

TomoTrip

Guide Practical Manual

How to become a traveler's local friend and connect people with the community

Launch preparation edition - May 2026

This guide explains how local guides can use TomoTrip in a friendly, practical way. Details may be updated as TomoTrip operations improve.

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1. What local guides can do with TomoTrip

TomoTrip is a service where local people guide travelers like a friend at their travel destination. A guide does not only explain famous sightseeing spots. A guide can also share local food, culture, everyday life, small shops, and experiences that travelers cannot easily find by themselves.

Guide activity	What it means
Local sightseeing support	Show travelers places you know well, including popular spots and local favorites.
Food and culture experiences	Introduce local dishes, markets, family-friendly experiences, or cultural stories.
Responding to traveler posts	Look at “Things I want to do” posts and make proposals when you can help.
Sponsor store support	Use sponsor store updates only when they naturally fit the traveler's needs.
SNS and local promotion	Share local places and TomoTrip activities through TikTok, Instagram, or short videos.

2. After registration: your dashboard is your home base

After you register as a guide, your own my page / dashboard will be created. This dashboard becomes your home base. From there, you can manage your profile, check requests, respond to consultations, and move your activities forward.

First setup steps

1. Add a profile photo. Choose a clear and friendly photo that helps travelers feel safe.
2. Write what you can offer, which areas you know, and what kind of experiences you enjoy guiding.
3. Set your available area, available times, and supported languages.
4. Check your identity verification and approval status. Submit any missing items early.
5. Check notifications and LINE contact routes so that you do not miss traveler consultations.

Simple habit

Open your dashboard regularly. For a new guide, this is like checking your shop, desk, or work inbox.

3. How to respond to travelers' “Things I want to do” posts

Travelers can post what they want to do, where they want to go, or what they want to ask a local person. Guides can look at those posts and make a proposal when they feel they can help.

Traveler post example	Good guide response
I want to try local Okinawan food.	Suggest a local food experience, ask about allergies, budget, and preferred time.
I want to enjoy snorkeling.	Ask about experience level, swimming ability, season, transport, and safety conditions.
I want to learn how to cook local food.	Suggest a simple cooking or cultural experience and explain what can be prepared.
I want a family-friendly local plan.	Ask about children's ages, walking distance, heat, rest stops, and meal preferences.

Proposal mindset

- Do not rush to make a booking. First, understand what the traveler really wants.
- Ask about date, time, number of people, budget, transport, allergies, and things they dislike.

- Make a proposal that is realistic for you and safe for the traveler.
- Keep important conversations inside TomoTrip so the process remains clear and traceable.

4. How to handle direct consultations from guide profiles

Travelers may also find you from the guide list or your guide profile and send a direct consultation. In this route, your profile strongly affects whether they contact you.

- Write clearly what kind of experience you are good at.
- Use bright and trustworthy photos.
- Show your strengths, such as local food, sea, history, shopping support, family travel, or quiet local spots.
- When a message arrives, first ask the traveler about their wishes instead of pushing a booking.
- Before making a proposal, confirm date, time, people, transport, budget, and safety concerns.

5. From chat to proposal, reservation, and payment

When a consultation arrives, use the TomoTrip chat to confirm details. If both sides agree, create a proposal. Reservation and payment should be handled through TomoTrip as much as possible.

Step	What to do	Point to remember
1. Receive consultation	Read the traveler's message and reply politely.	Respond early and make them feel welcome.
2. Confirm details	Ask about date, time, number of people, transport, and needs.	Avoid vague promises.
3. Create proposal	Make a plan with time, meeting point, fee, and activity details.	Use clear and simple language.
4. Reservation	Move forward only after both sides agree.	Keep important decisions in TomoTrip.
5. Payment	Follow TomoTrip's payment instructions and operational flow.	Do not bypass the platform.
6. After the activity	Thank the traveler and ask for feedback when appropriate.	Good reviews help build trust.

6. How to use sponsor store updates in proposals

TomoTrip may include updates or information from sponsor stores. Guides can use these updates as hints for traveler proposals or SNS content when they naturally fit the traveler's needs.

Important

Sponsor store information should be used as a helpful suggestion, not as forced advertising. The traveler's needs come first.

- If a traveler wants local food, a sponsor restaurant update may be useful.
- If a traveler wants a relaxed local experience, a small local store or cafe may fit.
- If a sponsor store has an event or seasonal notice, it can become part of a proposal.
- Guides can also share sponsor stores through SNS when the content is natural and honest.
- Do not make claims that sound like guaranteed results for the store or the traveler.

7. How to use SNS and TikTok to introduce local places

TikTok, Instagram Reels, YouTube Shorts, and other SNS can help guides introduce their local area and sponsor stores. Even a short video can be powerful when it shows a local person's point of view.

Basic short-video format

6. In the first 3 seconds, say who the video is for. Example: "For travelers who want local Okinawan food."
7. Show the place, food, atmosphere, or activity clearly.

8. Explain why you recommend it from a local point of view.
9. Add a simple call to action: "You can ask a TomoTrip guide."
10. Avoid exaggerated wording, unrealistic promises, or guaranteed-result expressions.

Content idea	Simple hook
Local food	"A local guide's favorite lunch spot in Okinawa."
Small shop	"A place travelers may miss if they only follow maps."
Family-friendly spot	"A relaxed stop for families between sightseeing spots."
Cultural experience	"A simple local experience you can ask a guide about."

8. Guide Activity Support Program

TomoTrip has a Guide Activity Support Program to support guides who help travelers and local communities. This program values not only guiding travelers, but also local support actions such as sharing local places, using sponsor store updates in a helpful way, and introducing potential local partners to TomoTrip.

Local Support Actions	Examples
Traveler support	Guiding travelers, replying to consultations, responding to "Things I want to do" posts.
Community support	Introducing local places, sharing local stories, helping travelers understand the area.
Sponsor store support	Introducing sponsor stores only when they naturally fit traveler needs, using updates in proposals.
SNS activity	Sharing local spots, sponsor store updates, and TomoTrip guide activities through SNS.
Growth support	Introducing potential sponsor stores to TomoTrip and helping build a local network.

Guide title examples	Meaning
TomoTrip Guide	A guide who actively uses TomoTrip and supports travelers.
Local Experience Guide	A guide who can share local culture, food, or everyday experiences.
Community Support Guide	A guide who helps connect travelers and local places.
SNS Support Guide	A guide who shares local information through short videos or posts.
TomoTrip Ambassador	A guide who helps introduce TomoTrip's friendly travel experience.

Disclaimer

Benefits, eligibility, timing, and support details are determined by TomoTrip operations. Not all activities qualify for benefits or support funds. TomoTrip does not guarantee specific income, results, or rewards.

9. Rules for safe and trustworthy guide activities

TomoTrip aims to be safe for travelers, guides, and sponsor stores. Please follow these rules to prevent trouble and build trust.

- Keep reservation-related conversations inside TomoTrip.
- Do not exchange private contact details before the proper stage in the flow.
- Do not make misleading claims about fees, results, or benefits.

- Do not force travelers to visit a store or buy something.
- Prioritize safety, weather, transport, and physical condition.
- Be polite, inclusive, and respectful of culture, language, and personal boundaries.
- If a problem happens, contact TomoTrip operations early.

10. Pre-launch and first-activity checklist

Checklist item	Done
Profile photo is set and looks friendly.	[]
Self-introduction explains what you can guide.	[]
Available area, time, and language are clear.	[]
Identity verification / approval status has been checked.	[]
You know how to open your dashboard.	[]
You know where to check “Things I want to do” posts.	[]
You have prepared 3 simple reply templates.	[]
You understand that important conversations should stay in TomoTrip.	[]
You have at least 3 local places you can introduce honestly.	[]

Three reply templates to prepare

- First consultation reply template
- Proposal template for “Things I want to do” posts
- Reservation confirmation template

11. A simple first-week action model

In the first week, do not try to do everything at once. The goal is to understand the flow and get comfortable using your dashboard.

Day	Action
Day 1	Open your dashboard and complete your profile basics.
Day 2	Write 3 guide ideas you can offer, such as food, sea, culture, or local shops.
Day 3	Check “Things I want to do” posts and think about what kind of proposal you could make.
Day 4	Prepare reply templates and check the chat flow.
Day 5	Choose 1-2 local places or sponsor stores you can honestly introduce.
Day 6	Make one SNS draft or short video idea from a local point of view.
Day 7	Review your profile and improve one sentence or one photo.

12. Ready-to-use text for LP, LINE, and SNS

You can adjust the following text for guide recruitment, SNS posts, or LINE messages.

Use case	Text
Guide recruitment	Do you know local places travelers would love? TomoTrip lets you guide travelers like a friend at their destination.

Traveler support	Tell us what you want to do. Local guides can suggest experiences that fit your trip.
Sponsor store support	Local guides may introduce stores when they naturally fit traveler needs.
SNS caption	A local person's small recommendation can become a special travel memory. Ask a TomoTrip guide.
LINE message	If you are interested in becoming a guide, please contact us on LINE. We will explain the next steps in a friendly way.

TomoTrip

A travel experience that feels like having a local friend at your destination. For questions, contact TomoTrip operations through LINE or the official contact route.