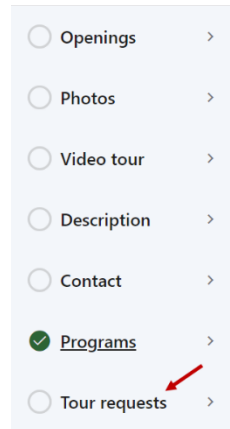


TX Child Care Connection – Provider Updates Tour Requests

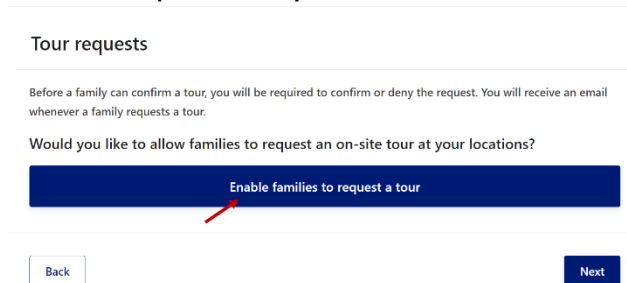
Note: You will receive an email when families request tours. Before a family can tour the location, you must confirm or deny the request.

A Press **Tour Requests**.



A vertical menu with the following items: Openings, Photos, Video tour, Description, Contact, Programs (highlighted with a green checkmark), and Tour requests (indicated by a red arrow).

B Press **Enable families to request a tour** to offer this option at your location.



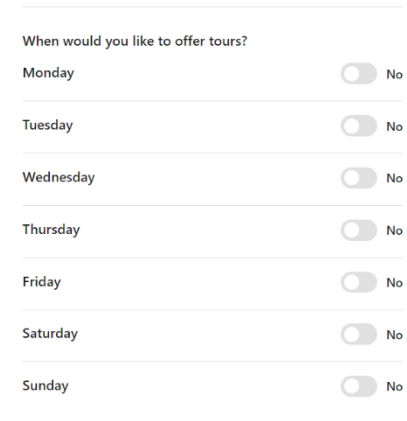
The screen shows the 'Tour requests' section with a question: 'Would you like to allow families to request an on-site tour at your locations?'. A blue button labeled 'Enable families to request a tour' is highlighted with a red arrow. There are 'Back' and 'Next' buttons at the bottom.

Once selected, the blue button will read **Tours Enabled**.



A blue button with a white checkmark icon and the text 'Tours enabled'.

C Enable the days you will offer tours and slide the circles to narrow down the times you wish to offer.

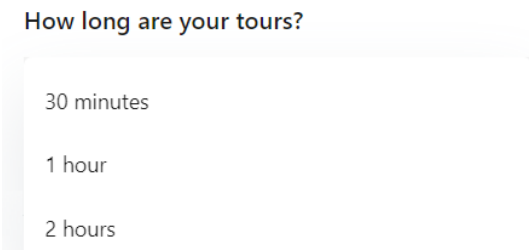


A form titled 'When would you like to offer tours?' with a list of days from Monday to Sunday. Each day has a toggle switch and the word 'No' next to it. All toggle switches are currently turned off.

D Select the **Allow multiple families to tour at the same time** checkbox if you would like. Otherwise, leave unchecked.

Allow multiple families to tour at the same time

E Press the drop-down to select the longevity of the tours. You can pick between 30 minutes, one hour, or two hours.



A drop-down menu titled 'How long are your tours?' with three options: 30 minutes, 1 hour, and 2 hours.

F Press **Next** to move on to the next section.