

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 e.g. Unit/Room you wish to alter/set up the pricing for.

Step 4) Ensure your product is attached to the correct price plan

The screenshot displays the Guestlink interface for managing price plans. At the top, a navigation bar includes 'Welcome', 'Update', 'My Channels', 'Bookings', 'Reports', 'My Guestlink', and 'Help'. Below this, a secondary navigation bar shows 'Availability', 'Price Plans', 'Functions', '+ Booking Extras', 'Details', 'eShop goods', and 'Of'. The main content area is divided into several sections. On the left, there are buttons for 'Add Price Plan', 'Delete Price Plan', 'Season Summary', 'View', 'Confirm', and 'How To'. The central section is titled 'Price Plans for Plas Y Nant' and 'Plan Detail for Ysgubor'. The 'Plan Detail for Ysgubor' section shows a form with fields for 'Price Plan' (set to 'Ysgubor'), 'Pricing Method' (set to 'per unit per week for normal occupancy'), and 'Price Notes' (Electricity, heating and linen included in price. Short breaks available out of season.). There is a 'show advanced' button at the bottom of this section. On the right side, there is a 'Price Plans' list with 'Ysgubor' and 'Ystabl'. Below this is an 'Apply Price Plan' section with a dropdown menu set to 'Ysgubor' and an 'Apply' button. Red arrows indicate the steps: Step 1 points to the 'Update' menu, Step 2 points to the 'Price Plans' sub-menu, Step 3 points to the 'Ysgubor' option in the 'Price Plans' list, and Step 4 points to the 'Ysgubor' option in the 'Apply Price Plan' dropdown.

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

Step 6) Add the season start and end date. Insert weekly price and click 'add season' button

The screenshot shows the 'Add Season' form in the Guestlink interface. The form is titled 'Thu 13/10/2011 to Fri 14/10/2011 for Ysgubor'. It features a 'Find a season for a date' field with a calendar icon, a 'Search' button, and buttons for 'Clear Seasons' and 'Add Season'. The 'Weekly Price £' field is set to '350.00'. A red arrow points to the 'Add Season' button with the text 'To add a new season'.

Step 7) A pop up box will appear. Please fill in your start/end date and weekly price. Then click 'add season'

Add New Season

Start Date / End Date Option Daily Saturday **Start Day**

Weekly Season Start Date **All Sat Listed**

Weekly Season End Date **All Fridays Listed**

Set price all year **Season Lasts Forever?**

Price £ **Weekly price for the period selected**

Add Season

Step 6) the page will reload back to the main page with your season dates selected on the top in blue.

To add short breaks to this season please fill in the information below. If you wish to have an 'any day' start date for the short break please select 'any' in the drop down box. To view all season select the 'season summary' button

Thu 13/10/2011 to Fri 14/10/2011 for Ysgubor **Date the season/short break is for**

Find a season for a date Search Clear Seasons Add Season **To add a new season**

Weekly Price £ **Short break information**

1st Short Break Price **2nd Short Break Price**

Short Break Start Day **Short Break Start Day**

Short Break Length **Short Break Length**

Short Break Price £ **Short Break Price £**

Extra Days £ **Extra Days £**

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.

Add Price Plan **Delete Price Plan** **Season Summary** **View** **Confirm** **How To**

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



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.