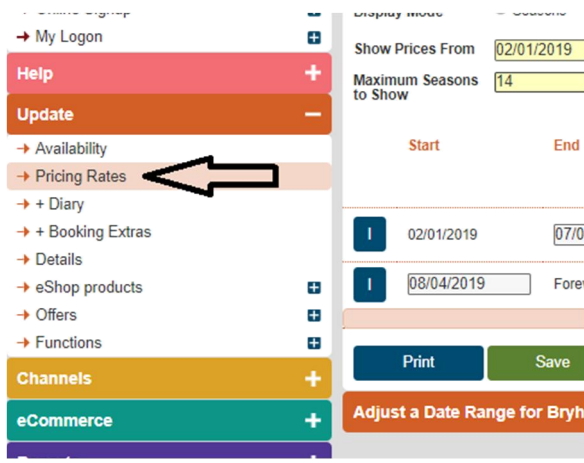


Adding or editing your pricing details

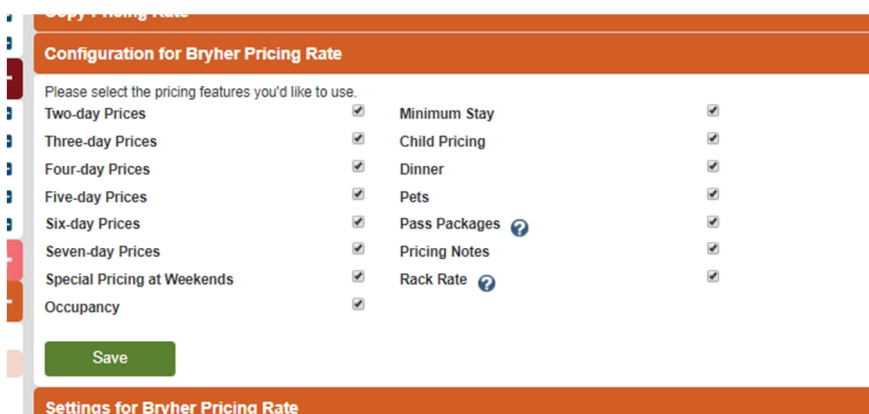
On the left hand side menu, beneath **update**, click **pricing rates**.



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 rooms. If you have multiple rooms that use the same pricing rate, you can assign a rate to multiple rooms 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 room there will be only one choice here.

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



Unselect any boxes that you do not have a pricing rate for. So if you do not have different, reduced prices for longer stays (i.e you always charge a per person per night rate), then you can untick the first six boxes. Equally if you do not charge a different rate at weekends, this box can be unticked. If you charge for single occupancy leave the “occupancy” box ticked. If you have a minimum stay, leave this box ticked. If you charge differently for children leave the next box ticked. If you charge for dinner, leave the “dinner” box ticked. If you charge for pets, leave this box ticked. Untick “Pass Packages” and “Rack Rate”. 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, children, dinner etc. Once you are happy with this, click save.

Go to **seasons for pricing rate**. 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 Bryher Pricing Rate' interface. At the top, it says '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 controls for 'Display Mode' (Seasons selected, Daily unselected), 'Show Prices From' (02/01/2019), and 'Maximum Seasons to Show' (14). The main table has columns for Start, End, Price (£), 6-Day Price (£, per day), 7-Day Price (£, per day), Minimum Nights Stay, Single Occupancy Supplement (£), Extra Person Price (£), Child Prices (Band 1, 2, 3), Is Dinner Mandatory, and Dates. A single row is visible with an 'I' icon in the first column, indicating it was just added. The values in this row are: Start: 02/01/2019, End: Forever, Price: 50.00, 6-Day Price: empty, 7-Day Price: empty, Minimum Nights Stay: 1, Single Occupancy Supplement: empty, Extra Person Price: empty, Child Prices: empty, Is Dinner Mandatory: empty, Dates: 02/01/2019 - Forever. At the bottom 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, any multi-day savings, minimum nights for different seasons, single occupancy supplement, child pricing etc. When finished it will look something like this;

This screenshot shows the same interface but with five rows of pricing data. Each row starts with an 'I' icon. The rows are:

- Row 1: Start: 02/01/2019, End: 07/03/2019, Price: 50.00, 6-Day Price: 45.00, 7-Day Price: 40.00, Minimum Nights Stay: 1, Single Occupancy Supplement: 30.00, Extra Person Price: empty, Child Prices: empty, Is Dinner Mandatory: empty, Dates: 02/01/2019 - 07/03/2019, D icon.
- Row 2: Start: 08/03/2019, End: 16/05/2019, Price: 55.00, 6-Day Price: empty, 7-Day Price: empty, Minimum Nights Stay: 3, Single Occupancy Supplement: 30.00, Extra Person Price: empty, Child Prices: empty, Is Dinner Mandatory: empty, Dates: 08/03/2019 - 16/05/2019, D icon.
- Row 3: Start: 17/05/2019, End: 03/09/2019, Price: 60.00, 6-Day Price: empty, 7-Day Price: empty, Minimum Nights Stay: 5, Single Occupancy Supplement: empty, Extra Person Price: empty, Child Prices: empty, Is Dinner Mandatory: empty, Dates: 17/05/2019 - 03/09/2019, D icon.
- Row 4: Start: 04/09/2019, End: 01/11/2019, Price: 55.00, 6-Day Price: 50.00, 7-Day Price: 48.00, Minimum Nights Stay: 3, Single Occupancy Supplement: 30.00, Extra Person Price: empty, Child Prices: empty, Is Dinner Mandatory: empty, Dates: 04/09/2019 - 01/11/2019, D icon.
- Row 5: Start: 02/11/2019, End: Forever, Price: 50.00, 6-Day Price: empty, 7-Day Price: empty, Minimum Nights Stay: 1, Single Occupancy Supplement: 30.00, Extra Person Price: empty, Child Prices: empty, Is Dinner Mandatory: empty, Dates: 02/11/2019 - Forever, D icon.

 At the bottom are 'Print' and 'Save' buttons. A small note at the very bottom says 'Adjust a Date Range for Bryher Pricing Rate'.

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**.

If easier, you can opt to view and edit your prices on a day by day basis. To do so change the display mode to “daily” in the seasons pricing section