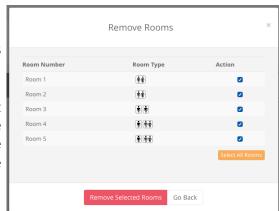## Setting Up Rooms & Managing Bookings

Bookings generated by the B&B Owners Association are commission free or on a very low rate of commission. Certainly, bookings from other sources **WILL** cost you more and affect your profitability. It's important therefore, to display your rooms and availability on the B&B Owners booking system to maximise profit and ensure reliable & secure payment.
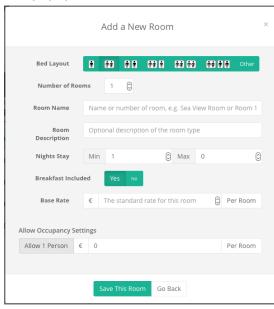
Setting up your rooms

Adding and deleting rooms to match your inventory is simple, just click the ➕➖Icons

If the rooms in your dashboard do not match your actual rooms, click on the red ➖ icon and the box to the right will popup appear - To delete ALL rooms - click the orange button marked "Select All Rooms" then click the red "Remove Selected Rooms" button. You can of course just select the individual rooms you wish to remove.

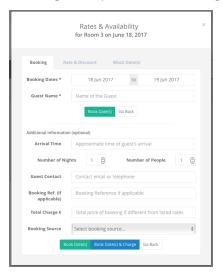You can then setup or add your rooms in a logical order by clicking the blue ➕ icon - the box below will popup.

1. **Bed Layout:** Select the bed layout icon that matches your room type
2. **Number of Rooms:** You may increase this if you have several rooms of the same type
3. **Room Name:** You may enter a name or number here e.g. Room 2 or Byron Room
4. **Room Description:** When you click "Bed Layout" this is automatically filled with room type but you may overtype or amend this. This description is revealed when a guest hover over the room on your webpage / website.
5. **Min / Max:** Default is one nights stay
6. **Breakfast:** A B&B by definition provides a breakfast but for competitive reasons you may wish to offer a room without - clicking "NO" add without breakfast to the description
7. **Base Rate:** This sets the room rate for the whole year - Seasonal Rates are set up by clicking on the start date on the calendar.
8. **Occupancy:** Room Rates can be displayed for under occupancy i.e. Double let as a single
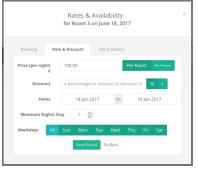
Rooms and Rates Calendar

Clicking on any room / date brings up a popup box - it has 3 main functions

Bookings

Here you can examine the details of existing bookings or add bookings manually. To add a booking from a 3rd party (say booking.com), as a minimum, simply type in the name of the guest - this will up date your calendar and add the guest to your arrivals/ departures list. You may add any further info such as number of nights
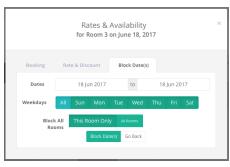
Seasonal or Daily Rates

You can amend your Room base rate to reflect.

1. Holiday Weekends
2. Local Events
3. Discounts for midweek
4. Premium for weekends
5. Seasonal Rates
6. Discounts for Last Minute

This allows you to optimise your profit when times are good and be more competitive when you need to be.

Discounted Rates that are 15 days hence are displayed as Last Minute on our websites.

Blocking Rooms / Dates

Rooms are automatically blocked if you add a booking. However, there may be other reasons to block rooms so they cannot be booked.

- Closed - Out of season
- Redecoration
- Block Bookings
- Sudden Family Bereavement
- Any day of the week

To block a date or period, click on the date in the rooms & rates calendar for the room you wish to block. The popup box above will appear - select the "Block Date(s)" tab, fill in the dates and select this room only or All Rooms - Click the button Block Dates - done.

Special Offers

At the top of the room & rates section click "Special Offers"

You can display these own your website over a fixed period - e.g. 3 night stay for 2 people.

Special Offers have been part of our our booking system for a number of years now and these are syndicated across our network of portals, directories and regional websites.

They are usually displayed at the top of the page for your town.