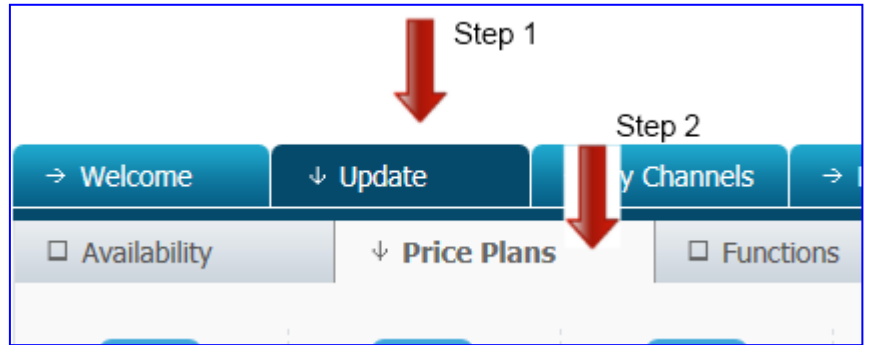


Updating your prices through Guestlink

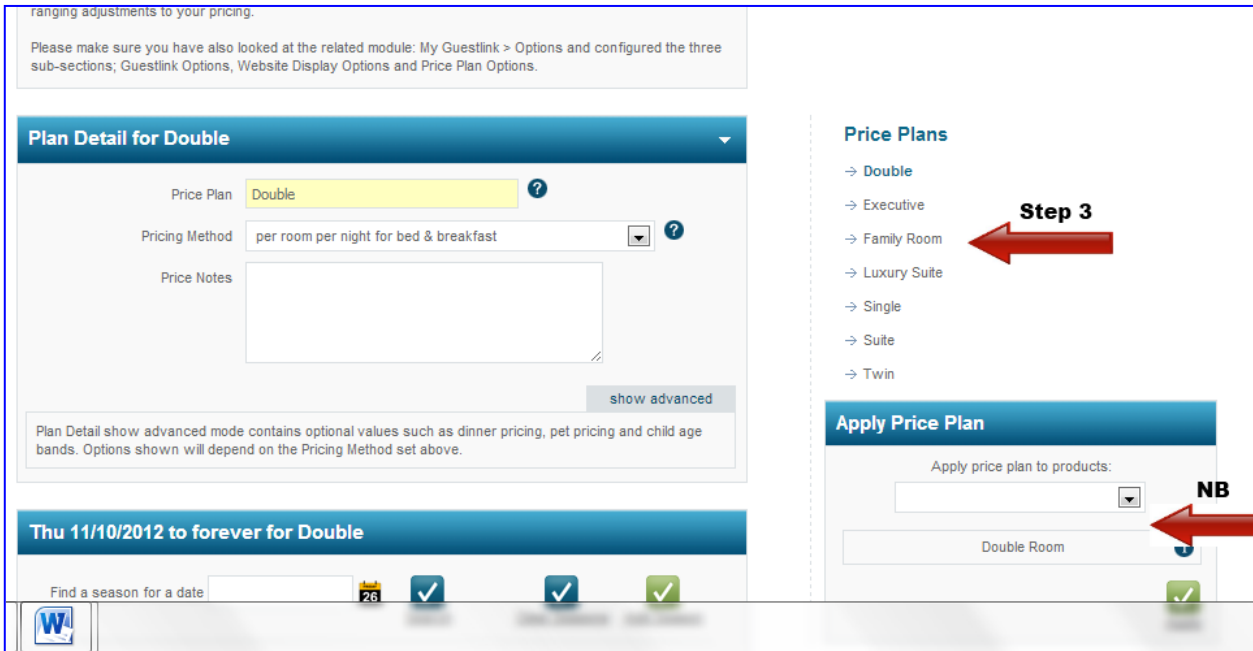
Step 1) Log into Guestlink (please contact your data steward if you have problems logging in)

Step 2) Go to 'Update' > 'Price Plans'

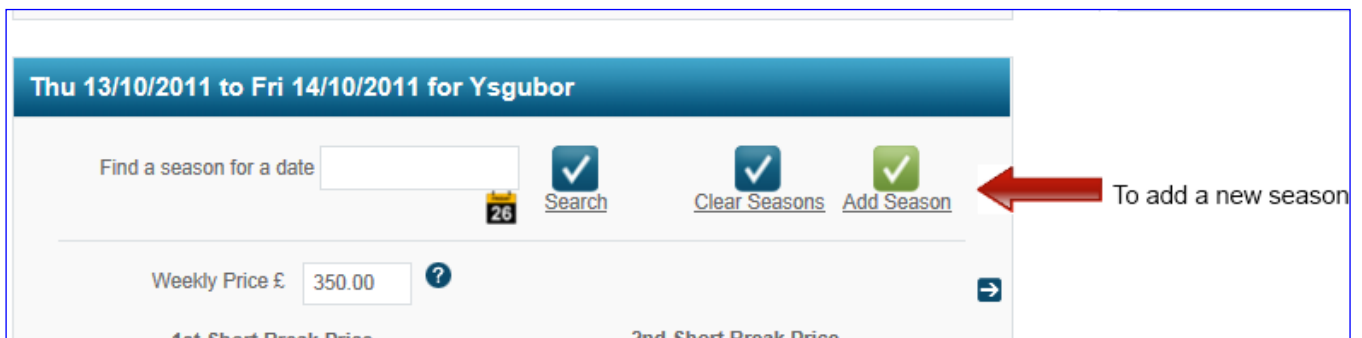
Step 3) Select the Product/Room you wish to alter/set up the pricing for.



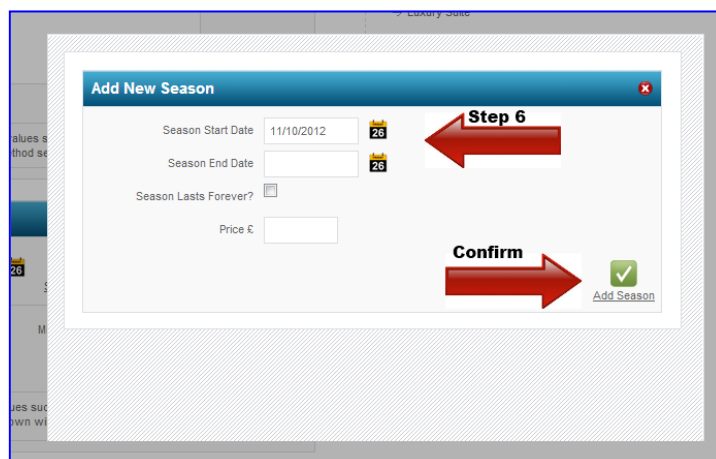
NB: Ensure your products are attached to the correct price plan



Step 5) To add new seasons select the 'add season button'



Step 6) Insert dates



The page will then reload back to the main page with your season dates selected on the top in blue.

Thu 11 Oct 2012 to Wed 17 Oct 2012 for Double

Find a season for a date 26 Search Clear Seasons Add Season

Price £ ? Minimum Nights Stay ?


hide advanced

Season show advanced mode contains optional values such as daily prices for multiple day stays, extra person and reduced occupancy pricing. Options shown will depend on the Pricing Method set above.

Daily Prices For:

2 Day Stay £	<input type="text"/>	?	Single Occupancy Discount £	<input type="text"/>	?
3 Day Stay £	<input type="text"/>	?	Daily Extra Person Price £	<input type="text"/>	?
4 Day Stay £	<input type="text"/>	?	Child Band 1 Discount £	<input type="text"/>	?
5 Day Stay £	<input type="text"/>	?	Child Band 2 Discount £	<input type="text"/>	?
6 Day Stay £	<input type="text"/>	?	Child Band 3 Discount £	<input type="text"/>	?
7 Day Stay £	<input type="text"/>	?	Is Dinner Mandatory?	<input type="checkbox"/>	?

Once you have added your season you can then select the 'show advanced' tab indicated under the 'minimum night stay' option. Here you can add single occupancy pricing, child pricing etc

Once you're happy with your pricing please click the green 'confirm' button  at the bottom of the page



Confirm

Step 7) Once you have updated your pricing go into availability

→ Welcome ↓ Update

↓ **Availability** □ Price Plans

Step 8) You will notice a series of ?. To clear these and open the products up to be bookable please click the green confirm button at the bottom of the page.

NB: you will need to do this for each month you are happy to make live. Whilst the ? in the availability grid you will not be bookable or searchable through the website.

Other symbols and what they mean:



[Season Summary](#)

To see all pricing currently set up



[Pricing Wizard](#)

Use to add different pricing to selected days.



[View](#)

To view current calendar in demo mode