

Uploading Property Details via Guestlink (Page 1 of 2)

Log into Guestlink www.guestlink.co.uk

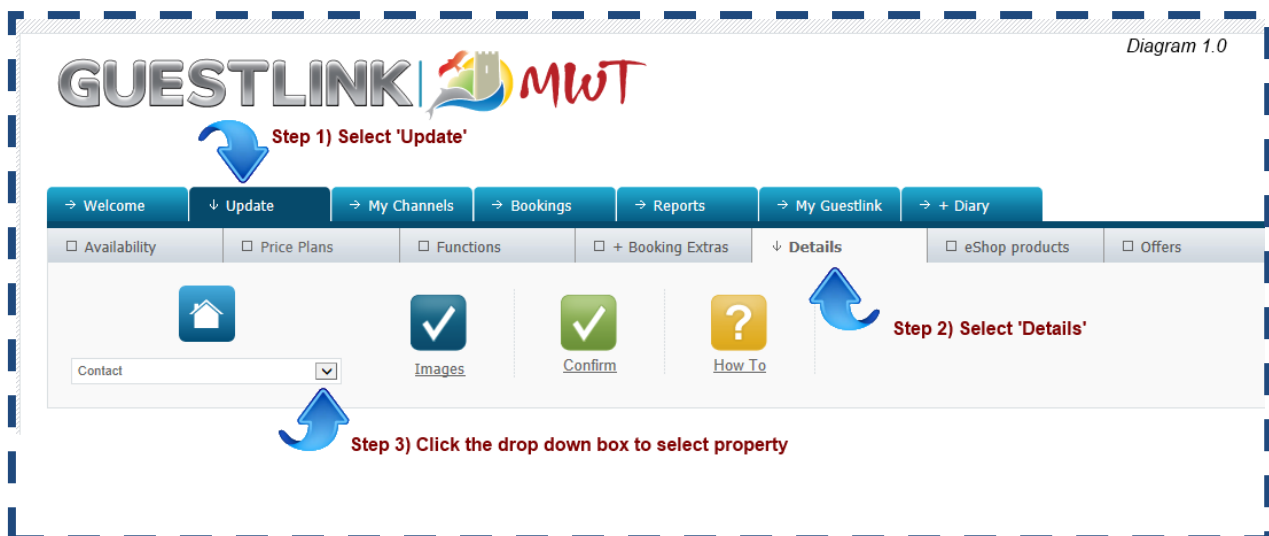
Step 1) Go to www.guestlink.co.uk and select 'login to Guestlink'



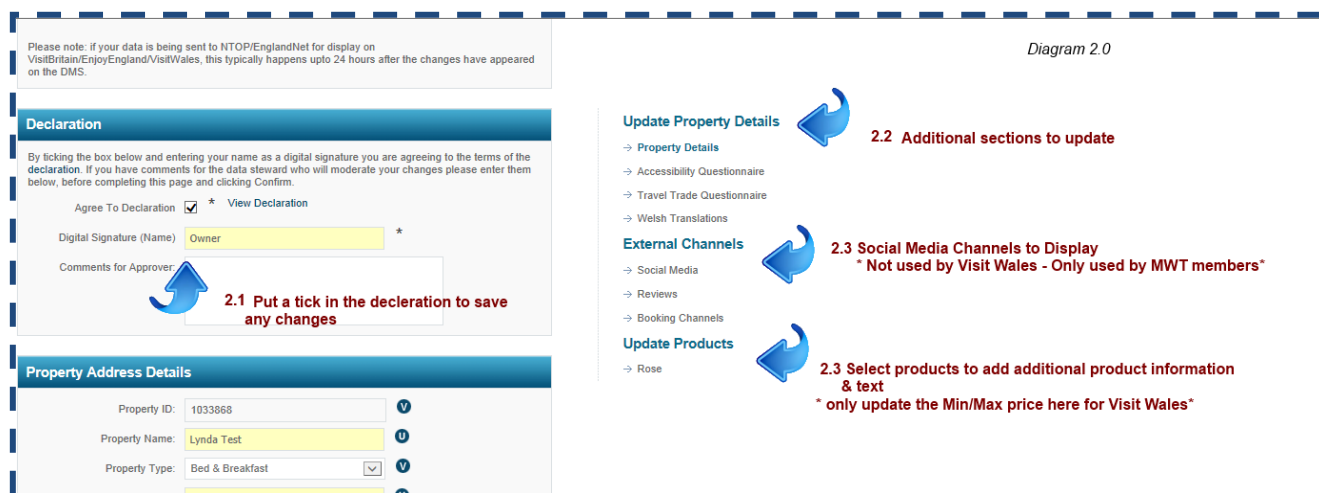
IF DO NOT HAVE YOUR UNIQUE LOG IN PLEASE CONTACT YOUR DATA STEWARD ON
01654 702653

If you are setting up a new password: Your password needs to be at least 8 characters long and contain at least one letter, number and special character (- %\$@_#&!). Passwords will need to be changed every 90 days and cannot be reused within a year. You should not share your password with anyone, you can use My Guestlink > Users to give other people a logon to your Guestlink account.

Step 2) Select 'Update' on the main menu and then select 'Details' from the sub-menu below. Then select your property you wish to update
(See diagram 1.0 below)



Step 3) Please ensure that you put a tick, in the ‘agree to deceleration box’ before you make any changes. *(See Diagram 2.0 below)*
 Scroll down the page to see sections which can be completed



2.0 Update Property Information section: You will also notice there are additional options to the right of each property page where you can add information such as accessibility questionnaire and travel trade information

2.3 External Channels: Here you can add your social media channels including Facebook, Twitter & Your Tube. *This section is not required for Visit Wales

2.4 Update Products: In this section you can add additional information regarding each room/unit. This is also where you can change your occupancy numbers, min/max pricing and more detailed facility options (Only your Min/Max price needs to be updated in here for Visit Wales only)

Step 4) Once you have make your changes on that page, please click the green ‘Confirm’ button to save any changes.

Please note: If you navigate away from the page prior to clicking confirm your information will be lost.

Please also note that the Guestlink system will automatically log out after a period of no activity. If you are making changes to your description we advise doing this in a word document first then copy & paste this into the relevant section of Guestlink