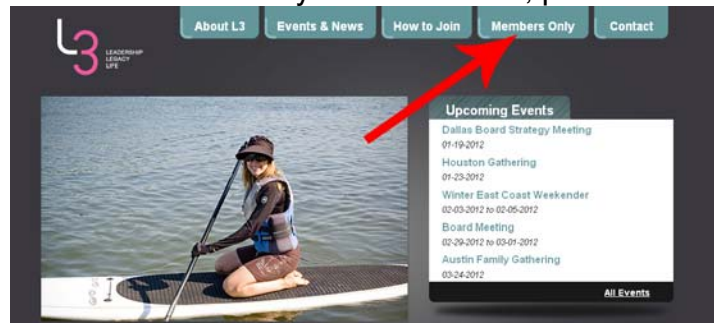


# L3 Home Exchange

Thank you for your interest in listing your home with L3. To add your home, you have two options. You can follow the steps below to enter your information yourself, or you can send all the required information below to Erika Sweeting at [esweeting@L3.org](mailto:esweeting@L3.org).

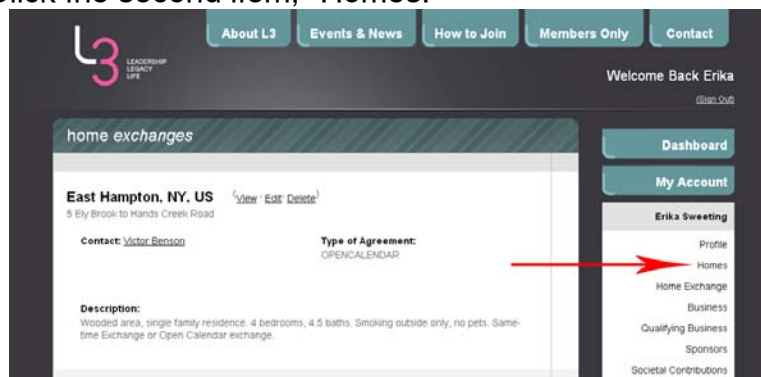
1. Log on to [www.L3.org](http://www.L3.org) and click on the "members only" tab at the top of the page. In most cases, your username is your first name and last name together, one word, lowercase, no spaces (ex: johnsmith) and your password is first initial, last name, the number one (ex: jsmith1). If you cannot remember your information, please contact Erika to reset it.



2. Once on the "members only" page, the available rentals can be found in the bottom right of your screen. Click "view all home exchanges" to see properties currently available.



3. To add one of your own, it must first be listed on your profile. Along the right side of your screen are three teal buttons. Under the second one, "My Account" there is a grey drop down menu. Click the second item, "Homes."



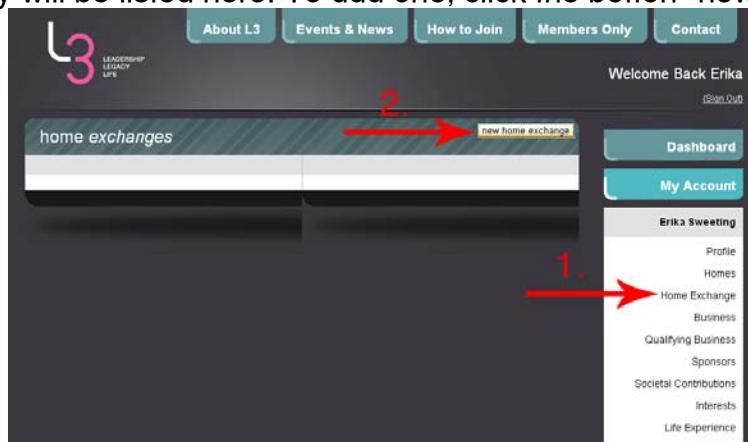
4. You should see your primary home listed. If you have already added secondary homes, you can skip to step 6. If they are not already listed, click "Add Home" at the top left of the page.



5. Enter the information requested (primary or secondary home, address, city, state/province, zip code, country, and optional phone or fax numbers). Make sure to click the "save" button.



6. After the home is associated with your account, click on the third item in your "my account" menu, "Home Exchange." If you already have homes included in the home exchange, they will be listed here. To add one, click the button "new home exchange."



7. Select which property you want to include from the drop down menu.

The screenshot shows the L3 Leadership Legacy Life website. At the top, there are navigation tabs: 'About L3', 'Events & News', 'How to Join', 'Members Only', and 'Contact'. The user is logged in as 'Erika Sweeting' and is on the 'My Account' page. The main form is for adding a new home. The 'Home' dropdown menu is highlighted with a red arrow, showing '123 anystreet' as the selected option. Other fields include 'Area', 'Type of Home' (set to 'Condo/Apartment'), 'Dates Available', 'Dates NOT Available', '# Baths', '# Bedrooms', '# Adults', '# Children', 'Pets Allowed', 'Smoking Allowed', 'Car Available', 'Boat Available', and 'Type of Agreement' (set to 'Same time exchange').

Fill out as much of the form as possible: Area, type of property (condo/apartment or home), dates available, dates not available, # baths, # bedrooms, # adults, # children, whether pets or smoking are allowed, whether cars or boats are available for use, what type of agreement is required (same time exchange, open calendar exchange, lease/rental). Please also enter nearby activities and attractions, a short description of the property, and available amenities.

8. Finally, add photos! In the box next to "name for new photo" write a title that describes the photo (example: "kitchen") and then click "add."

The screenshot shows the 'Photos' section of the L3 website. There is a large empty box for 'Amenities'. Below it, the 'Photos' section has a 'Name for new photo' field containing the text 'Kitchen'. To the right of this field is an 'Add' button, which is highlighted with a red arrow. There are also 'save' and 'cancel' buttons.

9. Click "Choose file" and use the dialogue box to locate the file on your computer. Enter a caption for the photo. You can repeat this process to add multiple photos.

The screenshot shows the 'Photos' section of the L3 website. The 'Photos' list now includes 'Kitchen' with a green checkmark. Below it, the 'File Name' field has a 'Choose File' button and the text 'No file chosen'. The 'Caption' field is empty. The 'Name for new photo' field is also empty. There are 'save' and 'cancel' buttons.

Make sure to hit "save," and you're done!