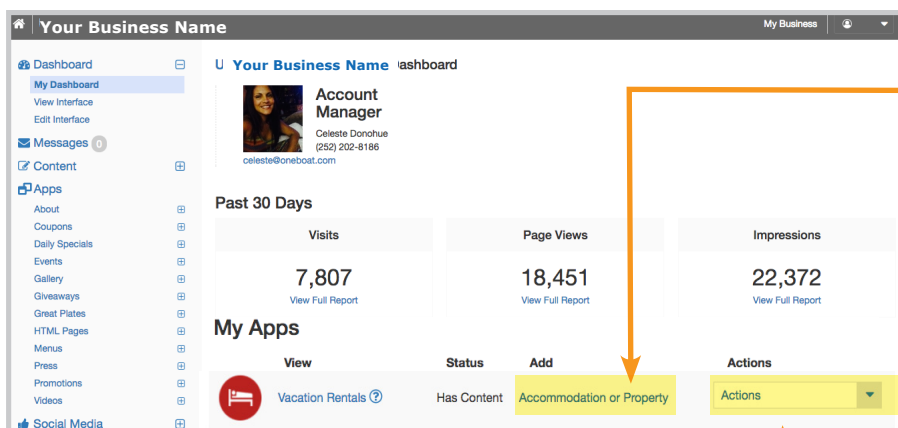


Vacation Rentals App



ADD AN ACCOMMODATION OFFER OR PROPERTY

Under *Dashboard > My Apps > Vacation Rentals > Add*

Use Vacation Rentals to promote properties and accommodation specials. Unlimited offers are listed on the interface and five listings can be Promoted to be featured in a carousel on the destination guide site. Select the **Accommodation or Property** link under the Add column to create a listing. Then fill in the information below (* = Required Field):

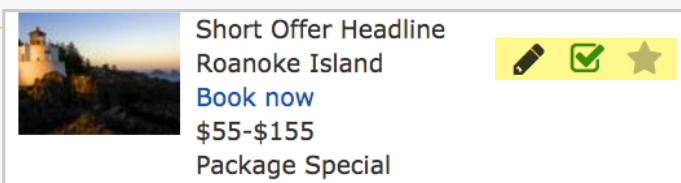
- ***Accommodation Type:** Select *Vacation Rental Property* from the drop down.
- ***Property Title:** The name, number or some other identifier. This is only seen by interface administrators.
- ***Property Photo:** Select the *Choose File* button to browse for an image. Select the *Upload* button to save the photo. Files must be a png, gif or jpg that is less than 10 MB in size.
- ***Site Location:** Select the associated site/area.
- ***Town:** Select the associated town.
- **Location Category:** Select the associated area.
- Select Number of **Bedrooms, Baths, Half Baths** and **Sleeps**.
- **Offer/Property Headline:** The main, bold headline. 20 characters max.
- **Booking/Property URL:** The URL to link to an external website for more info.
- **Featured Price:** Enter the price range (from/to) for the offer. If there is only one price, enter it in the *From/Low* field.
 - **From/Low Price:** Enter the lower end of the price for this offer (whole numbers only). If there is only one price, enter it here.
 - **To/High Price:** Enter the higher end of the price for this offer (whole numbers only), if applicable. Select **Include Plus** and a (+) will be added to the price text displayed (e.g. \$800+ or \$800-1000+).
- ***Price Type:** Select whether the price is *Per Week, Per Night, Per Stay, Package Special* or *Special Rates*.
 - Note:** if Package Special or Special Rates is selected, Enter a brief description of the special offer in the **Package/Special Rates Description** box below. If entered, this will be used in place of Beds, Baths and Sleeps in the listing. 50 characters max.
- **Schedule:** Select all the **Days of the Week** the offer should show on the interface.
 - **Start Date:** Select the start date to begin displaying the offer.
 - **End Date:** Select the end date to stop displaying the offer. Note: this field can be left empty to show the listing indefinitely (until the listing is unpublished).
- Select the **Flags** box and the checkbox next to **Promote this item** to feature it in a carousel on the destination guide site.
- Select the **SAVE** button to publish the listing.

UPDATE A LISTING

Under *Dashboard > My Apps > Vacation Rentals > Actions*

Once a Vacation Rental Listing is published, the **View, App Content, Manage Vacation Rentals** and **Embed** links will become available under the Actions column.

- Select **App Content** for quick deleting, publishing and unpublishing of one or multiple listings by use of the drop box. Select the **Edit** link to make changes to a listing. Select **Save** after making changes.
- Select **Manage Vacation Rentals** to add, edit, delete, unpublish/publish and rearrange the listings.
 - » Rearrange listings by dragging the cards.
 - » Use the icons on the listing to **Edit, Unpublish/Publish** or **Promote** the offer.



Example vacation rental listing. Alternate views using the buttons.

