



ROLE-SPECIFIC

RepBuddy home & flow

This is your RepBuddy home — where the reps you work with request booking stats, invite you to events, and stay connected. Here's how to find your way around.

Covers [/dashboard/buddy](#) (with [/dashboard/buddy/stats](#), [/dashboard/buddy/company](#), [/dashboard/buddy/events](#)) · for [buddy](#)

The screenshot shows the RepBuddy home dashboard. On the left is a dark green sidebar with a menu icon at the top and various icons for navigation. The main content area has a light green background. At the top, there's a yellow notification box from 'REPBUD RAY · THE RIDGE' with a sun icon, stating 'Your home view — today at a glance: meetings, follow-ups due, and contacts worth a nudge.' It includes a 'Try this: Scan today's list and open the first thing that needs you.' prompt and two buttons: 'Got it ✓' and 'Getting started'. Below this is a larger yellow box titled 'Nice work, Ray — let's finish setting up' with a sun icon and a close button. It contains three sections: 1. 'YOUR REPBUD EMAIL ADDRESS' with a text input field containing 'ray.mitchell@example.com', a 'Copy' button, and explanatory text about forwarding emails. 2. 'ADDRESSES YOU SEND FROM' with a text input field containing 'ray.mitchell@example.com' and a 'sign-in' button, followed by another text input field for 'another address you send from' and an 'Add' button. 3. 'WHATSAPP' with explanatory text and a text input field containing '+44 7700 900000' and a 'Send code' button. At the bottom right of the main content area, there is a small green button that says 'I'm all set'.

The steps

01 Your home at a glance

The header greets you and shows your RepBuddy badge and company. Everything a rep needs from you starts here.

02 Fill in your profile

The Your profile tile shows your location and the countries you sell. Setting these helps reps in your area find and connect with you.

03 Stats requests from your reps

When a rep needs your booking data, a request appears here. Tap the alert to review what they've asked for and respond.

04 Choose how reps reach you

The Connect with reps card controls event & meeting invitations. Leave it on and reps near you can invite you to trade events or ask to meet — turn it off any time.

05 See your connected reps

The Connected reps card lists the reps you're linked with and how many. These are the people who can request stats and send invites.

06 Claim your company

In the sidebar, Your company lets you find your company and claim its shared profile — DMC partnerships, destinations, specialities — so the reps you work with see consistent details.

07 Find trade events

Trade Events shows invitations from reps plus events in the markets you sell. Apply to attend, or accept an invite, right from the list.

08 Stay connected on the move

That's your RepBuddy home. Next, upload booking stats when a rep asks. Get the app to stay reachable between desk sessions.

Next: Upload booking stats

Questions

What is a RepBuddy on RepBud?

A RepBuddy is a booking manager, agent or product partner (like a tour operator) that reps connect with. Your home at /dashboard/buddy is where those reps request booking stats, invite you to events, and keep your shared details in sync.

Why can't I see the RepBuddy dashboard on my account?

These screens render only for a buddy account type. A rep or DMC login is redirected to the standard dashboard — you need a RepBuddy account to see them.

Do I have to let reps invite me to events?

No. The Event & meeting invitations toggle on the Connect with reps card is yours to control — switch it off and reps can't invite you or request to meet, and you can switch it back on any time.

What does claiming my company do?

Claiming your company profile lets you keep its details — partnerships, destinations, specialities — current in one place, so the reps you work with see the same information.