



B&B Owners Information Sheet

Dashboard Tips & Tricks

Adding 3rd Party Bookings

Twin Room 2		120	120	120
Twin Room 3		120	120	120
Twin Room 4		120	120	120

To add bookings from other sources to your calendar go to **“Room & Rates”** in the **My B&B Dashboard Menu**. You can click on any bed night (Room/Date) and a pop up

box will appear (right) - You can add as much info as you like but as a minimum type in the guest's name to show that bed night as “Booked”. This has the advantage of:-

- Updating your dashboard calendar
- Showing this room as booked on your website
- Adding this guest to your arrivals / departures

Unfortunately, you cannot take payment automatically with 3rd party bookings but you can take payment by entering their credit/debit card details into your STRIPE virtual terminal.

Rates & Availability
for Twin Room 3 on August 01, 2017

Booking | Rate & Discount | Block Date(s)

Booking Dates * 01 Aug 2017 to 02 Aug 2017

Guest's Name * TYPE GUESTS NAME

Book Date(s) Go Back

Additional information (optional)

Arrival Time Approximate time of guest's arrival

Number of Nights 1 Number of People 1

Guest Contact Contact email or telephone

Booking Ref. (if applicable) Booking Reference if applicable

Total Charge € Total price of booking if different from listed rates

Booking Source Select booking source...

Book Date(s) Book Date(s) & Charge Go Back

