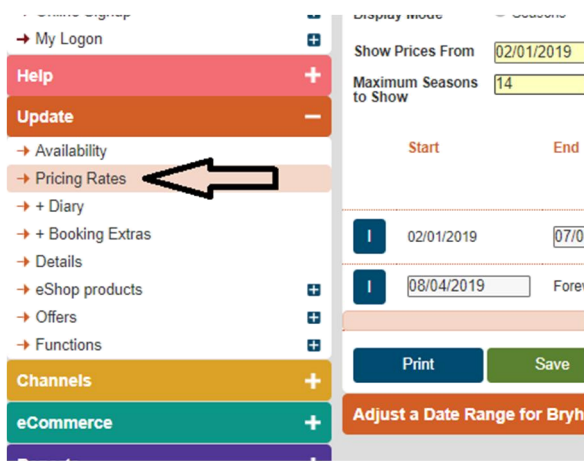


## Adding or editing your pricing details – Self Catering

On the left hand side menu, beneath **update**, click **pricing rates**.

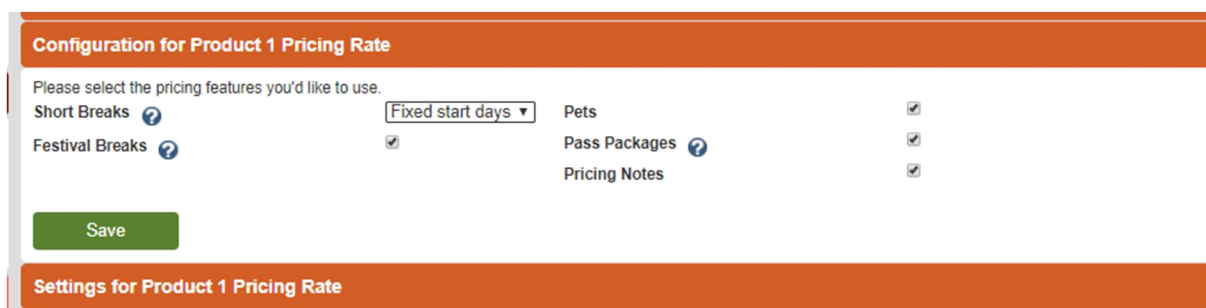


You will now have a new set of options on the right hand side. Under **apply pricing rate**, you can select which pricing rates relate to which units. If you have multiple units that use the same pricing rate, you can assign a rate to multiple units to save you having to repeat the next steps.

Under **select pricing rate**, select the pricing rate you wish to edit – if you have only one unit there will be only one choice here.

Under **apply pricing rates** you have the option of whether, in the periods where you take short breaks, they can go over your usual changeover date or not. If you do not intend to take short breaks at all simply ignore this.

Click **configuration for pricing rate**. This will reveal the following set of options.



Under the short breaks menu, select whether, during the periods where you take short breaks, these can be taken on any day or only on certain start days. Or select none if you would not accept short breaks at all.

Untick the boxes for “festival breaks” and “pass packages”. If you charge for pets, leave this box ticked. If you want to make descriptions to accompany your prices, leave “pricing notes” ticked. Make sure you save.

Under the next menu, **settings for pricing rate**, you can provide further details on some of the options you ticked in the above section, i.e enter prices for pets and enter descriptions about your pricing. Once you are happy with this, click save.

There are two different ways to set up your pricing – **seasons** or **weekly**.

Seasons pricing you set start and end dates to each pricing rate and so is probably better if you do not change your pricing much over the course of the year.

Weekly pricing might be more useful if you have a lot of different price points and wish to set a rate for each available week.

### Seasons pricing

Click on **seasons for pricing rate** and ensure the “display mode” is set to “seasons”. This is where you set the prices and rules for different times of the year. The options you will see here will differ slightly depending on what details you entered earlier, but will look something like this;

The screenshot shows the 'Seasons for Product 1 Pricing Rate' interface. It includes a header with a plus icon and a minus icon. Below the header, there is a text box: 'The fields shown are the ones selected above. Scroll the table right to see any that aren't visible. Use 'I' to insert a season and 'D' to delete.' Below this, there are two input fields: 'Show Prices From' with the value '02/01/2019' and 'Maximum Seasons to Show' with the value '14'. Below these is a table with the following columns: 'Start', 'End', 'Price (£)', 'Length', 'Short Break' (with sub-columns 'Break Price (£)' and 'Extra Day (£)'), and 'Dates'. The table contains one row with the following values: 'I' (insert icon), '02/01/2019', 'Forever', '300.00 \*', 'None', empty, empty, and '02/01/2019 - Forever'. Below the table are 'Print' and 'Save' buttons.

You can click “I” (insert) to add seasons or “D” (delete) to remove them (once you have more than one). You then set a start and end date for each “season” and can set the price for that season. Set the minimum number of nights you’d take a short break for that season would be under the “length” column (if applicable), and therefore what the cost of that break would be for the minimum number of nights and each additional night. When finished it will look something like this;

The screenshot shows the 'Seasons for Product 1 Pricing Rate' interface with multiple rows. It includes the same header and text box as the previous screenshot. Below the text box, there are two input fields: 'Show Prices From' with the value '02/01/2019' and 'Maximum Seasons to Show' with the value '14'. Below these is a table with the following columns: 'Start', 'End', 'Price (£)', 'Length', 'Short Break' (with sub-columns 'Break Price (£)' and 'Extra Day (£)'), and 'Dates'. The table contains five rows with the following values: 'I', '02/01/2019', '17/04/2019', '300.00 \*', '3', '150.00', '70.00', and '02/01/2019 - 17/04/2019' (with a 'D' delete icon); 'I', '18/04/2019', '01/06/2019', '400.00 \*', 'None', empty, empty, and '18/04/2019 - 01/06/2019' (with a 'D' delete icon); 'I', '02/06/2019', '05/09/2019', '550.00 \*', 'None', empty, empty, and '02/06/2019 - 05/09/2019' (with a 'D' delete icon); 'I', '06/09/2019', '31/10/2019', '300.00 \*', '3', '150.00', '70.00', and '06/09/2019 - 31/10/2019' (with a 'D' delete icon); 'I', '01/11/2019', 'Forever', '300.00 \*', 'None', empty, empty, and '01/11/2019 - Forever' (with a 'D' delete icon). Below the table are 'Print' and 'Save' buttons.

Please note you will always have a price even during periods you are not open, but don't worry, these won't show anywhere as if you do not have availability, your pricing will not be visible. Equally the system will always create a “forever” price at the bottom – your availability calendar on visitislesofscilly.com will never show more than 12 months from the current date so don't worry if your forever price is not accurate, if it is more than 12 months in the future, it will not show anywhere.

Once you are happy with your seasons and pricing, click save.

## **Weekly Pricing**

Click on **seasons for pricing rate** and change the display mode to **weekly for xxx handover**. In the box “number of weeks to show” change this to 52. You will now be presented with every week for the next 12 months which you can assign prices to.

*Tip: every week must have a price however there is no way that a customer can see the price of an unavailable week – so as a short cut you may choose to only enter a price for weeks that are available. On the left hand column on this section it shows you whether you have availability or not on any given week indicated by a red cross or a green number. Just remember that if you later add in more availability you would need to ensure you have set the correct price for this week.*

Once you have set a price for each week make sure you scroll to the bottom and click save.