

BookinHolland

Adjusting and managing calendar

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Add new rates / dates

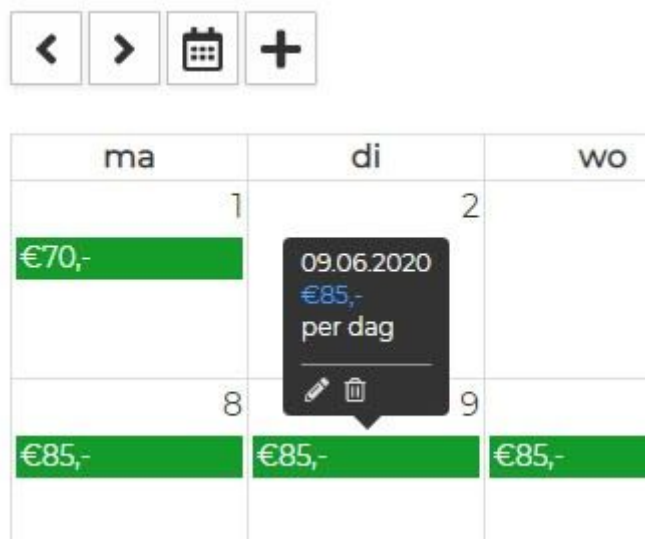
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Manage the occupancy calendar

To manage the occupancy calendar of your accommodation, first log in to the website with your username and password.

Adjusting and managing calendar

- The occupancy calendar of your accommodation has 1 management for all languages.
- Surf to one of the pages of your accommodation and click on the link to the occupancy
- **Your user account is set as the owner of the calendar.**
This allows you to add dates and rates to the calendar and manage rates / dates.
- Because you own the calendar, you have the + icon at the top of the calendar to add new dates / rates to the calendar.
- If you want to change or delete a date, for example because this date is (already) occupied, move your mouse over the date and click on
 - the **pencil icon** to change the information about this date.
Is this date part of a series , then the series can also be adjusted.
 - The **Recycle Bin icon** to delete the information on this date from the occupancy
 - calendar is the most convenient, and for the visitor the clearest, is to provide the calendar with dates that are still available and what it is (day or weekly rate) of those dates. The visitor can then immediately see which data is still available.



(example pencil and trash can icon in the calendar)

Add new rates / dates

- By clicking the present + icon at the top of the calendar, you can add 1 or more dates and rates.
For example, if you want to add a rate to a series of dates, you can indicate which days and until which end date they should be added.
- Place as the title the rate of the day or week.
- If you want to provide a weekly rate and a fixed changeover day for a number of weeks, this is of course also possible.

Vakantie Portal

Voorbeeld kalender



(Example plus icon above the calendar to add new dates / rates)