

## Confirming Your Guest's Placement as CURRENT After the Guest Has Arrived

Once you receive our email requesting you to “CONFIRM GUEST ARRIVED” please log on to your AmeriStudent Dashboard at <https://app.ameristudent.com/login?from=>.

You will see an alert in red at the top of the page saying “*Confirmed Placement: When your guest has arrived, please click here to start the placement*”. Click on the alert.

The screenshot shows a dashboard with several task items, each with a green checkmark icon and a description:

- Email verification**: Please verify your email address to confirm your account
- Profile & preferences**: You have completed your profile and preferences
- Photos**: Your photos have been submitted
- Home interview**: Your home interview is complete
- Host agreement**: You have read and accepted the Host Agreement
- Residents**: Your resident information has been submitted
- Finance**: Your secure payment information has been submitted
- Host training**: You have completed the Homestay training package
- Rooms**: Your room information has been submitted
- Confirmed placement**: When your guest has arrived, please click here to start the placement (This item is circled in red in the original image)

Once you have clicked the alert, the below screen will show (with the guest's name listed above it). Ensure you are confirming the correct guest and correct arrival date (you can change the arrival date if the student arrived early/late), then Save.

The screenshot shows a confirmation screen with the following elements:

- Text: "Please enter the date your guest arrived in your home:"
- Section header: "Arrival"
- Date input field: "2016-01-02" with a calendar icon on the right.
- Save button: A button with a checkmark icon and the text "Save".

Once the placement is confirmed, the below screen will appear showing the basic placement information on the left and reports on the right. This is also where you can leave feedback about your guest and the placement during the time they are with you. Simply click on the face which best represents how the homestay is progressing. You can also leave an optional comment.

Placement marked as current

## - Dec 04 - Dec 31, 2019

**Age:** 16  
**Gender:** Male  
**Country of nationality:** China, People's Republic of  
**Place:** [REDACTED]  
**Course:**  
**Course dates:** -  
**First language:**  
**Level of English:**  
**Smoker:** No  
**Dietary Requirements:**  
**Foods not eaten:**  
**Medical conditions:**  
**Other Requirements:**  
**Hobbies:**  
**Biography:**

Email

### Reports

- Detailed Placement Report
- Arrival Confirmation Report

😊 😐 😞

### Estimated Arrival at Homestay

**Date: Wed, Dec 4, 2019**  
**Time: 12:00AM**  
**Transport:**  
**Notes::**  
Student arrived 12/4/19

✓ You have confirmed this arrival