

## Uploading Property Details via Guestlink (Page 1 of 2)

**Log into Guestlink [www.guestlink.co.uk](http://www.guestlink.co.uk)**

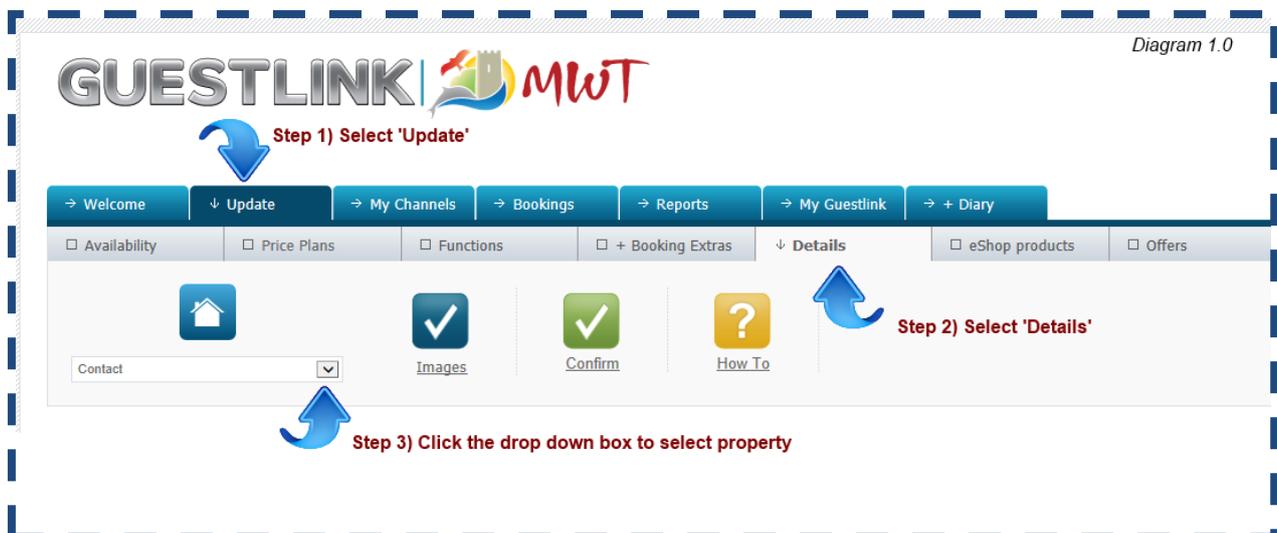
**Step 1)** Go to [www.guestlink.co.uk](http://www.guestlink.co.uk) and select 'login to Guestlink'



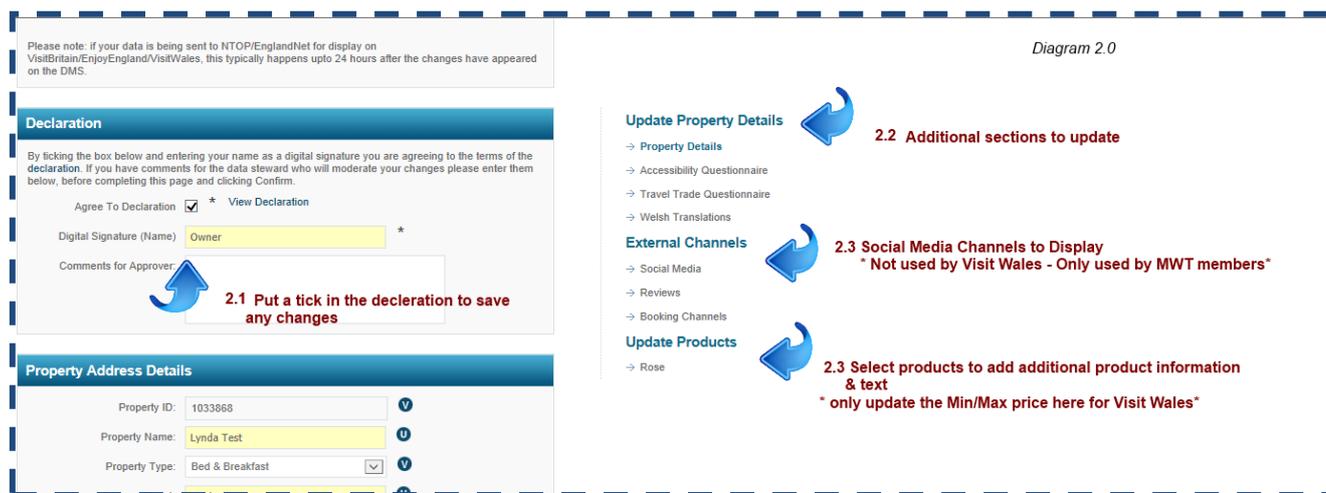
IF DO NOT HAVE YOUR UNIQUE LOG IN PLEASE CONTACT YOUR DATA STEWARD ON  
01654 702653

*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