



Host Dashboard Tutorial

Master your Venue Connect dashboard

Dashboard Overview

Your host dashboard is the command center for your venue. Access it any time at hostprivateevent.com/event-director after signing in.

From here you'll manage inquiries, confirm bookings, review analytics, edit your listing, and communicate with guests.

The Inquiries Tab

Every new inquiry lands here first. Click any inquiry to see the full message, guest profile, requested date, and event details.

Use the Internal Notes field to leave private notes that only you can see (e.g., 'Repeat guest, gave 10% off last time').

Update the status as the conversation progresses: New !' In Discussion !' Quoted !' Booked !' Completed.

The Bookings Tab

Confirmed bookings appear here. Each booking has its own page with the guest's contact info, event timeline, and any custom notes.

Sync confirmed bookings to your personal calendar by clicking 'Add to Calendar' on the booking detail page.

The Analytics Tab

Track your listing's views, inquiries, conversion rate, and revenue. Watch trends month over month.

Key metrics to monitor: views per week (driven by listing quality and search ranking), inquiry rate (driven by photos and headline), and booking rate (driven by your responsiveness and pricing).

Editing Your Listing

Click 'Edit Listing' from your dashboard. You can update photos, description, pricing, capacity, amenities, and house rules.

Changes go live within 5 minutes. Make small tweaks often instead of huge overhauls — the search algorithm rewards fresh listings.

Messaging Guests

Always communicate inside the Venue Connect message thread until a booking is confirmed. This protects both you and the guest.

Once confirmed, you can exchange phone numbers for day-of coordination.

Payouts

Payouts are issued via your connected payment method 24 hours after the event ends.

View pending and completed payouts in the Earnings section of your dashboard.