

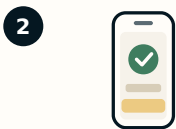
The short-term rental process with Biverio

How to prepare your promo materials and self check-in — from generating a flyer to handing over the door code, without being on site.

This course assumes you already have a published venue on Biverio. If you don't yet, start by [listing your place](#) — the tools below only unlock after that.



QR-code flyer For print or online sharing — to promote the place you want to rent out



Booking & payment Deposit (transfer or BLIK), then the rest (transfer, BLIK or cash on arrival)



Online check-in form Link sent to the guest before arrival



Door code After payment is settled or cash is agreed



On-site materials WiFi, rules, sauna/hot-tub rules, contacts

What you'll need

Just the tools in your Biverio dashboard plus a few things from a nearby shop — nothing expensive or specialised.

Flyer generator (Biverio)

The Tools tab in your dashboard — a ready PDF with a QR code to your listing.

Laminator

An ordinary home laminator (A4 or A6) and laminating pouches — e.g. [this Action laminator](https://www.action.com/pl-pl/p/2554854/laminator-fichero/) — <https://www.action.com/pl-pl/p/2554854/laminator-fichero/>. *

Key lockbox with a code

An outdoor key safe mounted by the entrance. A cheap option is a [safe with a mechanical keypad](https://www.amazon.pl/dp/B0DHN2DSN) — <https://www.amazon.pl/dp/B0DHN2DSN>; a pricier one is an [electronic lock](https://www.amazon.pl/dp/B0GLXJ6WFS) — <https://www.amazon.pl/dp/B0GLXJ6WFS> that lets you change the code remotely and open it with a fingerprint. *

Keypad handle / lock

An electronic code handle instead of a traditional lock — e.g. [a code + fingerprint handle](https://www.amazon.pl/dp/B0GV3NB4CH) — <https://www.amazon.pl/dp/B0GV3NB4CH>. *

Printer

At home or the nearest copy shop — for printing flyers and cards.

Scissors / trimmer

To trim the flyers before laminating.

A display stand or frames

A [plexi display stand](https://allegro.pl/oferta/stojak-informacyjny-podstawka-plexi-4x6-pionowa-17626270310) — <https://allegro.pl/oferta/stojak-informacyjny-podstawka-plexi-4x6-pionowa-17626270310> is handy for laying out flyers; the cards (WiFi, regulation, emergency contacts) can also go in wall frames. *

* The links above are just examples of widely available devices and solutions — they are not Biverio purchase recommendations.

STEP 1

QR-code flyer

A flyer with a QR code is the simplest way for someone to reach your listing — walking past it or seeing it online. The same file from your dashboard goes out digitally and prints for the

wall on site; laminating makes the printout survive rain, sun and being pinned up again and again.

1 Generate the flyer in your Biverio dashboard

In the dashboard open **Tools** → **Flyer generator**, pick a venue and download the ready PDF. The flyer carries a QR code straight to your listing — once scanned, the guest immediately sees photos, prices and free dates.

2 Send it out online too

The same file works digitally: email the PDF or send it to the guest in a message, drop it in a local listings group, or save the page as an image (PNG/JPG) for a post or story on Instagram or Facebook. A ready caption for the post is generated in the same tool (**Generate caption**).

3 Print on heavier paper

160–200 gsm paper holds up better after laminating than a plain office sheet. If you don't have any at home, copy shops usually list it.

4 Trim to the pouch size

Leave a ~3–5 mm margin on each side so the laminator can seal the film all the way around the sheet, with no exposed paper edges.

5 Laminate the flyer

A home laminator (A4 or A6 pouches, 80–125 microns) is plenty for the flyer and the cards in step 5. Put the sheet in the pouch, feed it in short edge first, and wait for the machine to warm up per its instructions.

6 Put it somewhere visible

A stairwell noticeboard, the mailbox area, the entrance gate, an estate reception desk — anywhere the flyer is exposed to the weather, laminating pays off.

The same method laminates the step 5 cards (WiFi, rules, emergency contacts). All the generators are described in the [host guide](#).

STEP 2

Booking and payment

Biverio never processes payments — the deposit and the balance go straight from the guest to you. You run every step from the dashboard; it updates the booking status and emails the

guest. The full walkthrough is in the "For hosts" section of [how Biverio works](#) and the bookings chapter of the [host guide](#).

1 Booking request

The guest scans the flyer's QR code, picks dates and a party size, and sends a request. They get an email confirming it reached you.

2 Confirmation and — optionally — a deposit

You confirm the booking outright, or, if you require a deposit, send a preliminary confirmation. The guest gets an email with the deposit amount, a due date and your payment details — **bank account number** and/or **BLIK phone number**. Once the deposit lands, the dates are locked in.

3 The balance — three ways to pay

The guest settles the rest one of three ways: **bank transfer to your account**, **BLIK to your phone number**, or **cash on arrival**. Transfer and BLIK details go out in the balance reminder you send from the dashboard whenever it suits you.

4 Settle it in the dashboard

When the money arrives (transfer or BLIK) you click **Confirm full payment**. If you're agreeing to cash on site, you click **Cash on arrival** — the guest gets an email with the amount to bring. Either way unlocks the next steps: the check-in form and the door code.

The door code never goes out earlier. Even with cash, it reaches the guest only after you've marked "Cash on arrival" — the way the stay will be paid for is settled by then.

STEP 3

Online check-in form

Biverio's check-in form is **online** — you send the guest a link **before arrival** and they fill it in from their phone. The details (full name, address, ID document, citizenship, date and place of birth, party size, whether they're bringing a pet) land in your inbox straight away; the guest gets their own confirmation. Biverio never stores this data.

1 Send the guest the form link

From the dashboard you send a separate message (email or SMS) with no payment content — or you share the guest guide link, which has the check-in form built in.

2 The guest fills it in online before arrival

They open the link on their phone, enter their check-in details and submit. Nothing to print, scan or hand over on site.

3 The complete details reach your email

The data arrives in your inbox as soon as the guest submits, and the guest gets a confirmation that the form reached you.

Making the form available in the guest guide only puts it there — Biverio doesn't send the guest the link automatically. You do that from the dashboard: a separate email or SMS, with nothing about payment.

STEP 4

Door code — self check-in

The guest gets the code only after the payment is settled (transfer, BLIK) **or** after you've marked "Cash on arrival" — until then, the door stays locked. Pick the approach that fits the door you have.

1 Option A — an outdoor key lockbox with a code

Mount the key safe permanently by the entrance (wall, door frame, a pipe bracket) — out of passers-by's sight, but easy to find with the instructions in hand. Put the door key inside.

2 Option B — a keypad handle or lock

An electronic code handle replaces the key entirely — the guest enters the code on the door itself. More convenient with frequent guest turnover, since you don't have to physically swap a key in the box.

3 Set a new code before every stay

Change the code after every checkout — in both a lockbox and an electronic handle this is usually 30 seconds in the device menu. Never leave the same code for the next guest.

4 Test the code before the guest arrives

Open the box or door with the new code yourself before you send it on — a mistake is easier to fix now than to explain to a guest standing at the door in the evening.

5 Send the code via the "Access instructions" step in Biverio

Once the payment is settled or cash on arrival is agreed, use your Biverio dashboard to send the guest — by email or SMS — the lockbox code, any directions, and your phone number just in case. When the guest says they've arrived, click "Confirm check-in".

Don't forget the regulation. Self check-in changes what the guest is signing up for — no one greets them, no key changes hands, they let themselves in with a code. Tick "Self check-in available" in the regulation generator: the regulation attached to your listing then states that this is how check-in works and that instructions arrive before arrival. The guest sees it before sending a booking request — not at the door.

STEP 5

On-site materials

A few laminated cards left in the property answer the guest's most common questions and cut down on messages to you during the stay. Make each one in the Tools tab and laminate it the same way as the step 1 flyer.

1 WiFi card

A printout with the network name and a scan-to-join QR code — the guest connects without typing the password. Hang it by the entrance or next to the router.

2 Venue regulation

The generated PDF (bookings, deposit, quiet hours, check-in, GDPR). Print it and leave it somewhere visible — the same text the guest accepted when booking.

3 Sauna, hot tub or jacuzzi rules

If the property has a sauna, hot tub or jacuzzi, generate a separate safe-use guide for each (temperature, time limits, health contraindications, water care). Print it, laminate it and hang it right next to the equipment.

4 Emergency contact card

Your phone number, the emergency number 112, and the nearest hospital and pharmacy — for when something happens and you're not nearby.

Optionally add a local-attractions card or appliance instructions (e.g. oven, fireplace) — all the generators are in the [host guide](#).

CHECKLIST

Before every guest arrives

- ☐ Lockbox or keypad code changed and tested in person
- ☐ Laminated flyer still legible and in place

- ☐ WiFi card, regulation, emergency contacts (and sauna/hot-tub rules, if any) in place
 - ☐ Online check-in form link sent to the guest before arrival
 - ☐ Payment settled (transfer / BLIK) or "cash on arrival" marked
 - ☐ Access instructions (code) sent only after that step
 - ☐ Regulation marked as "self check-in available"
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Set up once, works for every guest after that.

Every tool mentioned in this course — the flyer generator, regulation generator, WiFi card, emergency contact card — lives in your Biverio dashboard under Tools, once your venue is published. Each one is described in full in the [host guide](#), and the whole process at a glance is on the [how Biverio works](#) page.