

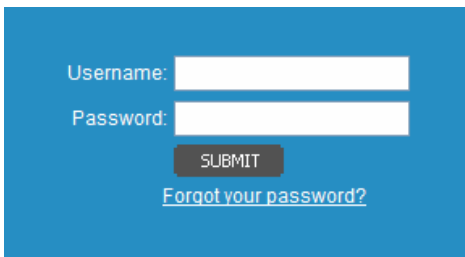
If you have difficulty in following these instructions, please don't hesitate to contact me.

Instructions on how to update your bookings and weekly pricelists on the Gower Holidays search facility.

To administer your account, you need to follow this link:

<http://www.cometogower.co.uk>

1. Click on the LOGIN button (one of the options on the green coloured menu on the left hand side of the screen).



This screen should appear.

If nothing appears, please click refresh in your browser or the LOGIN button on the menu, until it does. (This is an intermittent problem, slightly frustrating, but it will appear eventually).

Enter your username and password and press SUBMIT.

The following options appear beneath the map:

[User Profile](#) | [Manage Adverts](#) | [Logout](#)

This step (contained in this box) only needs to be done the first time that you access the system, or if you wish to change your password in the future!

Click on USER PROFILE to change your password. If you wish to enter a few lines about yourself in the resume section then you can. Remember that the resume is about YOU not your property. Press SUBMIT to save those details.

2. Next go to MANAGE ADVERTS

An overview of your property/ies will appear here. If you click on the overview, it will take you through to edit that particular property. **Remember that if you have more than one property, you will need to repeat the following steps for each property.**

Go down to the bottom of the screen, you will see these menu options:

[edit](#) | [update bookings](#) | [view bookings and pricelist](#) | [edit pricelist](#)

This document keeps referring to these menu options, so read them carefully.
Click on the EDIT menu option.

If you have difficulty in following these instructions, please don't hesitate to contact me.

Update an existing advert here

Address:

Property type:

Bedrooms:

Shower/bathrooms:

Sleeping up to:

Website:

Self catering low price:

Self catering high price:

Fireplace: yes no

Cot: yes no

Smoking allowed: yes no

Pets allowed: yes no

Sea View: yes no

Limited Mobility Access: yes no

Countryside Views: yes no

Washing Machine: yes no

Dishwasher: yes no

Garden: yes no

Vacancies Known: yes no

Please check that all your details are correct on the screen that appears:

Pay particular attention to the VACANCIES KNOWN field. If it is set to 'No' then your bookings will be disregarded. If you are going to keep your bookings up to date, then you need to ensure that it is set to 'YES'

N.B. For the sake of the Gower Holidays search facility the following rules apply:

Washing machine will indicate that there is access to a washer which may not necessarily be in the property, e.g. it could be a launderette on a leisure park.

Limited Mobility Access is suggesting that you fall into the category of maybe having a few steps and then everything is on one level, or you may have complete wheelchair access (and all those scenarios in between).

Once you are happy that the data is correct, press SUBMIT.

3. Now to update your bookings you need to click on the UPDATE BOOKINGS menu option.

Update your bookings here

Address: The Gables, Pitton

Start date:

No. of nights:

Booked?: yes no

Enter the start date of your first booking and enter how many nights the booking is for. Choose 'yes' to indicate that it is booked, and press SUBMIT to confirm what you have entered.

Should you make a mistake or have a cancellation the same procedure would apply, but you would choose 'no' to indicate that it was not booked.

Initially for a new client, or when new dates are added for the start of a new year, the booking status for all dates is set to 'unknown'. This is done in an attempt to keep the data in the search by date part of the search facility correct. I would suggest that when this happens, that you first set the booking status for all dates to 'available' by choosing the first date where the booking status has not been previously updated and e.g. enter no. of nights at '400' and choosing 'no', before continuing to enter your dates that are, in fact, booked. Please remember that any date when your property is not available for whatever reason, should appear as "booked".

If you have difficulty in following these instructions, please don't hesitate to contact me.

To check that what you have entered in terms of your bookings has been saved correctly, click the VIEW BOOKINGS AND PRICELIST menu option.

Availability and weekly prices (if applicable) for Riverside Cottage, Middleton, Rhossili

Date	Booked?	Week Commencing	Price per week / £
January 2010, 29th (Fri)	available	29th January 2010	unknown
January 2010, 30th (Sat)	available	5th February 2010	unknown
January 2010, 31st (Sun)	available	12th February 2010	unknown
February 2010, 1st (Mon)	available	19th February 2010	unknown
February 2010, 2nd (Tue)	available	26th February 2010	unknown

Using the scroll bar at the edge of your screen, you can view all the dates for your property until the end of the year.

4. If you wish to add or alter a pricelist for your property you need to click on the EDIT PRICELIST menu option

Update your weekly prices here

Address: Bayholme Cottage

Start date:

Price in £ e.g. 250
(Please do not enter a £ sign or any decimal points)

Choose a weekly start date for the year from the drop down list. (This list is populated with the dates for a Friday or Saturday changeover, depending upon which is applicable for your property).

Enter the price without any decimal points or pound signs into the box and click SUBMIT.

Repeat these steps for all the weeks of the year.

N.B. For dates when you are not letting e.g. due to site closure in the case of Gower Holiday Village and Oxwich Leisure Park, you should enter n/a in the price box.

To view the completed pricelist, click on the VIEW BOOKINGS AND PRICELIST menu option. To return to the main screen, click the 'back' button in your browser.

If you need to change a price for whatever reason, simply select the date from the menu and enter a new value in the price box and click SUBMIT.

5. Finally, if you wish to add some further comments about your pricing, e.g. how the enquirer should calculate the approximate cost of a short break, or if you offer a discount for whatever reason, or if you charge

Comments on pricing:

e.g. dogs accepted at £20 per week per dog or to calculate the approximate cost of a short break... or discount available for...

per dog etc. there is space available for you to do this. Click on the EDIT menu option. Add your comments to the "Comments on pricing" box and click SUBMIT.

When you have finished, click LOGOUT.

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