

How to re-advertise your  
accommodation & make  
an Online Payment using  
Student Pad  
- a short guide

## Introduction

The purpose of this guide is to show you the easiest way to re-advertise and make a payment for your properties using the Studentpad online system.

The guide is made up of a series of screen shots of the Studentpad control site, along with a short explanation of what to do.

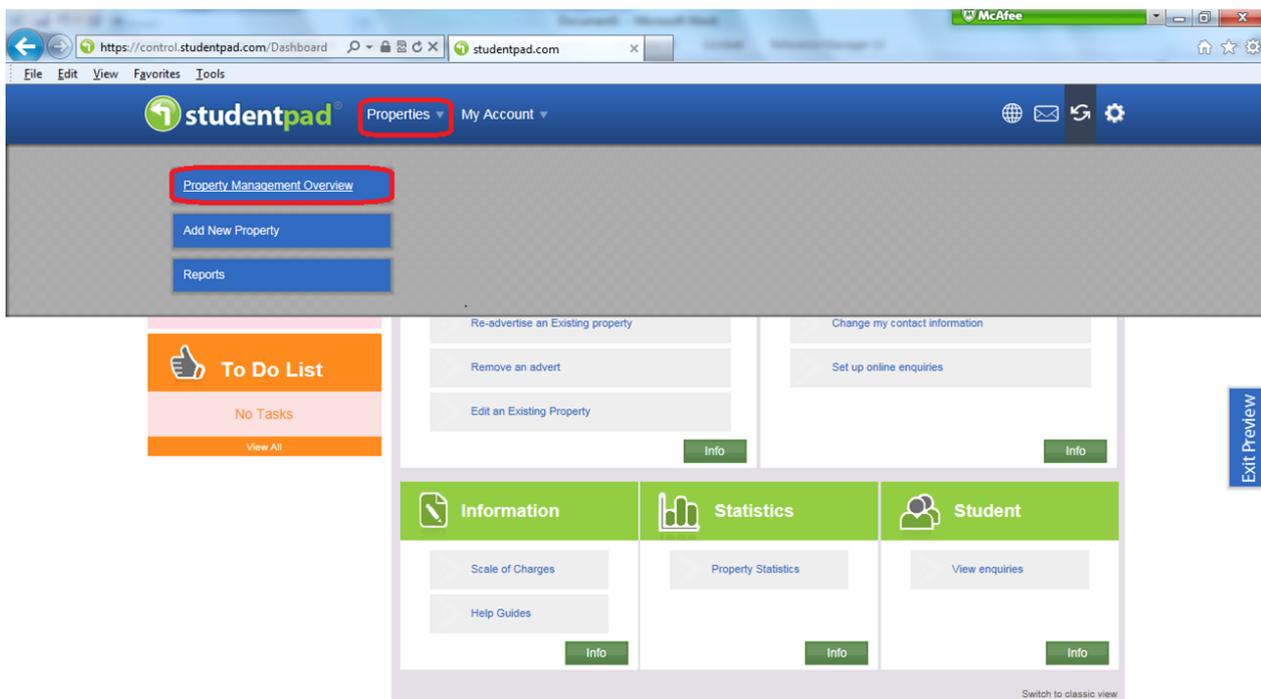
## Logging on to the System

Go to <http://control.studentpad.co.uk/login> and enter your email and password (if you need these again, please contact the office)

**Please do not re-register if you have used the system before.**

## Re-advertising your accommodation

Once you have agreed to the terms and conditions for accreditation for this advertising period, you will be presented with the following web page:



Unless your contact details have changed, please click the 'Property' tab then 'Property Management Overview' (circled in red). This will take you to the following page:

studentpad® Properties My Account

History: Settings > Personal | Property | Dashboard | Property

**Property**

No property selected

**Property Management**

- Home
- Add a New Property
- Re-advertise an Existing Property**
- Stop an advert
- Property List**
- View / Edit Property
- Property Stats
- Property Communication Journal
- Add Task

**Actions needed**

Properties which expired in last 'x' days. [click here]

**All Properties**

Search

Search Criteria:  [?]

Reference	Name/No.	Street 1	Postcode	Status	Curr	Live
MSHP538135	Flat 50, Ladybam House, 2	Moseley Road	M14 6ND	Approved	X	X
MSHP537804	70	Broad Lane	WA5 4AB	Approved	X	X
MSHP521760	23	East Grove	M13 0AX	Approved	X	X
MSHP520570	Flat 2	Weston Court	M14 6HH	Approved	X	X

1 - 4 of 4 items

**To Do List**

Title	Priority	Status	Area	Reference	Description	Deadline
No Results						

Exit Preview

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Software: Studentpad Content Management System  
Version: 2.4.10555

You will be presented with a number of options on the left side of the page. You need to choose either:

**'Re-advertise an Existing Property'**

or

**'Property List'** (both circled in red)

For the purposes of this guide, we have chosen 'Property List'

This will take you to the following page:

The screenshot shows the Studentpad control site interface. The browser address bar displays <https://control.studentpad.com/Property/List>. The page header includes the Studentpad logo and navigation links for Properties and My Account. The main content area is titled "My Properties" and contains a table with the following data:

Reference	Name/No.	Street 1	Town	Postcode	Live?
MSHHP537804	70	Broad Lane	Collins Green	WA5 4AB	No
MSHHP521760	23	East Grove		M13 0AX	No
MSHHP538135	Flat 50, Ladybarn House, 2	Moseley Road	2 Moseley Road, Fallowfield	M14 6ND	No
MSHHP520570	Flat 2	Weston Court	45-47 Cromwell Range	M14 6HH	No

On the left side of the page, there is a "Property Management" menu with options: Home, Add a New Property, Re-advertise an Existing Property, Stop an advert, Property List, View / Edit Property, Property Stats, Property Communication Journal, and Add Task. A vertical "Exit Preview" button is located on the right side of the page.

The footer of the Studentpad control site contains the following information:

- Studentpad logo
- Copyright Studentpad © 1999-2015. All rights reserved.
- Software: Studentpad Content Management System
- Version: 2.4.10555

This page lists all of the properties that you have registered on the database. If you cannot see the property you want, please click **'Add a New Property'** from the menu on the left side of the page.

Otherwise, select the property you wish to re-advertise and click (circled in red)

This will take you to the database record for the property as shown next:

The screenshot shows the Studentpad interface. The browser address bar displays <https://control.studentpad.com/Property/View>. The page title is "Property (MSHP538135)". The "Adverts" tab is highlighted and circled in red. The property name is "Mr SANDBOX LANDLORD (MSHA627)". The status is "NOT LIVE". A red box contains the message: "This property is not live for the following reasons". Below this, it states: "There are no current adverts that are set to display on the website." The "Address" section includes: Agent / Landlord: Mr SANDBOX LANDLORD (MSHA627), House Number/Name: Flat 50, Ladybarn House, 2, Street 1: Moseley Road, Street 2: 2 Moseley Road, Fallowfield, Town: Manchester, Postcode: M14 6ND, Area: Ancoats. The "Main Details" section includes: Accommodation Type: Flat, Living Arrangement: Resident Landlord/Host Family, Total number of bedrooms: 5, and a Main Description field.

This page shows all the details about the property. Make any changes you wish and click the **'save'** button at the bottom of the screen. If the 'save' button does not appear then there are no changes to save.

**Note:** You can upload new certificates to this page or you can e-mail them to [manchesterstudenthomes@manchester.ac.uk](mailto:manchesterstudenthomes@manchester.ac.uk).

Click the **'Advert'** tab (circled in red).

This will take you to the advert details for the property:

The screenshot shows the Studentpad interface for a property. The main content area is titled 'Adverts' and contains a form for creating a new advert. The form includes fields for 'How many rooms are available to rent?', 'Do you offer a price per person?' (with weekly and monthly options), and 'Do you offer a price per room?' (with weekly and monthly options). There is also a section for 'Let property to:' with a dropdown menu set to 'Individuals' and 'Whole property rent' options. A table of 'Historic Adverts' is visible on the right, with a '[Re Advertise]' button circled in red. The 'Add new advert ...' button is also circled in red.

This page holds current and previous adverts for the property. You have two options, click either:

**'Re-Advertise'**

or

**'Add New Advert'** (circled in red)

For the purposes of this guide, we selected **'Re-Advertise'**. This creates a copy of the historical advert as follows:

The screenshot shows the Studentpad interface for property MSHP538135. The main content area is titled 'Adverts' and contains a form for adding a new advert. The form includes the following fields:

- Advert: Duplicate of (5787970)
- How many rooms are available to rent? (Input: 5)
- Do you offer a price per person? (Week: £80, Month: £, To: £)
- Do you offer a price per room? (Week: £, Month: £, To: £)
- Whole property rent (Week: £, Month: £)
- Do you charge a deposit? (Amount: £, From: £, To: £)

On the right side, there is a table of adverts:

Advert ID	Start Date	End Date	Status
5787970	01/06/2014	30/09/2014	inactive

The sidebar on the left contains the following options:

- Home
- Add a New Property
- Re-advertise an Existing Property
- Stop an advert
- Property List
- View / Edit Property**
- Property Stats
- Property Communication Journal
- Add Task

With the copy of the historical advert now showing, you can change the field entries or leave them as they were.

**Note:** If you clicked 'Add New Advert' on the previous page, all of the fields would be empty.

As you change/complete the details you will arrive at the bottom of the page:

studentpad Properties My Account

Property (MSHP538135)  
Flat 50, Ladybarn House, 2 Moseley Road, 2 Moseley Road, Fallowfield, Manchester, M14 6ND

Property Management

- Home
- Add a New Property
- Re-advertise an Existing Property
- Stop an advert
- Property List
- View / Edit Property**
- Property Stats
- Property Communication Journal
- Add Task

Month £

Whole property rent can only be added when letting the property to "groups" or "individuals and groups" and the number of available bedrooms matches the number of bedrooms in the property.

Do you charge a deposit? Amount: £ 500 From To

Per Person (per year)

What does your rent include?

- Water
- Gas
- Electricity
- TV Licence
- Internet
- Contents Insurance

Contract Length: Long Let

Retainer: £ Per Person

Summer Concession: N/A

Available From: 01/09/2015

I would like my advert to run from: 01/10/2014

The end date is added by the administrator

Display on website: Yes (selected) No

Window Card Click to view

Add

Exit Preview

Back to Top

History

Once you are happy with the details you must change the **'Availability Date'** and add the date you want the advert to run from (all circled in red).

Then click **'Yes'** in the **'Display on website'** section. Finally click the **'Add'** button (all circled in red).

The **'Add'** button takes you to the last page of the process:

The screenshot shows a web browser window with the URL <https://control.studentpad.com/Property/View/538135>. The page features a blue header with the 'studentpad' logo and navigation tabs for 'Property', 'Adverts', and 'Documents'. A left sidebar contains a 'Property (MS)' section with details for 'Flat 50, Ladyt' and '2 Moseley Road'. The main content area is titled 'Alert' and contains the following information:

Thank you for adding a property advert. Your details have been successfully submitted and are awaiting approval. Before your advert can go live you must provide Manchester Student Homes with:

1. Gas Safe Register certificates,
2. Electricity certificates,
3. HMO certificates
4. EPC reference number (not certificate)

**Charges**

Price Per Advert	£ 76.00
2 Adverts	£ 152.00
3 Adverts	£ 228.00
4 Adverts	£ 304.00
5 Adverts	£ 380.00
For each additional advert up to 10	£ 38.00
For each additional advert between 11 and 50	£ 19.00
For each additional advert between 51 and 99	£ 9.50
Unlimited number of adverts	£ 1805.00

Properties will be advertised within one of two 6 month periods, 1 October to 31 March and 1 April to 30 September, in any one year. Adverts can be purchased anytime within an advertising period. Please note that your adverts will expire on the last day of the advertising period in which they were placed.

**If your present Gas Safe Register, Electricity or HMO certificate expires the property will stop displaying on the website until a new certificate is supplied to Manchester Student Homes.**

**Payment methods accepted** = cheque, debit card, credit card, purchase order/invoice, via the University of Manchester's eStore.

Cheque's made payable to **"The University of Manchester"**

University of Manchester's eStore payments [Click here](#)

"All payments are accepted at the discretion of Manchester Student Homes and we reserve the right not to activate property adverts created on the system and will, where appropriate, refund any monies paid in accordance with the University of Manchester's Finance Regulations"

Please forward your current Gas Safe Register, Electricity, HMO certificates and your EPC reference number (not certificate) to the address below.

**Address(es)**  
Manchester Student Homes

Navigation buttons include 'Exit Preview' and 'Back to Top'.

The top part of this page advises you of the paperwork we require to advertise the property and our advertising charges.

**Note:** Studentpad will automatically remove your advert from the website if or when the certificates expire.

There are different methods available for payment, please see the second half of this page:

The screenshot shows the 'studentpad' website interface. On the left, there is a sidebar with 'Property (MS)' and 'Property M'. The main content area features a table with advertising rates:

4 Adverts	£ 304.00
5 Adverts	£ 380.00
For each additional advert up to 10	£ 38.00
For each additional advert between 11 and 50	£ 19.00
For each additional advert between 51 and 99	£ 9.50
Unlimited number of adverts	£ 1805.00

Below the table, there are instructions regarding advertising periods and payment methods. A red box highlights the text: "University of Manchester's eStore payments [Click here](#)". At the bottom of the page, there are several navigation links: "Add another advert for this property", "Add another property", "Return to property management home", and "Return to dashboard".

There are various different ways to pay for your advert, but the quickest and most efficient way is to pay online via The University of Manchester's e-store. You will need to click on the link which takes you to a secure page (circled in red).

If you have multiple adverts and wish to pay once you have completed all the adverts, you can go to [The University of Manchester Online Store](#).

To finish the process, click **'Return to Property Management Home'** at the bottom.

If you have another property to advertise, follow this process from the beginning.

Otherwise, leave the system by clicking 'Log Out' at the top of the page.

Don't forget to upload or send in any certificates and to call the office if you wish to make your payment over the telephone.

Unit 1-3 Ladybarn House, Mosesley Road, Fallowfield, Manchester, M14 6ND

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**Fax:** 0161 275 7684

**Email:** manchesterstudenthomes@manchester.ac.uk

**Website:** www.manchesterstudenthomes.com

 [www.facebook.com/ManchesterStudentHomes](https://www.facebook.com/ManchesterStudentHomes)

 [@Man\\_Student\\_Hme](https://twitter.com/Man_Student_Hme)