

## Calendar Setup Instructions

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### 1. Setting up your pricing and availability calendar for the first time

- Click on the “Set up your pricing” link in your Homeowner’s Center.
- Choose the first option: “I would like to set up a free availability/pricing calendar (highly recommended).”
- Choose your Start or “turnover” day.
- Check the box if you would like your Start day published on your listing.
- Click “Submit.”
- Follow the instructions below to enter your pricing and availability information.

### 2. Restoring your pricing and availability calendar if it has been removed

- Click on the “Restore calendar” link.
- Click the “Restore” button.
- Update your pricing and availability information (instructions below).
- Scroll down to the bottom of the page and click “Submit” in order to save your new information.

### 3. Entering or editing your existing pricing and availability calendar

- Using the drop-down lists provided, select your minimum stay requirements for each of the rental seasons. (If you rent your home by the week during the shoulder season – May/June & Sept./Oct. – be sure that your minimum off-season stay is 7 days or less.)

**\*\*Select a minimum stay for each season:**

Off-season 2009/10 9/5/2009 - 6/25/2010	Summer 2010 6/26/2010 - 9/3/2010	Off-season 2010/11 9/4/2010 - 6/24/2011	Summer 2011 6/25/2011 - 9/2/2011
3 Nights	7 Nights	3 Nights	7 Nights

- Enter your **daily pricing** for a season only if your property is available for less than a week during that particular season. You may enter a range or simply one fixed rate. If you have a minimum stay requirement of a week or more, leave the fields blank for that season.

Enter a daily price or price range below **ONLY** for minimum stays of *less than 7* nights.

\$ <input type="text" value="200"/> to \$ <input type="text" value="300"/>	\$ <input type="text" value="0"/> to \$ <input type="text" value="0"/>	\$ <input type="text" value="200"/> to \$ <input type="text" value="300"/>	\$ <input type="text" value="0"/> to \$ <input type="text" value="0"/>
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- Scroll down to the first month on the calendar that your property is available.
- Enter your pricing in the column on the left titled “Weekly price.” You must enter a weekly price for each available week.
- Make sure any available day for rent is unchecked

Enter Weekly Price

Weekly Price	AUGUST 2010							<input type="radio"/> ← Click to mark entire month as Booked <input checked="" type="radio"/> ← Click to mark entire month as Not Booked
	Sa	Su	M	Tu	W	Th	F	
(see prev. month)		1 <input type="checkbox"/>	2 <input type="checkbox"/>	3 <input type="checkbox"/>	4 <input type="checkbox"/>	5 <input type="checkbox"/>	6 <input type="checkbox"/>	<input type="radio"/>
\$ <input type="text" value="2200"/>	7 <input type="checkbox"/>	8 <input type="checkbox"/>	9 <input type="checkbox"/>	10 <input type="checkbox"/>	11 <input type="checkbox"/>	12 <input type="checkbox"/>	13 <input type="checkbox"/>	<input type="radio"/>
\$ <input type="text" value="2200"/>	14 <input type="checkbox"/>	15 <input type="checkbox"/>	16 <input type="checkbox"/>	17 <input type="checkbox"/>	18 <input type="checkbox"/>	19 <input type="checkbox"/>	20 <input type="checkbox"/>	<input type="radio"/>
\$ <input type="text" value="2200"/>	21 <input type="checkbox"/>	22 <input type="checkbox"/>	23 <input type="checkbox"/>	24 <input type="checkbox"/>	25 <input type="checkbox"/>	26 <input type="checkbox"/>	27 <input type="checkbox"/>	<input type="radio"/>
\$ <input type="text" value="2200"/>	28 <input type="checkbox"/>	29 <input type="checkbox"/>	30 <input type="checkbox"/>	31 <input type="checkbox"/>				<input type="radio"/>
<input type="checkbox"/> ↑ Check to mark this day as booked								
Price for full month	\$ <input type="text" value="0"/> to \$ <input type="text" value="0"/>							

- Continue with this procedure for each month.
- When finished, scroll to the bottom of the page and click “Submit” – if not, your changes will not be saved!
- Verify Your Calendar:** Click on the “View Calendar” button on the top right portion of your calendar editing page to be sure all of your pricing and availability information is accurate.

**Note:** Be sure to update your calendar regularly (every 2-3 weeks or so during the busy season) with current pricing and availability. At the top of your calendar, there is a “date stamp” for all vacationers to see. This is the last time your calendar was updated. Simply by going to your calendar page and clicking the “Submit” button, the date stamp will be changed to the current date. Doing so will assure vacationers that your calendar is accurate and up to date.

#### **4. Entering additional pricing information**

- Scroll down to near the bottom of the calendar page
- Fill in the “Other price info” at the bottom of the Calendar page with additional pricing information such as multiple-week discounts, additional fee for linens, etc.
- Scroll down to the bottom of the page and click “Submit” in order to save your new information.

#### **5. Entering additional availability information**

- Scroll down to near the bottom of the calendar page.
- Fill in “Availability info” window at the bottom of the Calendar page with additional availability information such as “partial weeks considered during off-season” or “Some flexibility with dates – please inquire,” etc.
- Scroll down to the bottom of the page and click “Submit” in order to save your new information