



Wwoof™ Australia
World Wide Opportunities on Organic Farms
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How to build your Wwoof Profile step by step!

As a Wwoof Member you must complete your **Wwoof Profile** as this is a requirement of your membership and is the key to having an amazing time Wwoofing. It is important to provide as much detailed information as possible to make the most out of the program. We have put together the following steps for you or you can go to our website and watch the Video Tutorials we have created. <https://wwoof.com.au/welcome-to-wwoof/> Scroll down the page and you will find the series of Video Tutorials.

Before you start, please read this document through once, this will speed the process!

***On mobile phones and Tablets or small screen computers the menu will look different to larger screen computers, so we have included screenshots from both as needed. Computer on the left and mobile device on the right ***

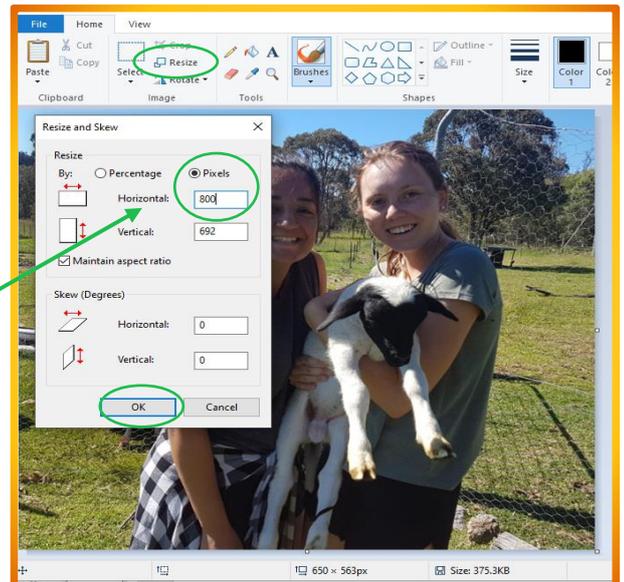
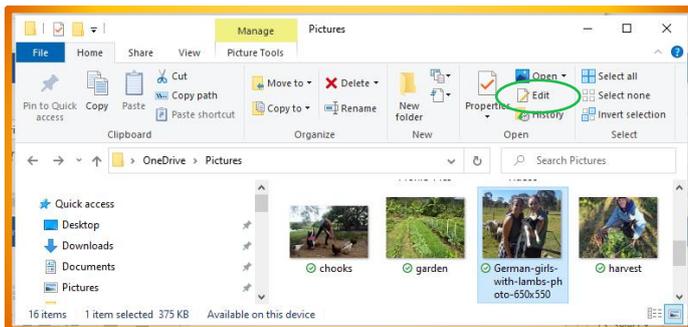
You will need 10 Photo's to make an effective profile:

1 x **Profile Photo** - This can be cropped, square format is best.

1 x **Cover Photo** - For better results, make sure to upload an image that is **larger than 1080px wide and 300px tall**, this cannot be cropped, a panorama shaped photo works best.

8 x **Gallery Photos**

Photos too big in your computer? Select the photo of your choice, then click **Edit**



Next click **Resize**, select **Pixels**. Change the Horizontal to **800** (it then automatically changes the Vertical) click **OK** to save the smaller size. **Save** these smaller photos into a new Wwoof folder so your original photos will remain as unchanged.

Photos too big on your Phone?

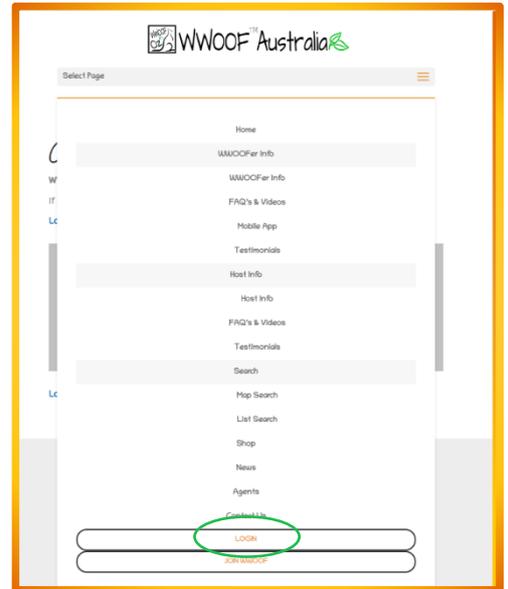
Please watch this YouTube Video showing how to resize them: <https://www.youtube.com/watch?v=Xx3VPPELDCg>

Getting Started:

Step 1. Login to your Account [_https://wwooof.com.au/login/](https://wwooof.com.au/login/)



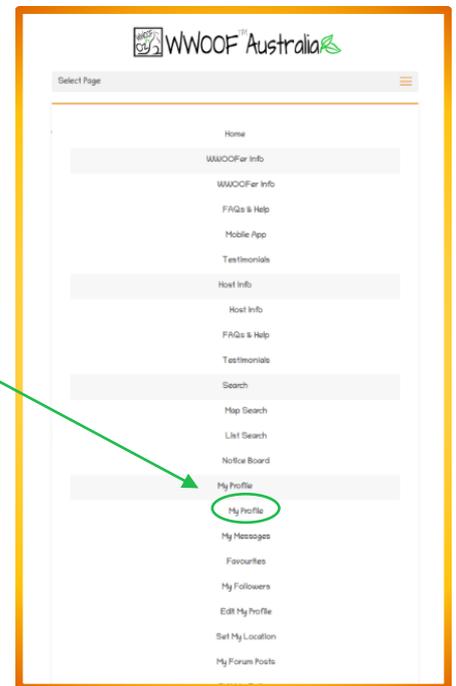
OR



Click on My Profile → My Profile from any page on our website to get back to your own profile.



OR



Here is what you will see when you log in, these are our standard templates for everyone until you upload your own pictures for your **Profile & Cover Images**. Note the 2 different top navigation menus, on **large screen** and **small screen**.

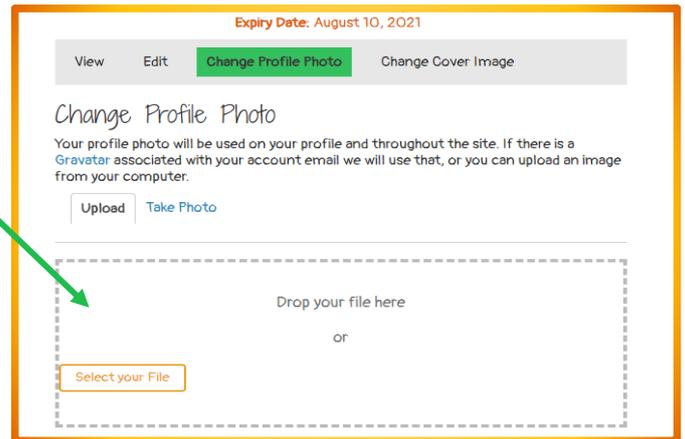
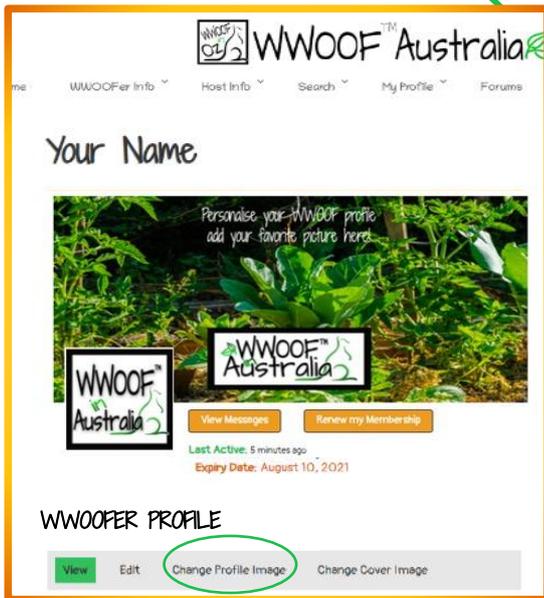


OR



Step 2. Set your Profile Photo so Hosts will recognise you

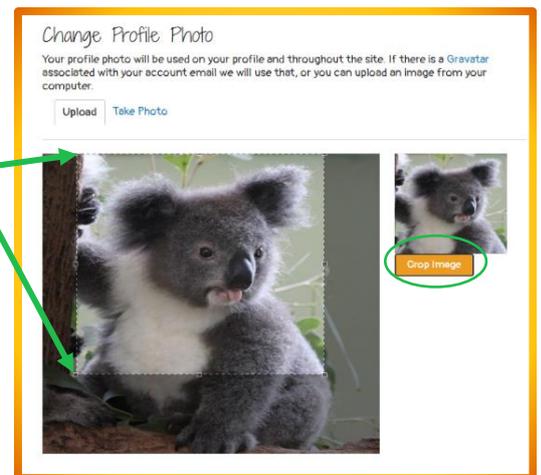
Click on **Change Profile Photo**, then click **Select your File** to browse your Computer and select your chosen photo, click **upload**. Alternatively, you can drop your image here.



You can then crop the image, by pulling corners out, when done, click **Crop Image**.

Your own image will now replace the small square WWOOF kangaroo logo and you will see the following message:

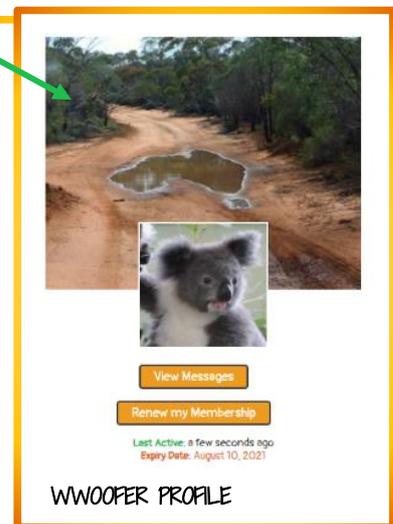
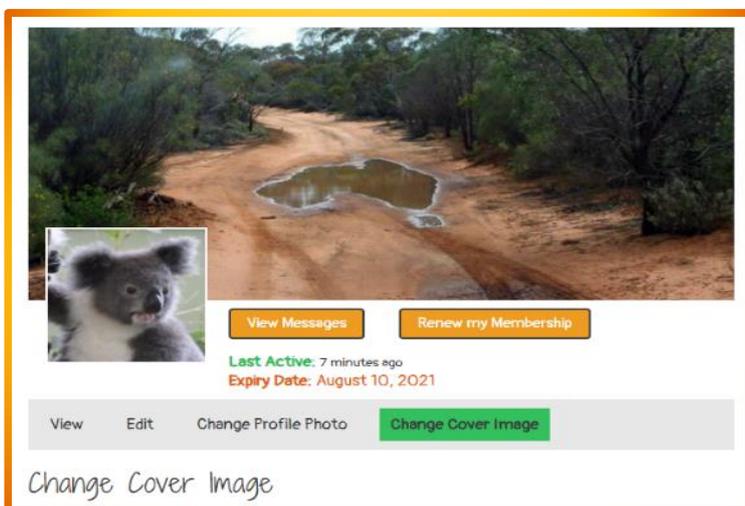
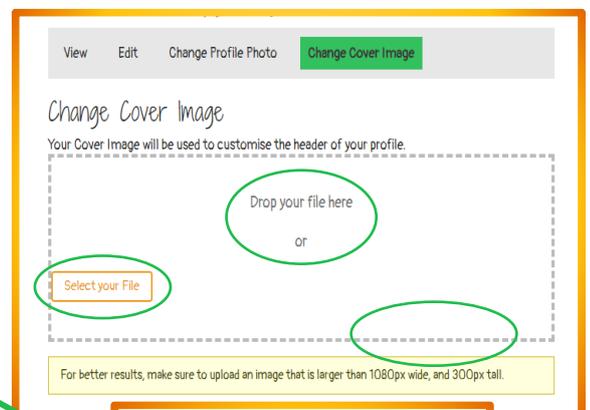
Your new profile photo was uploaded successfully.



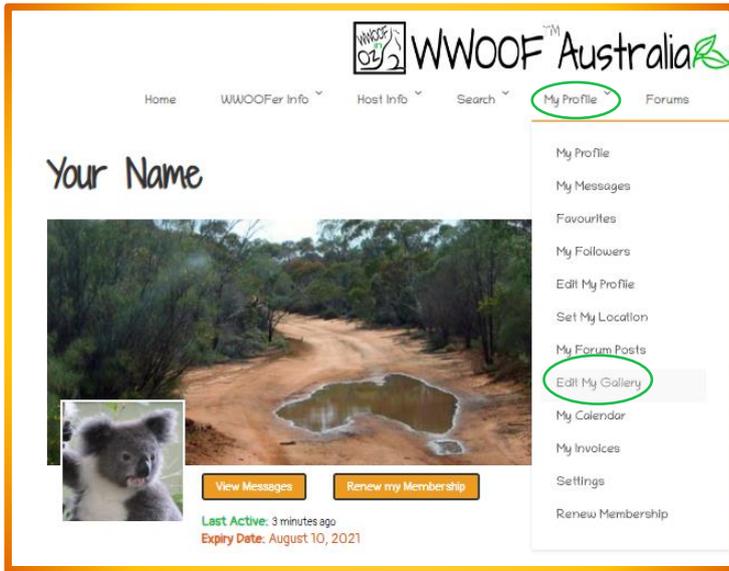
Step 3. Set your Cover Photo & personalise your WWOOFer Profile

Click on **Change my Cover Image** then click **Select your File** to browse your Computer and select your chosen picture, click **upload**. You won't be able to crop this image, so try and choose a **panorama shaped image**, 1080 pixels wide x 300 pixels tall is the best shape. Your cover image will update as soon as your image uploads successfully.

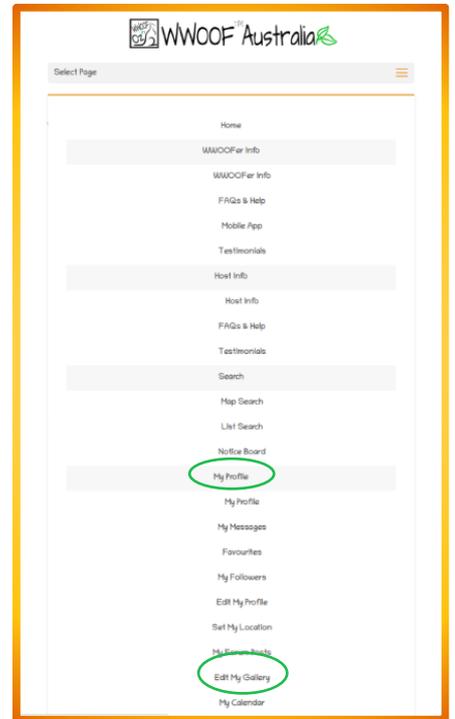
Only the centre of the image is visible on small phone screens.



Step 4. Now you need to **Create your Gallery** and upload 8 photos into it. On a **small screen**, click the **menu bar** at the top to **reveal all menus**, on a **large screen**, click on the drop down **My Profile** menu, then select the **Edit My Gallery** option.

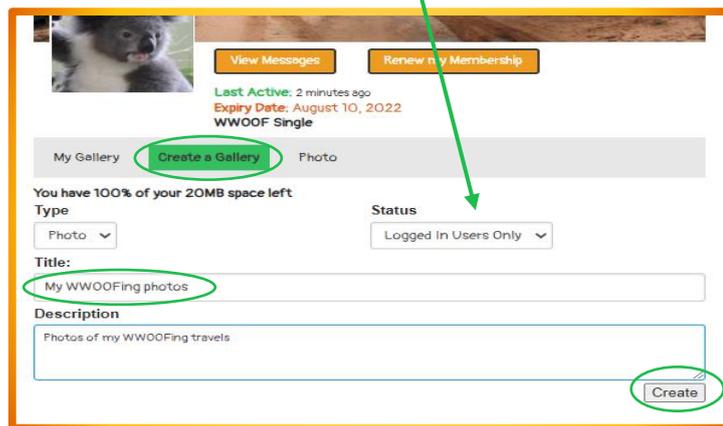


OR



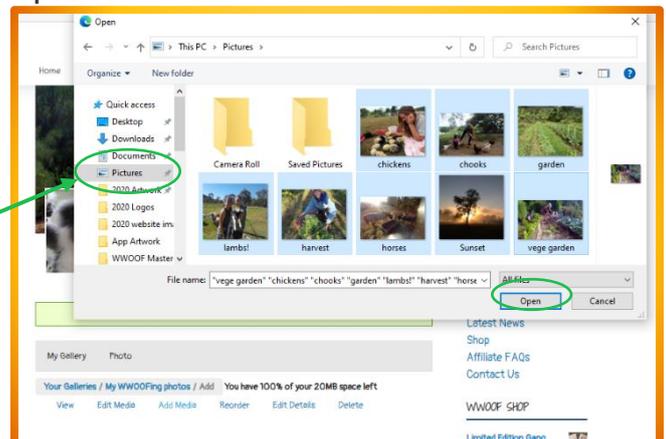
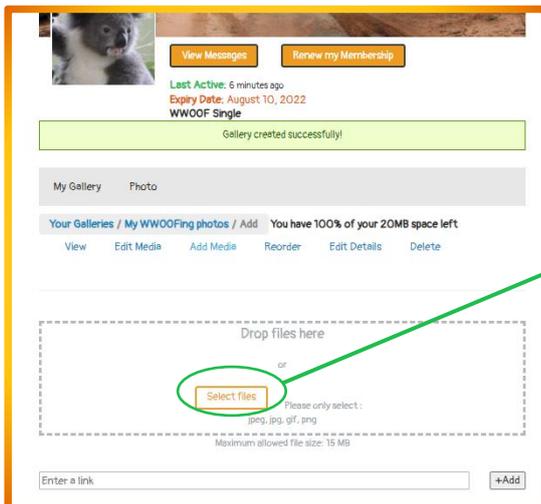
Click **Create a Gallery**. Now you need to give your Gallery a **Title** such as “My WWOOFing photos”, and a description if you like, click **Create**.

You can also set who can see your gallery

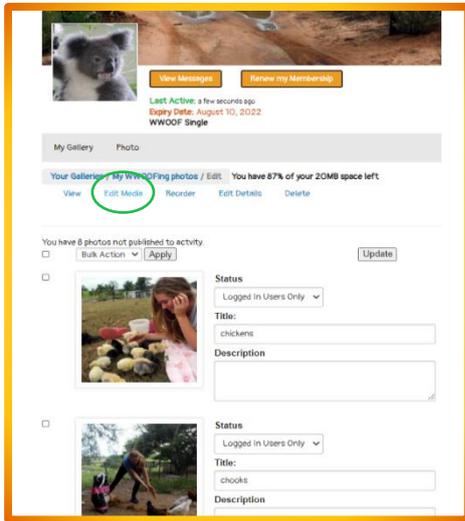


Step 5. Add your photos Click **Select files** to browse to where you store your photos. Ours are in our Pictures Folders, you could be getting yours from your computer, phone or tablet.

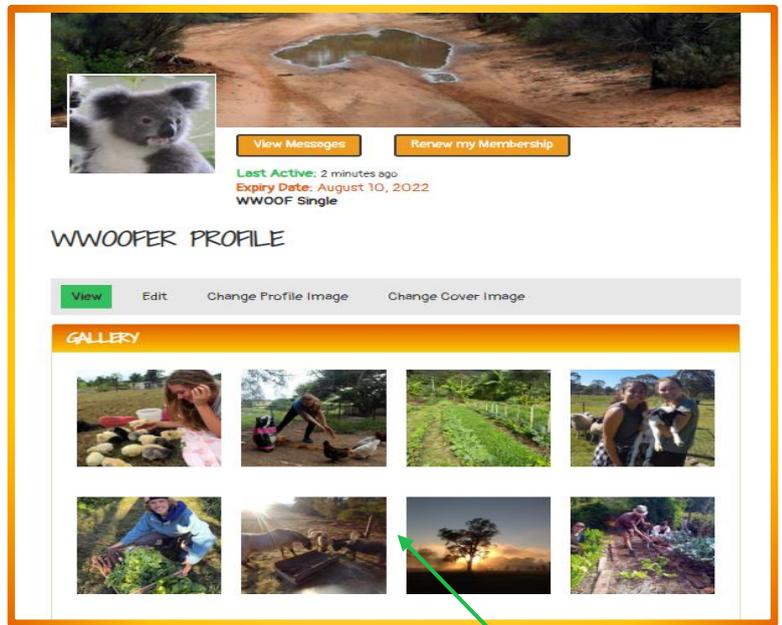
Open the folder with your photos for your WWOOF profile and ***control click** on all 8 photos, then click **Open**. If they are the right size, they should all upload easily and will appear in your Gallery. (***hold the control key down & select 8 pics**). If you want to add a description, click **Edit Media**, when finished click the **Update button** at the bottom.



If they are too big, you may need to resize them and do this step again (see above).



Click **Edit Media** to edit details & description of your photos.

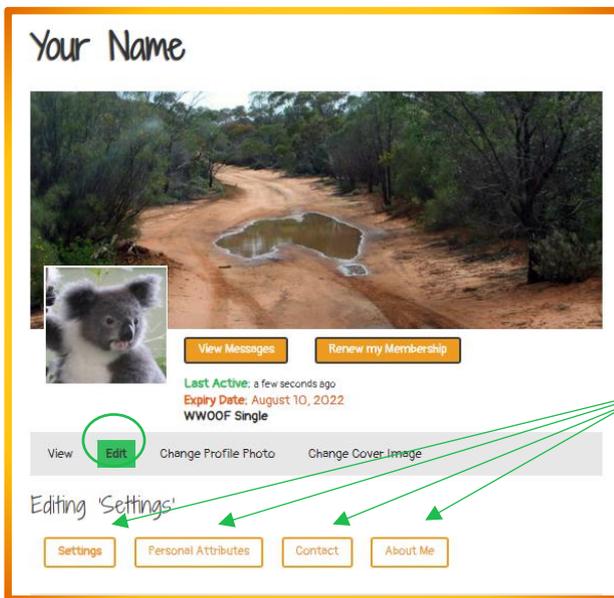


Click on **My Profile** → **My Profile** to see your Profile with your photos in your Gallery.

Congratulations your Gallery is complete! Your Next step is to build your Text Profile...you're almost finished!

Now the fun part begins:

Set up your WWOOFer Profile information to help you to find a great a Host



This is the most important part of your Profile!

WWOOFers with a complete and honest profile set themselves up for the best chance of securing a great Host, so make the most of the opportunity to showcase yourself!

Step 1. You need to add all your text Information, you do this by either clicking on the **My Profile** menu, in the drop down click **Edit My Profile**, or, if you are on your own Profile, click **Edit**.

Step 2. Click on each of these **4 buttons** to edit the different sections of your Profile.

Fill in the details in **each section** of your Profile then **save each section** at the bottom of the page as you complete it.

You **MUST** include your ***full name**, as it appears on your photo ID, (passport, drivers' licence etc) in the **Settings** section of your Profile. Select your Visa Type/Citizenship, age, gender, country of

origin, the State/s where you plan to WWOOF and your COVID-19 Vaccination Status.

Don't be shy! Tell Hosts all about yourself and what you would like to learn while WWOOFing, if you have any skills you are happy to share with your hosts include these too. Tick the boxes to tell hosts what you want to learn, your diet preferences.

In the Contact section include your **Australian mobile phone number** if you have one, if you get one later, remember to edit this as it will help Hosts to keep in touch if they are picking you up from a train etc.

*** Important Privacy Note:** The name that you include in the **Name field** of your WWOOF Profile will be shown at the top of your WWOOF Profile page, **it may also be picked up by Google and appear in Google searches**. It is a requirement of your WWOOF membership that you use your full name as it is listed on your photo ID, *however*, if you wish **to avoid Google picking up your name**, please include *only your first name/s* in the Name field and your *full name* in the **Partner** field, along with your partners full name if you have one. The Partner field is set to **member only** and Google cannot see it.

Diet Concerns:

It is very important to fill in the **Diet sections** of your profile and you must be considerate and respectful of all Hosts that are providing your meals, if your hosts are vegan or vegetarian, please do not ask for meat, instead enjoy and embrace the opportunity to experience their lifestyle choices, you may be pleasantly surprised!

If you are a vegan, gluten free, or vegetarian it needs to be in your profile, but also if you have issues with certain foods, ie. spicy, meat, dairy, etc you need to be up-front in your profile about it. Some hosts may be able to cater to your diet, some may not, particularly if they have several WWOOFers or their own special diet, some may ask you to take over cooking, or to bring any special dietary needs with you.

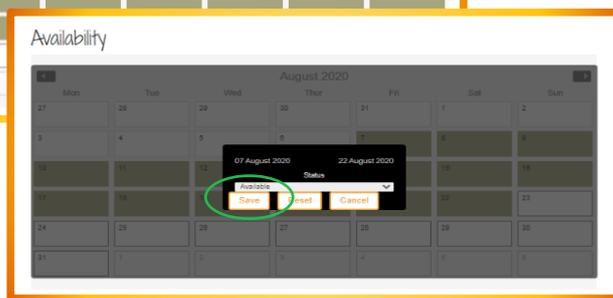
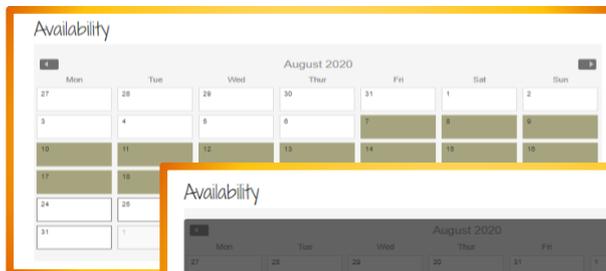
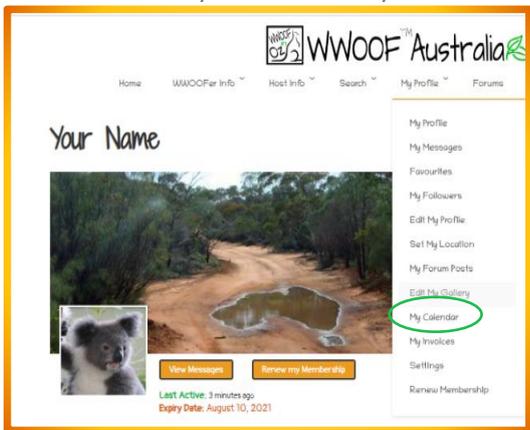
Whatever the situation it is much better for both parties to be aware early on. It's difficult for both parties if you are not on the same page about food and you may find you've spent money and time going somewhere where you don't like the food or the host tells you they can't cater for your diet. The best exchanges are had when everyone is up-front and has thoughtfully considered if they are right for each other. It is not always easy fitting into someone else's lifestyle. Food should be something enjoyed together, not something you dislike or resent, so find a Host who is like minded about food so you have great experiences and yummy food!

Mobile Phone: You are WWOOFing to have an Educational and Cultural Exchange, please be very mindful of your Hosts, during mealtimes and *please do not bring your Mobile phones to the dinner table*, this is a time for conversation. Also check with Hosts about phones whilst completing all tasks at hand. Phones can be distracting, and many hosts prefer WWOOFers to not use them whilst volunteering. If you happen to be weeding or doing something on your own and want to listen to music or a podcast etc, just ask your host if this is ok.

Step 3. Show Hosts when you are available to help them.

Set your Availability Calendar so Hosts will know when you are available to help them click on My Profile, select My Calendar. Click the first day then click the last day of the dates you want to select to highlight them, select a week, or a month or a year at a time, then click Save to mark these dates as available.

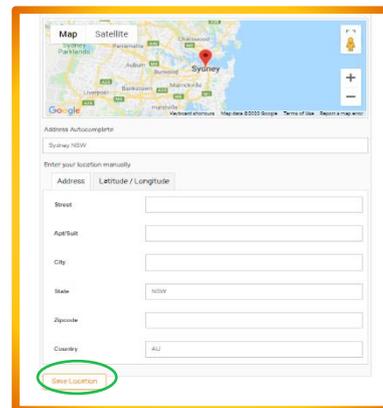
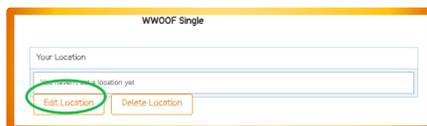
When you book in with a WWOOF Host, or you will be unavailable, select those dates, use the drop down ▼ to change those dates to Booked or Unavailable. We recommend marking the whole year as available to begin, then just change as needed. You can also edit your calendar in your Profile.



Step 4. Show Hosts where you are, set your Map location.



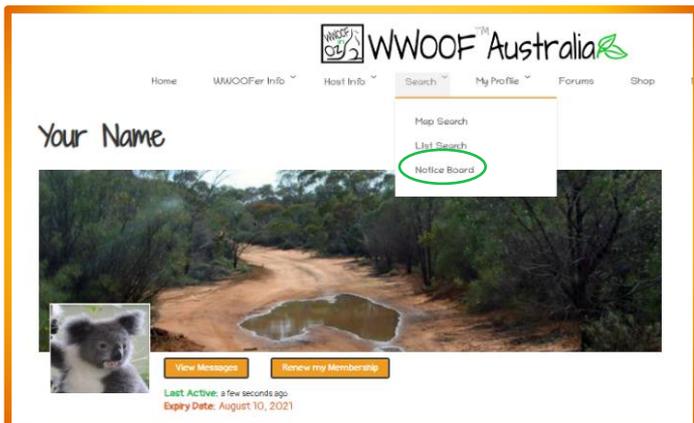
As you move around from Host to Host, remember to update your map location in your profile. Your location appears in your profile as well as on the Map search, this helps Hosts to reach out to you if they see you are nearby and allows you to do [Map searches](#) for nearby Hosts.



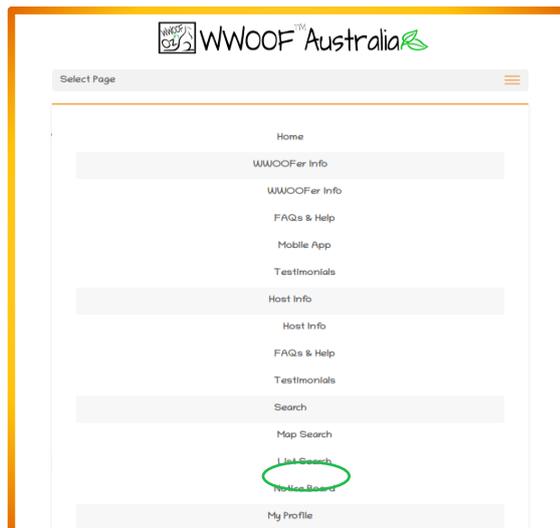
You're almost there! – Place an Advert on our Notice Board, go to the Search menu select Notice Board

You're almost there! – Now you can begin to look for a Host 🐾

Step 5. Place an Advert on our [Notice Board](#), go to the **Search** menu select **Notice Board**



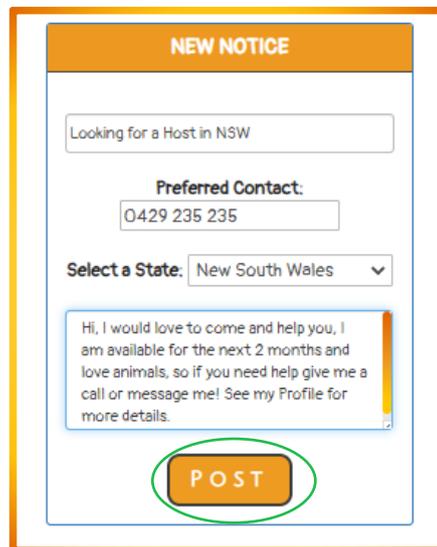
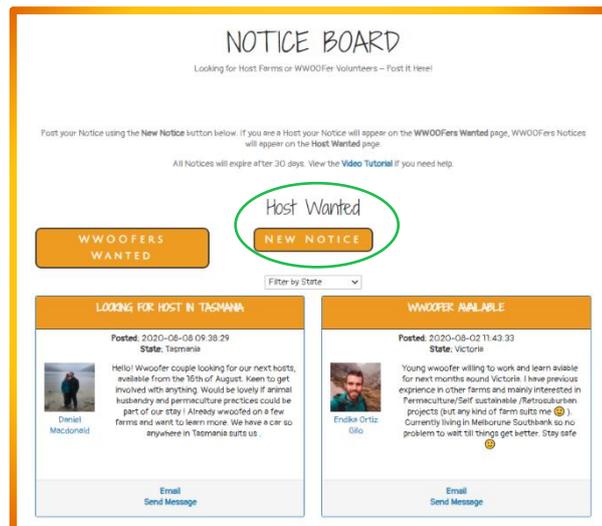
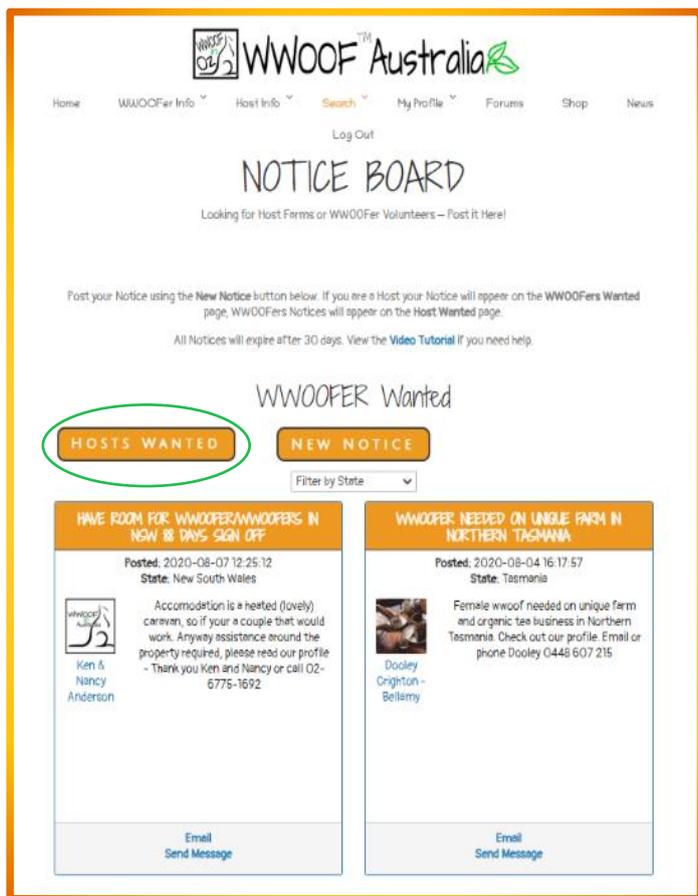
OR



You will see all the **Host Notices**, you can click on the **Host names** or **photos** on any of these notices to see their Host Profiles and call them or send them a message from their Profile, or directly from their notice.

To put up your own notice, first click the **Hosts Wanted Button**, then click on the **New Notice Button** and fill in the details, **Post** your notice then refresh the page to see it.

All Notices drop off after 30 days, so do this regularly when you need a Host. You can edit or delete your own Notice once it has been posted



Keep your notice short and sweet as Hosts will be able to click on your name or photo in your Notice to see your Profile and send you a message - as you will see when you refresh your page!

Where and how do I find Hosts?

All WWOOF Hosts are on our platform because they need help and are wanting WWOOFers to contact them, so please don't be shy! No matter which of the methods below you use, try to choose a Host that sounds like a good fit for the experience you would like to have. The more selective you are the better your chances of having a fantastic WWOOFing experience.

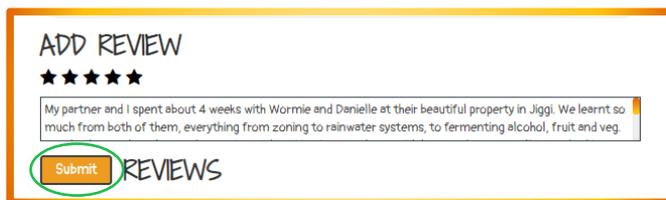
1. **Search Menu** → [Notice Board](#). This takes you to the **WWOOFers Wanted** section of the Notice Board, where you will find Hosts who have placed Ads to show they are wanting WWOOFers right now. Click on the Hosts name to see their Profile and call or send them a message if interested. Put up a Notice yourself and invite Hosts to contact you.
2. **Search Menu** → [Map Search](#) this is a great tool whilst planning your trip from overseas or from within Australia as you can see all the Hosts on the Map of Australia. Once in Australia, **set your location** as this allows you to search for **nearby Hosts** on the Map. There are filters for some different options, such as children and/or pets by arrangement, farm type and farming method. Remember to **re-set your location each time you travel to a different area**. Hosts can search for WWOOFers too, so if you are nearby, a Host may contact you and ask if you are looking for a Host.
3. **Search Menu** → [List Search](#) here you can type in specific wants and needs i.e. herbs, sheep, horses, cattle, orchard etc. You can also filter this search for the **type of farm**: hobby/commercial/suburban, **farming method**: organic/biodynamic/permaculture, a particular **State**, and many other options.

If you are a **Digital Nomad**, **Working** or **Studying remotely** you can filter the [List](#) or [Map](#) searches for the hosts who offer opportunities for long term placements with Internet access to facilitate working or studying in your free time.

How to leave a Review:

This is vital and helps other WWOOFers to feel confident when contacting a great host you have stayed with.

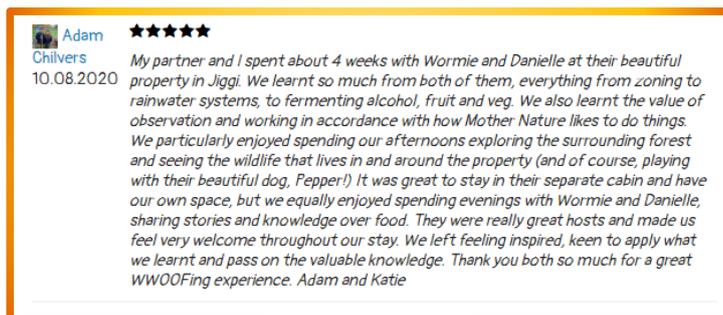
WWOOFers and Hosts can leave reviews for each other, on each other's Profile Pages. (You must be logged in!) Simply go to the Members Profile page that you wish to leave a Review for, scroll down to the bottom of their Profile, click on how many **stars**, write a **review** in the box and click **Submit**. You must **refresh the page** to see your Review.



We ask that you always leave a review for your Hosts and make sure you ask them to do the same for you. This is a great way to thank them for hosting you.

Reviews help future Hosts and WWOOFers when reading a WWOOF Profile. WWOOFers prefer to choose a host with good reviews as they can be more confident in their choice.

If you have negative feedback, please ALWAYS discuss this with the WWOOF Office and the other Member before you make it public. WWOOF will always follow up sensitively and confidentially if there is a problem. No abuse will be accepted via reviews, and your Profile will be disabled if you act carelessly.



During 2022 WWOOF Australia will be introducing WWOOF Verified symbols on Host Profiles with 3 or more 5-star reviews and on WWOOFer Profiles with 2 or more 5-star reviews.



Small tick symbols will also show up on search thumbnails.

Ensuring you leave reviews for your hosts and ask them to leave a review for you will help both you and your Hosts to become verified.

Police Checks – New Symbol coming in 2022



In a new initiative to be implemented during 2022, WWOOF Australia, in conjunction with National Crime Check, are making [applying for a WWOOF volunteer Police check](#) quicker and easier. For volunteers Police checks cost only \$27.00. Both you and WWOOF Australia will receive a copy of your Police Check, usually within 24-48 hours, as soon as we verify this, we will add the date of the Police check to your WWOOFer Profile. Once our system is upgraded, later in 2022, a Police Checked symbol and the date will appear in your Profile. This symbol will then also appear on Search thumbnails.

We have also made [Police checks available for WWOOF Hosts](#), who will also have a Police Checked symbol and date on their profile and search thumbnails once we have received their Police Check and our system is upgraded.

This new initiative will be phased in during 2022 so currently there won't be any symbols on profiles, but gradually as more Hosts and WWOOFers opt for a Police check you will begin to see this symbol appear in more WWOOF profiles and search

thumbnails. Police checks are encouraged, but entirely optional, and will certainly enhance your WWOOFer Profile and give both WWOOF Hosts and WWOOFers peace of mind, so we do encourage you to consider applying for one.

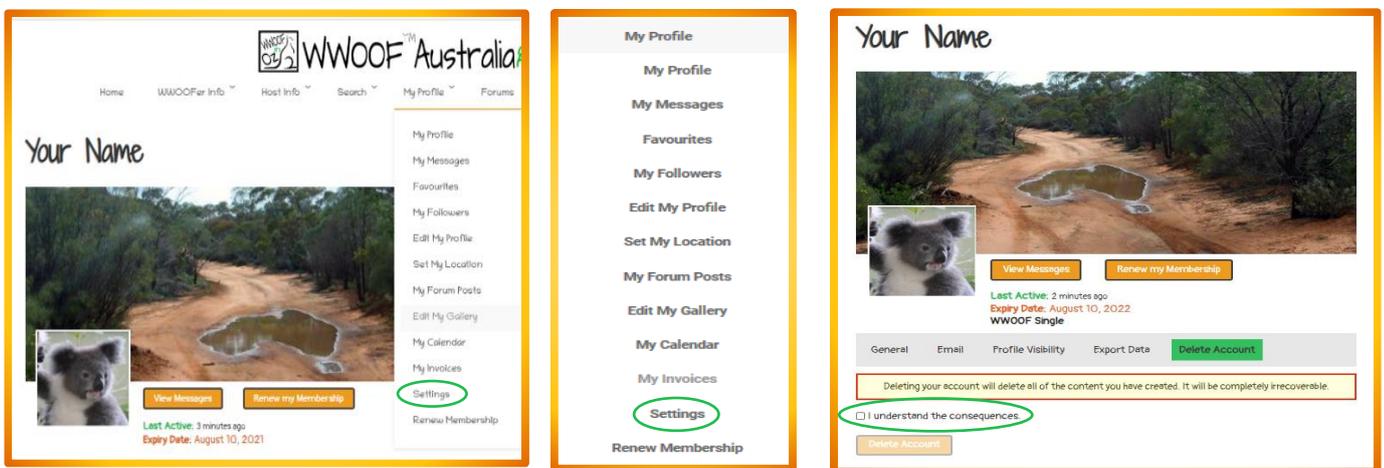
IMPORTANT Your safety is our priority. If you ever find yourself in a position where you feel unsafe on a Host Property, leave immediately and contact the **Police on 000** (or **112 from a mobile phone**) and contact the WWOOF Office as soon as possible. We treat all feedback as strictly confidential, and will always follow through, as inappropriate behaviour is not tolerated. Please help us to help you and keep our program safe for all WWOOFers.

Delete your WWOOF Account

Finished WWOOFing and wish to delete your account?

Go to **My Profile** → **Settings** → **Delete Account** This will ***permanently delete** your WWOOF Profile, **all** content, reviews and messages, we will not be able to retrieve these for you if you do this. **Tick** that you understand the consequences & click the **Delete Account** button.

*If you leave your membership to expire instead, it will become hidden on our site until you renew in the future, when your Profile and messages will reappear. Ask us if you would like your WWOOFer membership to expire early, we can easily do this for you.



Remember if you are still having problems after doing our Tutorials, we are only a phone call away.

We hope you have a wonderful WWOOFing experience in Australia!

Lynette Vint & Traci Wilson-Brown

Support/Admin/Sales

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WWOOF™ Australia is 40