our host family check list to learn about these other steps.