

Quick Guide for the Accommodation Business

Once your Business, Property(s), Product Calendar(s) and Seasons have been set up, the only time you need to go into RoomsHere.com is to show when your property is fully booked so that you don't waste your time and that of the caller.

Go to www.roomshere.com and click  **Members** (top right of Home Page)



Set this as a favourite for future access.

Login by entering your Username then Password.....



.....which takes you into the Members Home page



Home - takes you to the Consumer Home Page.

Account – provides access to your [Business Details](#) and [Login Details](#) which can be changed at any time. [Invoices](#), displays your previous and current invoices.

Properties - **IS THE MAIN TAB YOU WILL USE FOR YOUR DAILY OPERATIONS** – see below

Search Functions – provides fast access to town and property searches so that you can keep an eye on what's happening in the industry.

Contact Us – for further information or technical advice.

User Guide - Provides detailed information to maximise the use of RoomsHere.com.

DAILY USE OF ROOMSHERE.COM

Once you have set up your seasons (see pages 4 & 5), the main tab you will use for your daily operations is the **Properties** tab, where you will find your Property(s) and its Product Calendar(s).

RoomsHere.com

Home Members Home Account Properties Services Search Functions Contact Us User Guide

Properties | [Add or Delete Property](#) | [Take Ownership](#)

Properties

Display from: 27/10/2008

Displaying 1 to 3 of 3 records found. [Next Fortnight](#)

October 2008 November 2008

	Mon 27	Tue 28	Wed 29	Thu 30	Fri 31	Sat 1	Sun 2	Mon 3	Tue 4	Wed 5	Thu 6	Fri 7	Sat 8	Sun 9
1. Two Night Stay COTTAGE	\$160	\$160	\$160	\$160	\$160	\$160	\$160	\$160	\$160	\$160	\$160	\$160	\$160	\$160
2. SmartStay Package - 4 Nights for the price of 3 COTTAGE	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120	\$120

Amble In Bungalow B & B
SELF CONTAINED ★★★★★
Mount Gambier
0428 254 611
[Add or Delete a Product Calendar](#)
[Link to this Property Calendar](#)
<http://www.roomshere.com/prop>

When your property is fully booked, click on the **Product Name(s)** to hyperlink to the calendar which will always open to the current month

Calendar | [Seasons](#) | [Product Details](#)

Calendar for '1. Two Night Stay'

Year: 2008 Month: October

For the 'checked' dates, Select price, Select inclusion, [Save](#)

Booked, Available, AU\$ None

<input type="checkbox"/>	Date	Price	Inclusions		
<input type="checkbox"/>	Wed 1	B		Edit	Clear Booked
<input type="checkbox"/>	Thu 2	B		Edit	Clear Booked
<input type="checkbox"/>	Fri 3	B		Edit	Clear Booked
<input type="checkbox"/>	Sat 4	B		Edit	Clear Booked
<input type="checkbox"/>	Sun 5	B		Edit	Clear Booked
<input type="checkbox"/>	Mon 6	B		Edit	Clear Booked
<input type="checkbox"/>	Tue 7	B		Edit	Clear Booked
<input type="checkbox"/>	Wed 8	B		Edit	Clear Booked
<input type="checkbox"/>	Thu 9	B		Edit	Clear Booked
<input type="checkbox"/>	Fri 10	B		Edit	Clear Booked
<input type="checkbox"/>	Sat 11	B		Edit	Clear Booked
<input type="checkbox"/>	Sun 12	B		Edit	Clear Booked
<input type="checkbox"/>	Mon 13	B		Edit	Clear Booked
<input type="checkbox"/>	Tue 14	B		Edit	Clear Booked

- If you wish to show that your property is **Booked** for a few days, the quickest way is to go to the right hand side and click on **Booked** which will place a **B** on all that days you have clicked
- If you wish change your calendar for a large number of days, the best way is to tick the boxes on the left and side, go the top of the page to select the information you wish to display, then click **Save**. This will reflect the selected information in all days that were ticked
- If you wish to change your calendar for several months, the best way is to use the set up in [Seasons](#) – see details below on how to set up and manage Seasons

TAKE CONTROL OF HOW YOU DISPLAY AND SELL YOUR ACCOMMODATION

RoomsHere.com **is the only website** where you can advertise vacancies, packages and last minute rates direct to consumers for commission free sales, whilst at the same time discreetly flag commissionable product for sale throughout the Visitor Information Centre and Travel Agent networks.

From the Members Home Page, click on **Properties** to access all Property and Product functions so that you can maximise the benefits of new trends and initiatives at any time.

Click on Property Name to access:	Click on Product Calendar Name to access:
<p>Property Details</p> <ul style="list-style-type: none"> • Property name • Property Type • Location • Address • Booking Telephone • Booking Fax • Booking Email • Website • Assign Booking Agent – pasting the email address here, of your RoomsHere.com registered Booking Agent will display your calendar in the Booking Agent Portfolio, to enable the management of your bookings and calendar • AAAT Rating • Short Description – select the most appropriate words to describe your property, as this information shows up in the hover box on the front page, and also works with the search engine optimisation • Accreditation • Visible to Users – allows you to hide your property if you wish • Detailed Property Description • Property Image <p>Map</p> <ul style="list-style-type: none"> • Sets the property position on the map so that consumers can see your property location <p>Statistics</p> <ul style="list-style-type: none"> • Search List displays how many times your Property has been displayed in town or regional searches • Property Details displays how many times your property listing has been opened and viewed <p>Add or Delete Product Calendar</p> <ul style="list-style-type: none"> • Click here if you wish to Add or Delete a Product Calendar – additional Product Calendars cost \$33.00 (inc GST) per annum <p>Linking to RoomsHere.com</p> <ul style="list-style-type: none"> • Provides you with a routine to paste into your accommodation website, so that consumers have access to your RoomsHere.com calendar to see your availability – please note that consumers are returned to your website, and cannot go off to other listings when using this routine 	<p>Calendar</p> <ul style="list-style-type: none"> • Provides quick access to show when your accommodation is fully booked • Some businesses prefer not to display rates, but like to show when their accommodation is available by displaying A in the days that are vacant • Can be used to display higher rates for weekends etc • Can be used to put up Last Minute Rates <p>Seasons</p> <ul style="list-style-type: none"> • Set up your prices years in advance so that you only need to maintain your calendar when this Product is fully booked – see below for more detailed instruction <p>Product Details</p> <ul style="list-style-type: none"> • Product Name • Product Type • Booking URL – links a product to your selected online booking system • Pays Commission/Booking Fee – discreetly flags your product in the Visitor Information Centre and Travel Agent Login as one that has been priced to pay commission • Visible to Users – allows you to hide your product if you wish • Description – allows you to put up details of this specific Product • Product Facilities, Specialities and Services – tick all the boxes that apply to your product. This is important as consumers can Use More Search Criteria to find products with specified facilities

SETTING UP YOUR SEASONS

One of the benefits of RoomsHere.com is that using the [Seasons](#) functions, you can set up 6 Seasons for your calendar, enabling you to display rates years in advance, so that the only time you need to go into RoomsHere.com is to display the **B** when your Property is fully booked.

Click on the **Product Name** which hyperlinks direct into the [Calendar](#).

DO NOT SET UP YOUR RATES HERE - this is where you maintain your calendar on a daily basis when only a few days need to be changed.

Click on [Seasons](#) where you can set up 6 Seasons with various date ranges.

[Calendar](#) | [Seasons](#) | [Product Details](#)

Seasons For '1. Two Night Stay'

Priority	Start Date	End Date	Price	Inclusions	
↑↓ Medium	01/04/08	30/03/09	AU\$170	Provisions for light breakfast	Edit Delete
↑↓ Low	01/04/09	31/03/10	AU\$180	Provisions for light breakfast	Edit Delete
↑↓ Lowest	01/04/10	31/03/11	AU\$190	Provisions for light breakfast	Edit Delete
	<input type="text" value="3/11/2008"/>	<input type="text" value="2/11/2009"/>	<input type="radio"/> Booked <input type="radio"/> Available <input checked="" type="radio"/> AU\$ <input type="text"/>	<input type="text" value="None"/> Add Edit Del	Add Season

RoomsHere.com has already set up your first season to display the “-“ for this product.

Remember, this is a 12 month calendar, and at midnight 12 months from today, the calendar will roll over to the next day, so you will therefore need to set your calendar up to extend well past 12 months.

Click [Edit](#) to set up the first season

If you wish to display an inclusion such as **Provisions for Light Breakfast** etc., Click [Add](#) and type in your inclusion (you can set up multiple inclusions for future use). Click **Save**.

[Calendar](#) | [Seasons](#) | [Product Details](#)

Seasons For '1. Two Night Stay'

Priority	Start Date	End Date	Price	Inclusions	
↑↓ Medium	01/04/08	30/03/09	AU\$170	Provisions for light breakfast	Edit Delete
↑↓ Low	01/04/09	31/03/10	AU\$180	Provisions for light breakfast	Edit Delete
↑↓ Lowest	01/04/10	31/03/11	AU\$190	Provisions for light breakfast	Edit Delete
	<input type="text" value="3/11/2008"/>	<input type="text" value="2/11/2009"/>	<input type="radio"/> Booked <input type="radio"/> Available <input checked="" type="radio"/> AU\$ <input type="text"/>	<input type="text" value="None"/> Add Edit Del	Add Season

Add Inclusion

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As a general rule the “Tourism Season” runs from the 1st April to 30th March each year, and many Accommodation Businesses review their tariffs in line with these dates which tend to work in with many publication reprints and website tariff updates.

For the businesses who wish to set high and low seasons, there are various ways to do this:

- Set up lots of short seasons (which quickly use up the 6 available seasons)
- Set a 12 month season which can be over-riden with short seasons
- Set a 12 month season and go back to the calendar to show short seasonal changes by ticking the boxes in the calendar

To set up this first Season:

- **Start Date** has already been set to today's date
- Select the **End Date** calendar, and in the pop up calendar, scroll along to select the date required for the end of your first season

[Calendar](#) | [Seasons](#) | [Product Details](#) | [Product Transactions](#)

Seasons For '2. SmartStay Package - 4 nights for the price of 3'

Priority	Start Date	End Date	Price	Inclusions	
Low	01/04/08	30/03/09	AU\$128	Provisions for light breakfast	Edit Delete
	<input type="text" value="1/04/2009"/>	<input type="text" value="2/11/2009"/>	<input type="radio"/> Booked <input type="radio"/> Available <input checked="" type="radio"/> AU\$ <input type="text"/>	None Add Edit Del	Add Season

Monday, 3 November 2008

Select date

November 2009							December 2009						
Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
26	27	28	29	30	31	1	30	1	2	3	4	5	6
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31	1	2	3
30	1	2	3	4	5	6	4	5	6	7	8	9	10

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You can set up a whole Season to display as being **Booked**, being **Available** or to display rates.

Price
<input type="radio"/> Booked
<input type="radio"/> Available
<input checked="" type="radio"/> AU\$ <input type="text"/>

Click **Booked** if you wish to display this season as being fully booked

Click **Available** if you wish to display this season as being vacant

Enter a \$value here to display your rates

Click **Save**

Set up your other 5 Calendars in the same manner

IMPORTANT If you wish one Season to over-ride another, always make sure that the over-riding Season is set as a higher priority than the one it is over-riding.