

Airbnb MediaBox



Simplified Overview



1 Accept Jobs

MediaBox

2 Schedule

MediaBox + Email

3 Export

Image
Processor

4 Upload

MediaBox + DARYL

5 Payment

Airbnb.com



Create an account

MediaBox

MediaBox is Airbnb's media management tool.

You will be able to access MediaBox with the same email used to log in to Airbnb.

You will be invited to log in for the first time once your onboarding process is completed.



Account creation

Password must contain at least 8 characters. Use capitals and special characters to have a strong password.

New password

Confirm new password

Submit

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After creating and confirming a new password, you will be able to access your new account on MediaBox.

2 Login MediaBox

Login with your Airbnb email and password.

All shoot requests will be shared with you on MediaBox.

In case you have forgotten your password, you can reset it by clicking the Forgot Password link.

Login with your Airbnb email.
If the credentials do not match our records, a message will notify you.

The screenshot shows a login form titled "Login" with the instruction "Enter your email and password". It features two input fields: "Email" and "Password". Below the fields is a black "Login" button and a "Forgot password?" link. Red boxes highlight the Email field, the Password field, and the "Forgot password?" link. A line connects the top text box to the Email field, and another line connects the bottom text boxes to the Password field and the "Forgot password?" link respectively.

Type in your password and click login.

Click on the forgot password link if you have forgotten your password.



Password Reset

MediaBox

You can reset your MediaBox password.

A reset password email will be sent to your Airbnb email address.

You will need to click on the reset password link and create a new password.



Type your Airbnb email and click "Submit" to receive an email with a link to reset your password.

Forgot password?

Enter your email to reset your password

Email

Submit

[Login](#)

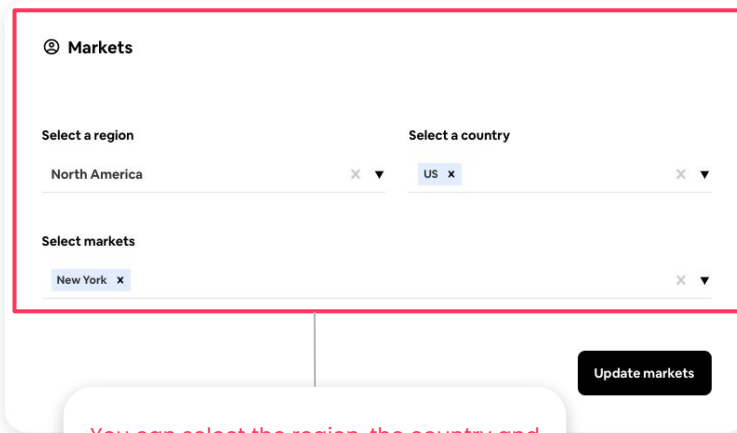
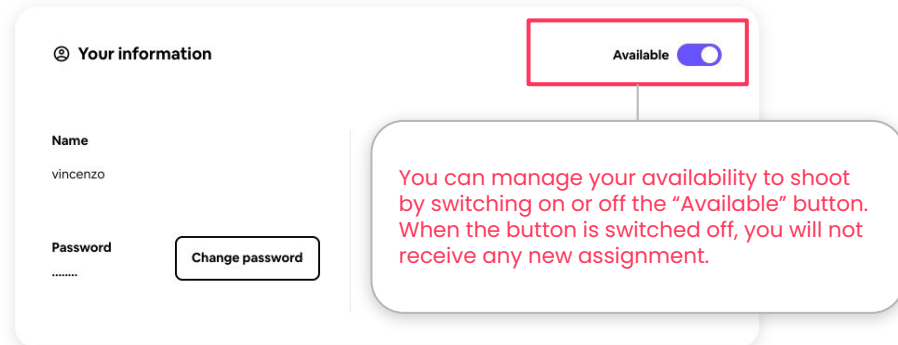
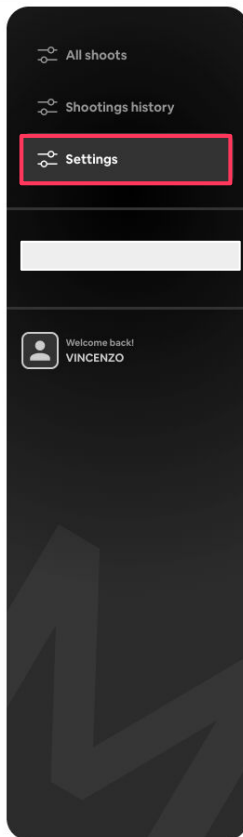


4 Settings Media Box

In the Settings page you can update the markets and manage your availability.

In the Settings page you will be able to select the markets in which you want to shoot and update them as needed.

You will also be able to manage your availability to shoot by switching on and off the "Available" button.



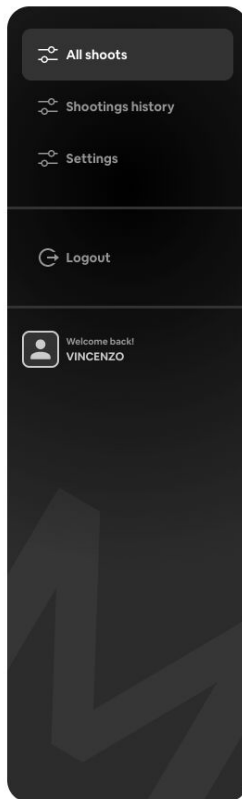
Shoot Requests

MediaBox

All new shoot requests will be displayed in the "Shoot requests" tab.

You have 48 hours to accept or decline a new opportunity.

If you do not accept or decline within 48 hours, the new opportunity will no longer be available.



SHOOTS REQUESTS CURRENT SHOOTS

All new opportunities will be displayed in this tab.

Search by Airbnb ID or MB ID 🔍

Airbnb ID	MB ID	Amount	Status	Accepted by
#6	287876	\$80	New	2022-06-07
#4	969730	\$80	New	2022-06-07
#1231	360229	\$80	New	2022-06-06

When the status is "New" it means that you have a new shoot opportunity that needs to be accepted or declined.

You have 48 hours to respond to a new request.



New Request MediaBox

Accept or Decline a new opportunity in MediaBox.

On this page, you can see the location of the listing and the total compensation offered.

At the top of the section you will find the type of shoot requested and a link to the specific style guide.

Host contact details will be visible only after accepting the shoot request.



Media Box

English (EN) [Menu]

Homes - Homes Production Photo

🕒 Expiration date: 2022-06-07

📄 Homes Styleguide

Accept

Decline

The type of shoot will be displayed on top of the new request page. The specific style guide can also be accessed here.

Click on Accept or Decline to respond to the new shoot opportunity.

Airbnb ID: 6

Status: New

Please let us know if you accept this shoot request by clicking Accept or decline.

General info

👤 Host name: Peppe

✉ Host email: Hidden

📱 Host phone: Hidden

Host contact details will be visible only after accepting the shoot request.

Host The location of the listing and the total compensation offered.

This section will indicate the next required step.

Date	Time
Date 1	--
Date 2	--

Host's preferred languages

Location

🌍 Country: Italy

📍 Region: Calabria

📍 Address: kjandjaksnd

🛏 Bedroom(s): -

Compensation (USD)

💰 Shoot	\$30
💰 Travel	\$50
💰 TOTAL COMPENSATION	\$80

The location and payment total will be visible prior to accepting or declining the assignment

?

Schedule With Hosts

MediaBox

Communication with Hosts can happen via email and phone.

Once you accept the opportunity, an automated introduction email will be sent to you and the Host.

You should use this email thread to schedule the shoot date with the Host.

You will not have the ability to upload the image files without first adding a shoot date.



Homes Production Photo

Homes Styleguide

Airbnb ID: 6

Status: **PENDING SHOOT DATE**

Reach out to the host to schedule the shoot. Once the date is set, please enter it below. You need the shoot to be scheduled in order to access the upload button.

Shoot scheduled

Select shoot date once confirmed with the host and update it should it be changed.

Select a date Select time

August 2022

Su	Mo	Tu	We	Th	Fr	Sa
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

This field is required.

Schedule

After accepting the new opportunity, the status will change to Pending Shoot Date. Please add the shoot date after confirming with the Host.

General info

Host name	James
Host email	XXXXX
Host phone	XXXXX
Host's preferred languages	en

Shoot info

Bedroom(s)	3
------------	---

Location

Country	US
Region	North America
Address	

Compensation (USD)

Shoot	\$210
TOTAL COMPENSATION	\$210

After accepting the shoot request, Host details will be displayed in this section

Cancel Shoot

MediaBox

You can cancel the shoot at the bottom of the assignment page.

For photography assignments that can not be completed, please cancel them in MediaBox.

Please be sure to cancel the assignment the proper way in order to provide a good Host experience.



Media Box English (EN)

Host's preferred shoot date
The host is available on these dates:

<input checked="" type="checkbox"/> Date 1	2021-05-04	Time	8pm
<input checked="" type="checkbox"/> Date 2	2021-05-05	Time	8pm

Host's preferred languages

-

Shoot scheduled
Select shoot date once confirmed with the host and update it should it be changed.

Shoot scheduled 2022-07-19 11:00 AM

Select a date Select time

Reschedule **Unschedule**

Country Italy

Region Lazio

Address kjandjaksnd

Bedroom(s) -

Compensation (USD)

\$ Shoot	\$30
\$ Travel	\$50
\$ TOTAL COMPENSATION	\$80

I want to cancel Host wants to cancel

Select "I want to cancel" if you and the Host are unable to schedule the photoshoot. By clicking 'I want to cancel,' it keeps the photography request active and we will try to reassign it.

Select "Host wants to cancel" if the Host is unresponsive or is no longer interested in receiving pro photography.

9 Merge & Convert Brackets

How to use Lightroom, Photoshop, Bridge & DNG converter

We recommend bracketing when an interior has a considerable difference between inside and outside exposures.

Prior to uploading, please merge your bracketed images.

Using compressed DNGs will ensure a fast upload process.

Click on the icons for step-by-step tutorials on merging and converting the brackets into DNG.

(DNG converter is ONLY used for converting)

File naming format:

ListingId_Market_ShootDate(YMMDD)

Download: [Lightroom Preset](#)



Deliver Assets

MediaBox

To provide a great Host experience, please upload the files as soon as possible.

Once your assets are ready to be delivered, click on "Upload assets". You will be redirected to the correct DARYL folder.

Please remember you will not have the ability to upload the assets without a shoot date entered on the assignment page.



Homes Production Photo

Homes Styleguide

Airbnb ID: 1223

Status: Pending assets

Please upload the assets in the DARYL folder above. If the shoot got postponed, please update the shoot date below to avoid automated reminder emails.

Shoot scheduled: 2022-06-01 12:00 AM

General info

Host name

Peppe

Host email

ciccio@aa.it

Host phone

Upload assets

Submit for review

Click this button to upload your assets into DARYL. This button will only be visible if the shoot date has been set correctly.

If you have any questions, email us at photography@airbnb.com, specifying the MediaBox ID MB37907.

If you need support you can contact our team by clicking on the email address displayed.

Deliver Assets

DARYL

Upload the assets into the folder that matches your Project Code (MK-00000).

Click "Actions" and Select "Fast Upload" or drag & drop the assets from your desktop.



The screenshot displays the DARYL Asset management interface. At the top, the DARYL logo and 'Asset management' dropdown are visible. The main area shows a folder named 'RAW Photos (22493066)' with a red box highlighting the 'Actions' button. Below the folder name is a search bar with the placeholder 'Type your search here' and a 'Saved Searches' dropdown. A status bar indicates '0 - 0 of 0 sorted by Date Created' with a 'View & Sort' button. The asset list area is empty, with a red box highlighting the message: 'No assets in this folder. Add assets by dragging & dropping them from your desktop.' The interface also includes a 'Browser' sidebar with 'See-thru is ON', 'Search folders', 'All types', and 'My Favorites' options. A 'Filters' dropdown and 'Reset all filters' link are also present.

1 2 Deliver Assets

MediaBox

Once the upload on Daryl is complete, click 'Submit for review.' for review.'

Once you have uploaded your assets, click the button "Submit for review" on MediaBox.

On the pop-up, please provide our editor with important notes or specific requests from the Host.

Please review and click all three check boxes before pressing 'Submit.'

The status of your project will change to "Assets in review".



The screenshot shows the MediaBox interface for a project titled "Homes Production Photo". The status is "PENDING ASSETS". A modal dialog titled "Important" is open, displaying a warning: "You're about to submit assets for review. This action cannot be undone. Please proceed with the checklist below:". The checklist includes three items: "I confirm the upload process is successfully completed.", "I confirm the uploaded assets all belong to the entity 695168700608985683 hosted by 婕 and align with the brief", and "I confirm that any bracketed files are merged (if applicable)". A "Submit" button is at the bottom of the modal. A red box highlights the "Submit for review" button in the top right corner of the page, with a callout box stating: "Remember to submit your assets for review once uploaded." The background shows a table with columns for "Shoot" and "TOTAL COMPENSATION", with values of \$170.

Post & Payment

Airbnb

Please remember to only upload RAW files.

Airbnb's team of photo editors will manage all post production.

Payments are processed directly to your Airbnb account.

To receive these funds, please make sure there is an approved payout method on your account. Here is an [FAQ](#) with instructions.



Thank you!