



ACCOMMODATION BUSINESS

HOW TO DISPLAY LAST MINUTE RATES

RoomsHere.com Accommodation Business – How To Display Last Minute Rates

RoomsHere.com FOR ACCOMMODATION BUSINESSES

RoomsHere.com has been developed to provide two ways for you to attract direct bookings with your **Advanced Listing**:

- You can **Login** to display your **Last Minute Rates & Availability** – see following information
- Or, setup **Long Term Rates** which means you don't need to **Login** until your **Product** is fully booked – see **Accommodation Business User Manual, PAGE 19, SECTION 6 SETUP LONG TERM RATES**

NOTE: Each time you **Login** to your **Advanced Listing** it moves to the top of relevant search pages.

COMMISSIONABLE PRODUCT

Whilst RoomsHere.com is not an online booking system we encourage you to develop and display **Commissionable** Product:

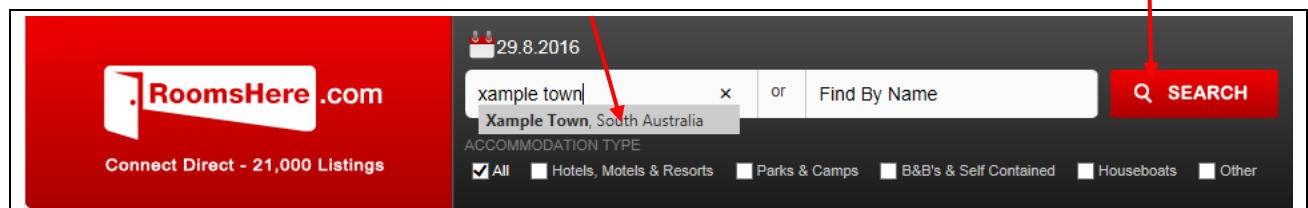
- Each Product can be flagged as **Commissionable** in the **Visitor Information Centre** and **Travel/Booking Agent** Logins, providing opportunities for you to negotiate and sell direct worldwide to a range of Retail and Wholesale Distributors
- Each Product can be linked to an online booking system of your choice providing mechanisms for 24/7 bookings

RoomsHere.com provides two types of **Accommodation** information:

1. TOWN SEARCH

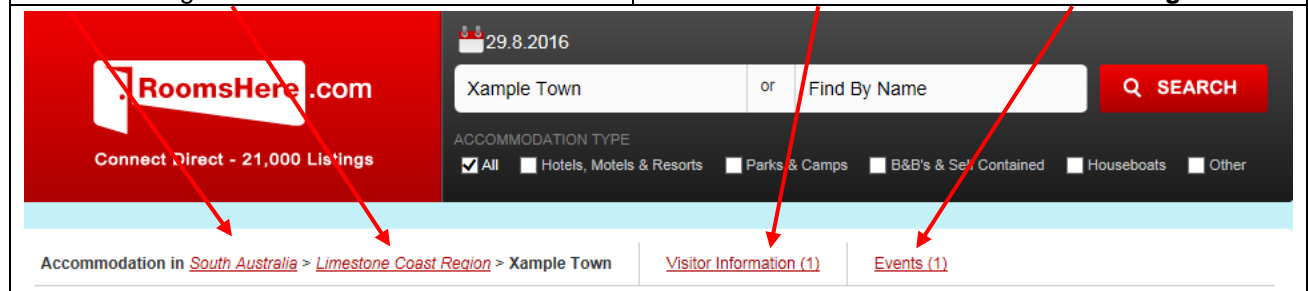
The **Town Search** is generated when using the search functions on RoomsHere.com Home Page which automatically retrieves all **Properties** that have been entered into our database for the particular town.

Go to www.RoomsHere.com, click into the **Find By Place** field, enter your town name, click **SEARCH**



The **Town Search** displays links to the associated State and Regional **Accommodation Lists**

It also links to associated **Visitor Information Centre Accommodation Guides** and **Event Listings**.



2. VISITOR INFORMATION CENTRE ACCOMMODATION GUIDE

In line with our policy to strive to list all **Accommodation Businesses** Australia wide, RoomsHere.com has also made the commitment to list every **Visitor Information Centre** as we understand their importance in the **Accommodation Industry**.

Each **Visitor Information Centre Accommodation Guide** is controlled and managed by the individual **Information Centre** and can be used in many ways to streamline their counter, phone and email enquiries:

- Setup to automatically include **Properties** in their immediate town, and nearby towns and areas
- Linked to an email proforma to streamline the process of servicing phone and email enquiries
- Linked to their website, assisting potential customers to find **Accommodation** without wasting multiple phone calls
- Featured on the **Visitor Information Centre** computer or iPad so that travellers can find vacancies themselves during periods of high demand

It is important to work with your town **Visitor Information Centre** as they are committed to marketing **Accommodation Businesses** in their local area and do provide a level of assurance to travellers.

If your **Accommodation Business** is not listed in your town **Visitor Information Centre Accommodation Guide**, it is in your interest, to make contact with them to assist the addition of your **Property(s)**.

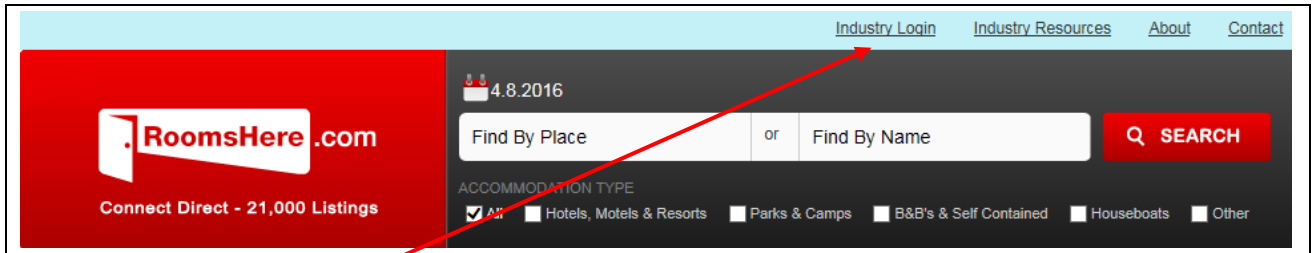
Event Listings, with similar content to **Visitor Information Centre Guides** have been designed to assist Participants and Attendees to find **Accommodation** close to the vicinity of an event. **Logins to Event Listings** are issued to the nominated Event Co-Ordinator or Manager.

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1. LOGIN TO AN EXISTING ACCOUNT

Once your **Property** has been setup as an **Advanced Listing** you will be able to edit all details by logging in with your Username and Password.

Go to www.roomshere.com.



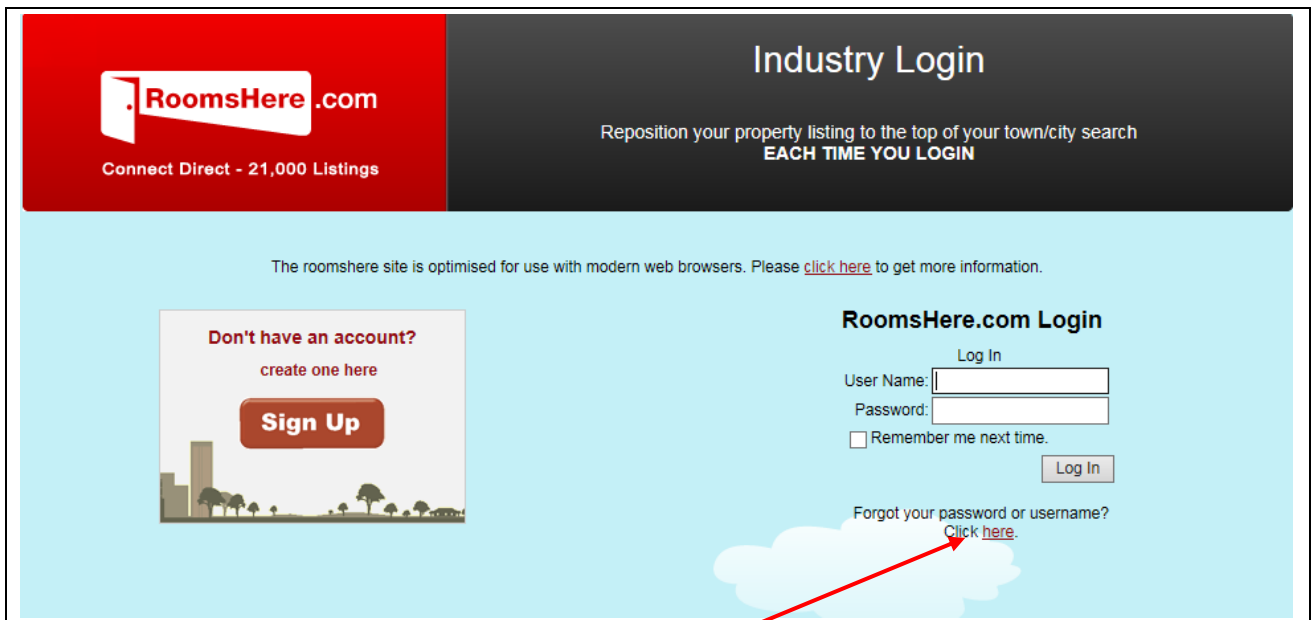
Click on **Industry Login**.

Set this as a favourite for future access or create a tab so that it automatically opens this page each time you start your browser.

Login by entering your Username and Password:

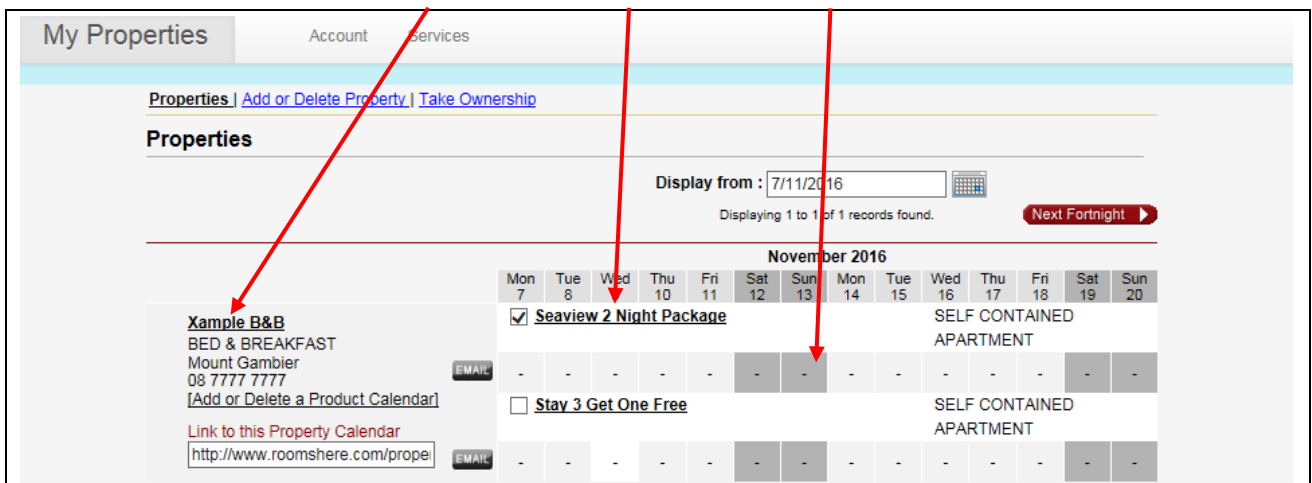
Username = _____

Password = _____



If you need to retrieve your Username or Password, click here and follow the directions provided – these will be sent to the email address within your listing.

Logging in will always land you on your **My Properties** Page where you have access to the three major components of your listing, the **Property**, the **Product** and the **Product Calendar(s)**.



2. DISPLAY LAST MINUTE RATES & AVAILABILITY

If your **Property** Listing does not yet display a **Product/Calendar** go to **Accommodation Business User Manual, SECTION 4. ADD A PRODUCT** on **Page 12**.

RoomsHere.com allows every **Property** to setup multiple **Products** each of which has the option to:

- Display **Last Minute Rates & Availability** as below
- Setup **Long Term Rates** as described on **Page 19** of the **Accommodation Business User Manual**

When using RoomsHere.com the only way **Users** can book your **Accommodation** is to **contact you direct via phone or email - it is therefore impossible to create double bookings from this website**.

If you use Online Booking Systems or Channel Managers, and don't wish to monitor further calendars, displaying **Last Minute Rates & Availability** using the **Calendar** function below, is the most efficient way to advertise nights that have not been sold or allocated.

You will need to use the **Calendar** as described below to display all changes in your bookings. All Information that is entered via this method, over-rides information which may have been entered in the setting up of **Long Term Rates**.

2.1 HOW TO DISPLAY LAST MINUTE RATES & AVAILABILITY

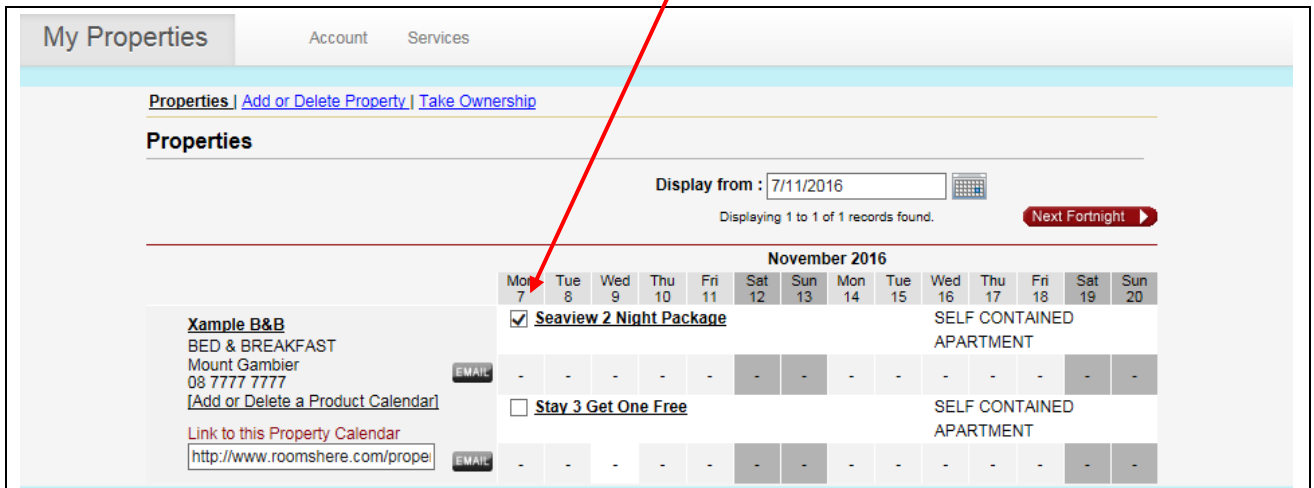
IMPORTANT: If you wish to setup your calendar for more than 30 continuous days, the best method is to setup **Long Term Rates**. This provides a similar function to online booking systems where you enter your **Rates** years in advance - see **Accommodation Business Manual, SECTION 6. SETUP LONG TERM RATES** on **Page 19**.

The **Calendar** function below has been specifically developed so that you can undertake the following:

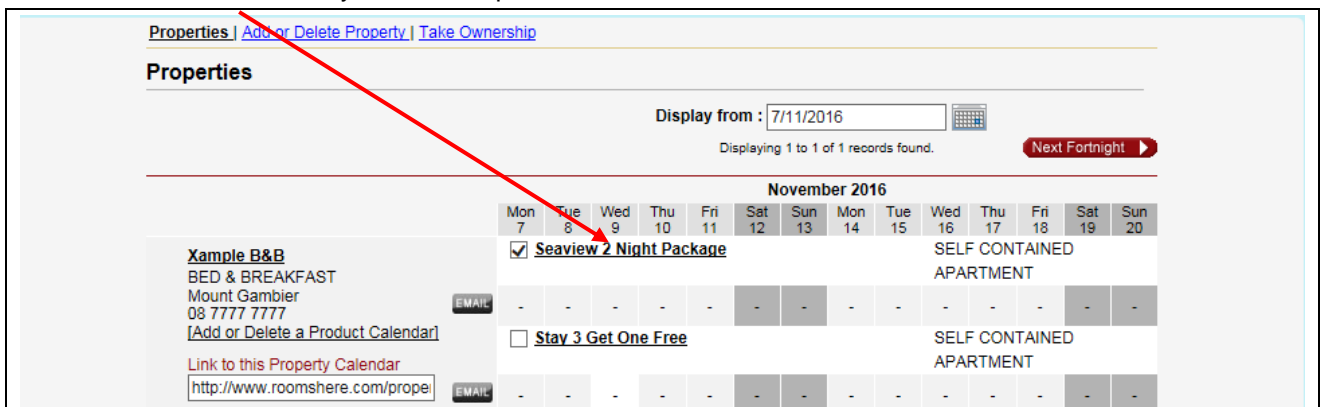
- Show nights that are **Booked**
- Show nights that are **Available**
- Display, add or change **Inclusions** so that you can develop special packages, weekend **Rates** etc
- Display, delete or change **Rates** at the last minute

Your **Product(s)** and its **Calendar(s)** will be displayed as soon as you **Login**.

Select which **Product** you wish to be published by ticking/unticking the **Visibility** box located next to the **Product Calendar**.



Click on the **Product Name** you wish to update.



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This opens the **Calendar** of the **Product** you have selected, ready for you to enter your **Last Minute Rates** or to show **Booked** nights.

1. Select the year and month

2. Tick the days you wish to update

3. Go to the top of the page and make your selection: **Booked, Available** or enter your **Rates**.

[Calendar](#) | [Setup Rates](#) | [Product Details](#)

Calendar for 'Seaview 2 Night Package'

Year: 2016 Month: August

For the 'checked' dates, **Select price,**

Booked,
 Available,
 AU\$

Select inclusion,

None [Save](#)

	Date	Price	Inclusions	
<input type="checkbox"/>	Mon 1	-		Edit Clear Booked
<input type="checkbox"/>	Tue 2	-		Edit Clear Booked
<input type="checkbox"/>	Wed 3	-		Edit Clear Booked
<input type="checkbox"/>	Thu 4	-		Edit Clear Booked
<input type="checkbox"/>	Fri 5	-		Edit Clear Booked
<input type="checkbox"/>	Sat 6	-		Edit Clear Booked
<input checked="" type="checkbox"/>	Sun 7	-		Edit Clear Booked
<input type="checkbox"/>	Mon 8	-		Edit Clear Booked
<input type="checkbox"/>	Tue 9	-		Edit Clear Booked
<input type="checkbox"/>	Wed 10	-		Edit Clear Booked
<input type="checkbox"/>	Thu 11	-		Edit Clear Booked
<input type="checkbox"/>	Fri 12	-		Edit Clear Booked
<input type="checkbox"/>	Sat 13	-		Edit Clear Booked
<input type="checkbox"/>	Sun 14	-		Edit Clear Booked
<input type="checkbox"/>	Mon 15	-		Edit Clear Booked
<input type="checkbox"/>	Tue 16	-		Edit Clear Booked
<input type="checkbox"/>	Wed 17	-		Edit Clear Booked
<input type="checkbox"/>	Thu 18	-		Edit Clear Booked
<input type="checkbox"/>	Fri 19	-		Edit Clear Booked
<input type="checkbox"/>	Sat 20	-		Edit Clear Booked
<input type="checkbox"/>	Sun 21	-		Edit Clear Booked

Click on the to select which **Inclusion** you wish to display for this **Product**, click [Save](#).

NOTE: Setting up multiple **Inclusions** provides you with the flexibility to design special packages and make **Last Minute** changes – see **Accommodation Business User Manual SECTION 5, SETUP INCLUSIONS** on **Page 16**.

2.2 BENEFITS OF DISPLAYING LAST MINUTE RATES & AVAILABILITY

Each time you **Login**, your listing moves to the top of all relevant searches allowing **Consumers, Visitor Information Centres** and **Travel/Booking Agents** to quickly identify **Available Accommodation**.

Each **Property** is able to display multiple **Products** to assist in marketing various room types, special packages, **Last Minute Rates** etc:

- Motels/Hotels can setup a **Product** for every room type – Family Room, Twin Room etc
- Caravan Parks can setup a **Product** for each Site or Cabin Type etc
- A Houseboat Company can setup a **Product** for each houseboat in the fleet
- Setup a **Product** for each Package you offer so that weekends can be excluded from multiple night discounts

The method above is also useful to display **Rates** and **Availability** months in advance for periods of high demand such as Easter, Christmas or for **Major Events**, limiting the number of calls you receive when your **Property** is fully booked.