



# B&B Owners Information Sheet

## Room Availability / Rates Calendar

It is important that you display all available rooms on your own website or page as bookings from this source are either commission free or our low associate fee of 6%. You can update your availability automatically or click on a booking and either confirming or declining. Adding bookings from 3rd parties is as easy as clicking on the date and adding the guests name - this adds the guest to your arrivals / departures page and shows that room as booked on your website/page. You can apply discounts, special offers and last minute deals (these can be discounted on rooms not sold automatically). Rooms can be priced for under occupancy automatically. Code can be provided free of charge to embed this same booking system in any other websites you maintain - allowing you to manage bookings in one place.

<a href="#">← Month</a> <a href="#">← Week</a>		Arriving: <b>23 Mar, 2017</b>	Departing: <b>25 Mar, 2017</b>	Staying: <b>2 nights</b>		<a href="#">Week &gt;</a>	<a href="#">Month &gt;</a>								
March, 2017		Sat 18 Mar	Sun 19 Mar	Mon 20 Mar	Tue 21 Mar	Wed 22 Mar	Thu 23 Mar	Fri 24 Mar	Sat 25 Mar	Sun 26 Mar	Mon 27 Mar	Tue 28 Mar	Wed 29 Mar	Thu 30 Mar	<b>Select Rooms</b>  <a href="#">Add</a>  <a href="#">Add</a>  <a href="#">Add</a>  <a href="#">Add</a>  <a href="#">Add</a>  <a href="#">Add</a>
Room 1		76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	
Room 2		76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	76.50	
single occupancy		75	75	75	75	75	75	75	75	75	75	75	75	75	
Dulcet Room - Lake View		81	81	81	81	81	sold	sold	81	81	81	81	81	81	
single occupancy		60	60	60	60	60	sold	sold	60	60	60	60	60	60	
Dawes Family Room		108	108	108	108	108	108	108	108	108	108	108	108	108	
this room for 3 people		100	100	100	100	100	100	100	100	100	100	100	100	100	

Room Availability / Rates Calendar as seen on a members website

<a href="#">€ Rates &amp; Availability</a> <a href="#">Offers</a> <a href="#">Arrivals &amp; Departures</a>		March, 2017														
		<a href="#">← Month -</a> <a href="#">← Week -</a> <a href="#">&lt; Day -</a> <a href="#">Today</a> <a href="#">+ Day &gt;</a> <a href="#">+ Week &gt;</a> <a href="#">+ Month &gt;</a> <a href="#">+ Year &gt;</a>														
		Wed 15 Mar	Thu 16 Mar	Fri 17 Mar	Sat 18 Mar	Sun 19 Mar	Mon 20 Mar	Tue 21 Mar	Wed 22 Mar	Thu 23 Mar	Fri 24 Mar	Sat 25 Mar	Sun 26 Mar	Mon 27 Mar	Tue 28 Mar	Wed 29 Mar
Deluxe Double		70	70	70	70	70	Breda O'Sullivan			70	70	70	60	70	70	70
Deluxe Twin		70	70	70	70	70	70	Tom Jones	70	70	70	Joe Deane	60	70	70	70
Family Room		120	120	120	120	120	120	120	120	120	120	120	120	120	120	120
Triple Room		60	60	60	60	60	Ting Tong					60	60	60	60	

List All Bookings

Booked
  Blocked
  Discounted Rate

Room Availability / Rates Calendar as seen in the My B&B Admin Panel

## SETTING UP ROOMS

Log into your Admin Panel <https://my-bnb.com> you will need your Email Address & Password.

In the top menu click on "Rooms & Rates" (left hand blue button) - The "Add a New Room" panel will be displayed.

**Bed Layout** - Select the bed icon for your first room (double, single, triple, other etc.)

**Number of Rooms** - If you have rooms of the same configuration enter the number here.

**Room Name** - You may list your rooms using numerals(Room 1, 2, 3 etc) or if your rooms have individual names use those (Blue Room, Rose Room etc.)

**Room Description (optional)** - typically "quiet room with sea view" - **Breakfast Included** - Select Yes or No

**Minimum Nights Stay** -If you wish to apply a minimum nights stay for any room enter the number of nights here.

**Base Rate** - Rate for the **room** per night. You can change this rate for different periods or day of the year.

## ALLOW UNDER OCCUPANCY

**Allow Single** - Select yes to allow this room, to be sold as a single.

**Single Rate** - Enter the rate for single occupancy.

Click "Save This Room"

To setup further rooms click the Blue + Sign, top left, below the month and year.

## SETTING NEW RATES FOR DIFFERENT PERIODS OF THE YEAR

On the calendar, and the associated room, click the starting date of the rate change. This will open a new panel. Click on the "€£\$ Rate & Discount" tab.

**Price (per night) €** - Enter your new rate.

**Discount (optional)** - This applies a discount to this room should it be empty for the next 15 days.

**Start Date** (if more than 1) - The start date of your rate change. Already entered from clicking the calendar.

**End Date** - Click into the box and, from the calendar, pick the end date of the rate change.

**Minimum Nights Stay** - If you wish to change or apply a minimum nights stay do so here.

**Weekdays** - Select All for every day of the week or deselect any day for which the new rate does not apply.

Click "Save Rate(s)"

## ADDING BOOKINGS FROM OTHER SOURCES.

On the calendar and the associated room, select the arrival date of the guest - Then select the "Booking" Tab.

**Guest Name** (Minimum Input) - Enter the name of your guest or guests.

**Arrival Date** - Already selected from the calendar.

**Departure Date** - Click into the box and, from the calendar, select the departure date.

**Number of Nights** - Into the box enter the number of nights the guest/s will be staying.

**Number of People** - Here enter the number of people staying.

**Booking Source** - From the drop down box select the booking source.

**Guest Contact** - Enter your guests email address or telephone number or both.

**Booking Ref. (if applicable)** - Enter the reference from your booking source.

Click "Book Date(s)"

## BLOCKING DATES

Block Off Rooms (make them unavailable) - On the calendar and the associated room, click the starting date of the period you wish to block. This will open a new panel. Click on the "Block Date(s)" tab.

**Start Date** - Already entered from the calendar.

**End Date** (if more than 1 day) - If you are blocking a period click into the box and, from the calendar, select the end date of the period.

**Weekdays** - Select All for every day of the week or deselect any day to leave the day available.

**Block All Rooms** - Here you can block just this room or all rooms. Click the appropriate option.

Click "Block Dates"