

Accommodation Business Quick Guide to Displaying your Availability

Go to www.roomshere.com and click on the **Industry Login** link located above the banner on the home page. Record your Username and Password below, as provided by RoomsHere.com.

Username:

Password:

You should now land in your **My Properties** page – **remember, each time you login, your listing goes to the top of the page in all relevant searches.**

If you wish to change your Property Details (phone, email etc) click on your **Property Name** – don't forget to **Save** after any changes you have made.

The screenshot shows the 'My Properties' page for 'Xample Motel'. It includes a navigation bar with 'My Properties', 'Account', and 'Services'. Below, there are links for 'Properties', 'Add or Delete Property', and 'Take Ownership'. A 'Display from' field is set to '31/03/2017'. A calendar for April 2017 is shown with the 'Queen Room' selected. A 'Save' button is visible in the bottom right of the calendar interface.

To show your availability for any given period, tick the Product you wish to display and click on its name (eg, **Queen Room**)

Tick the **relevant nights**, select **Booked, Available** or click the **AU\$** to enter your **Rates**, click **Save**

The screenshot shows the 'Calendar for Queen Room' interface. It includes a 'Year' dropdown set to '2017' and a 'Month' dropdown set to 'May'. Below, there are radio buttons for 'Booked', 'Available', and 'AU\$' (selected). A 'Select inclusion' dropdown is set to 'None'. A 'Save' button is in the top right. A table below shows the calendar grid with columns for 'Date', 'Price', and 'Inclusions'.

	Date	Price	Inclusions		
<input type="checkbox"/>	Mon 1	-		Edit	Booked
<input type="checkbox"/>	Tue 2	-		Edit	Booked
<input type="checkbox"/>	Wed 3	-		Edit	Booked
<input checked="" type="checkbox"/>	Thu 4	-		Edit	Booked
<input checked="" type="checkbox"/>	Fri 5	-		Edit	Booked
<input checked="" type="checkbox"/>	Sat 6	-		Edit	Booked
<input type="checkbox"/>	Sun 7	-		Edit	Booked
<input type="checkbox"/>	Mon 8	-		Edit	Booked
<input type="checkbox"/>	Tue 9	-		Edit	Booked
<input type="checkbox"/>	Wed 10	-		Edit	Booked

Your availability will now display to Consumers, Visitor Information Centres and Travel Agents.

For further information see more comprehensive Guides under [Accommodation Business Resources](#).