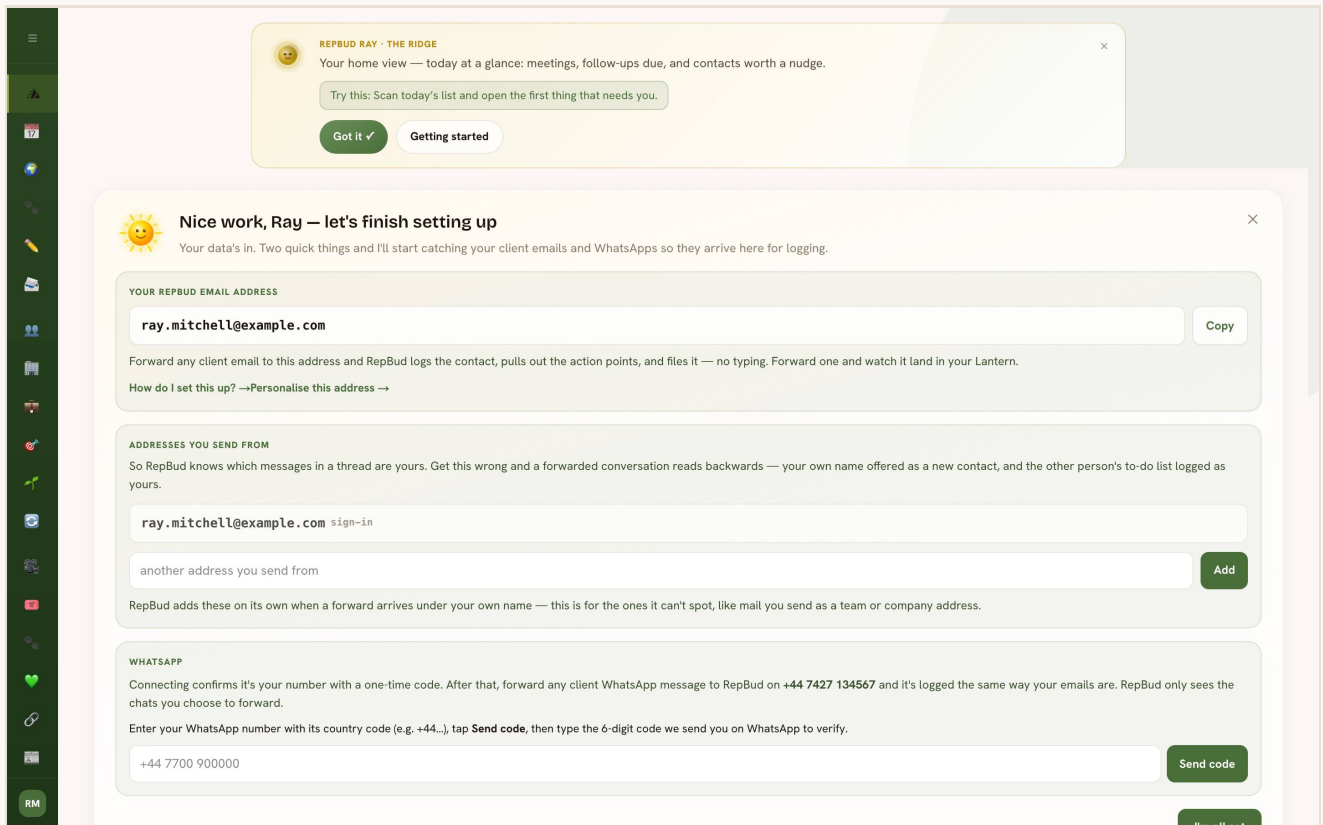


RepBud Ready listing

Your RepBud Ready listing is how reps discover your property — here's how to fill it in and watch the completeness score climb as the right reps start to match.

Covers `/dashboard/ready` · for ready



The screenshot shows the RepBud Ready listing setup interface. At the top, a yellow notification box from 'REPBUD RAY - THE RIDGE' says: 'Your home view — today at a glance: meetings, follow-ups due, and contacts worth a nudge. Try this: Scan today's list and open the first thing that needs you.' It has 'Got it ✓' and 'Getting started' buttons. Below this is a main section titled 'Nice work, Ray — let's finish setting up' with a sun icon and a close button. It says: 'Your data's in. Two quick things and I'll start catching your client emails and WhatsApps so they arrive here for logging.' The first section is 'YOUR REPBUD EMAIL ADDRESS' with a text input containing 'ray.mitchell@example.com' and a 'Copy' button. It includes instructions: 'Forward any client email to this address and RepBud logs the contact, pulls out the action points, and files it — no typing. Forward one and watch it land in your Lantern. How do I set this up? →Personalise this address →'. The second section is 'ADDRESSES YOU SEND FROM' with instructions: 'So RepBud knows which messages in a thread are yours. Get this wrong and a forwarded conversation reads backwards — your own name offered as a new contact, and the other person's to-do list logged as yours.' It has a text input with 'ray.mitchell@example.com' and 'sign-in', another input 'another address you send from', and an 'Add' button. It also says: 'RepBud adds these on its own when a forward arrives under your own name — this is for the ones it can't spot, like mail you send as a team or company address.' The third section is 'WHATSAPP' with instructions: 'Connecting confirms it's your number with a one-time code. After that, forward any client WhatsApp message to RepBud on +44 7427 134567 and it's logged the same way your emails are. RepBud only sees the chats you choose to forward. Enter your WhatsApp number with its country code (e.g. +44...), tap Send code, then type the 6-digit code we send you on WhatsApp to verify.' It has a text input with '+44 7700 900000' and a 'Send code' button. A 'RM' button is visible in the bottom left sidebar.

The steps

01 Your Ready listing

This is your property's shopfront for reps. The status pill up top shows whether you're Draft, Incomplete or Live.

02 Tell reps about you

Add your property name, country, room count and website, then describe what makes you special and the rep you're after.

03 Pick your property type

Select the types that fit so reps can filter by category — pick all that apply.

04 Choose your target markets

Add the countries where you want representation. Reps in these markets are notified when you save.

05 Set a private budget

Your monthly budget is kept private and used only to surface compatible reps — or tick "open to discussion".

06 Watch the score climb

The completeness ring and nudges show what's still worth adding — a fuller listing reaches around 3x more reps.

07 Preview how reps see it

The live preview shows your listing exactly as a rep does, with the Express-interest card they'll tap.

08 Save & match via Rapport

Save to go Ready — reps in your markets are notified, and Rapport surfaces your matches.

Next: Set up your profile & discovery

Questions

Is my budget shown to reps?

No. Your monthly representation budget is kept private and used only to surface compatible reps — reps see your listing, not your figures.

When do reps find out about my listing?

When you save, reps in your target markets are notified, and RepBud's Rapport matching surfaces you to reps who fit.

What does the completeness score do?

It scores how filled-in your listing is and nudges the next worthwhile field. A fuller listing reaches roughly 3x more reps.

What's the difference between Draft, Incomplete and Live?

Draft is unsaved; Incomplete is saved but still thin; Live means it's filled enough that reps in your markets can see it.