Welcome to the guide to successfully manage your listing on the Christian Hospitality Network. You can find other resources on our Innkeeper Resources page. You can also find it and other helpful links at the bottom of the website under the heading *Innkeepers*.

This guide is split into several sections to tackle the various areas that you are hoping to accomplish.

If you have any questions please don't hesitate to reach out to us by phone (865) 376-7546 or by email at kathy@thechn.org.

Join the Christian Hospitality Network

If you have never had an account on the Christian Hospitality Network then follow this process.

1. Visit http://thechn.org/Create-an-account and create an account.

2. Email kathy@thechn.org introducing your property and let her know you created your account. She will review it and email you to confirm if you are accepted.

3. Once you have received confirmation from us please login at http://thechn.org/Log-in and follow the steps below to Create/Edit your listing.

Logging in to the Christian Hospitality Network

Go to this link to login to your account and manage your listing. http://thechn.org/Log-in

Get Your Username / Reset Password

If you haven't logged on for awhile but you do have an account it's likely your account has been reset (with our new website platform) so that you will need to get your user ID and password to manage your list. You will need to use the same email address that was used previously. If you're not sure what the email is, contact us at (865) 376-7546 or by email at kathy@thechn.org.

1. Get your Username
http://thechn.org/Lost-user-name

Fill out the form with the email address connected to the account. You will receive an email sharing the username. **The username is not the same as your email address.**

The email you will receive.

Hello,

A username reminder has been requested for your The Christian Hospitality Network account.

Your username is ████████

To login to your account, click on the link below.

http://thechn.org/Log-in/

Thank you.

2. Reset your password
http://thechn.org/Lost-password

Fill out the form with the email address connected to the account. You will receive a password reset. Click the link in the email. Fill in the username and password code and click submit.

The email you will receive.

Hello,

A request has been made to reset your The Christian Hospitality Network account password. To reset your password, you will need to submit this verification code in order to verify that the request was legitimate.

The verification code is ████████████████████

Click on the URL below and proceed with resetting your password.

http://thechn.org/Lost-password/?layout=confirm&token=████████████████████

Thank you.

Edit Your Listing
1. Select Login from the bottom of the home page at http://thechn.org/

2. Enter your Username and password, or select the Forgot links to reset your username or password.

3. Search for your Inn via the Accommodations dropdown menu

4. Click on Edit when viewing your Inn Detail Page

5. Complete filling out all of the fields and click Save

6. Uploading Images

To upload images: select "Choose File" from the bottom of your Innkeeper Detail Screen. After you complete the upload, use the Image # drop downs to select and use the newly uploaded files.