

Owners User Manual

**Adding a Profile.**

To add a new property on to the site you first need to register on https:// Frenchvacations.co.uk clicking the Sign in link on the top tool bar, then on the sign in Dialog select Register. You will then be asked to enter your email address and a password.

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| A screenshot of a login form  AI-generated content may be incorrect. | Please note the email address is used to verify who you are so please make sure you have access to this account. The email address is also where you will receive emails for enquiries and bookings from the system.Your password should include 8 characters one uppercase one lower case as well as a number and a special character. Once you click Register you will see “Please check your email to activate your account.” Once you receive the email you will need to click on the link to verify your account. |

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| After clicking the link, you will see the screen on the right, your account was registered successfully. You can now click the “Return to My Account” Button to access your account Settings where you will be able to finish your account setup.  |  |

In Settings, please add your First Name and Last Name you can also add an image for your profile at this point and update your password if needed

The first time you click on List property you will be asked to complete your profile please follow the steps in the next section to complete your profile.

**Complete Your Profile**

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| To complete your profile please complete the form and click the “Save Changes” button at the bottom of the page. Adding a profile image will allow your picture to show alongside your listing. Enter the First Name and Last Name you wish to show on your profile this will be visible on your Listings. You need to add any languages that you speak, this will allow users of the website to know which language they can contact you in. A contact number is needed and is displayed on the site under your profile.  Services here you can also add any services you offer such as Transfers or Tours etc… If you require any services that are not here, please let us know so they can be added.Make sure you click the “Save Changes” button to save your profile, after this you can move on to adding your first listing.  |  |

**Adding a Property Listing**

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| When logged in you can click the “List a Property” button to add your first property listing to the site (if your profile is completed).  |  |

**Adding a Property**

When adding a property, we would suggest completing the below sections and saving before moving on to adding more information. For instance, if your session times out or you lose connection to the internet you may lose any details that you have added and will be asked to re-enter them.

Required Sections

Category, Title, Property Description, Area Description, Location and Region of Property.

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| The first item that should be completed is the Category this needs to be set first Please select the best property type that matches your property from the select box. \* Warning any text added before this item is selected could be lost. |  |
|  | Add your property title here, this should be your property name. |

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|  | Property Description Overview, this is where you can sell your property by adding appealing information regarding your property. You can showcase any unique attributes your property as to offer this is the first bit of text potential renters will read.  |
|  | Full Property Description, this box if to describe the property. Include all rooms giving a brief description. Include living spaces bedrooms bathrooms kitchens. Outside areas terraces BBQ and parking for instance. |
| A white rectangular box with black text  AI-generated content may be incorrect. | Area description, here you need to describe the area local to your property. This should include cafes, bars, supermarkets, bakeries, beaches, country walks and anything you think that would be of interest or use to your guests. |

**Location**

The Location uses Google Maps to set the location of your property on the system this is so renters know the exact location of your property. Type in your location and once the correct location appears in the suggestions box below, please select by clicking on the suggested location as not clicking the suggestion will mean the correct location is not saved to the system. We have a further guide to setting the location if you need more help or your property is not showing on google maps.



**Region of Property**

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| We have two location searches on the system the second is via Department and Region. Please use the select to find your department then click on your Region to save.  |  |

**Closest Airport**

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|  | Please select the closest airport to your property you can select more than one option if two or three airports within a similar distance.  |

Now is a good time to save you listing….

**Pricing**

We have Low Season and High Season prices for your property in Euros or Sterling add the price for which ever currency you want to show. If you enter High Season (€) and low Season (€) these will be displayed on your advert you can show either GBP, Euro or fill in all four to display both.

You can also add pricing on your listing calendar by selecting blocks as adding a day rate this can be done by selecting editing the listing and selecting the calendar tab at the top of the page.

We have a separate guide for Calendar pricing and Date Blocking on the calendar in our help section.

The next sections are self-explanatory and are used on guest Searches and filters.

Bedrooms: Select the number of available Bedroom you have.

Sleeps: How many people can your accommodation comfortably sleep?

Bathrooms: Select the Number of Bathrooms you have.

Separate Toilet: Select the number of additional toilets here.

**Internal Facilities**

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| Please select any of the internal facilities that your accommodation as to offer. If you need to add any, please contact us and we will be glad to add more options to the list. |  |

**Kitchen Facilities**

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| Please select any of the Kitchen facilities that your accommodation as to offer. If you need to add any, please contact us and we will be glad to add more options to the list. |  |

**External Facilities**

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| Please select any of the External facilities that your accommodation as to offer. If you need to add any, please contact us and we will be glad to add more options to the list. |  |

**Facilities Near By**

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| Please select any of the Facilities Near By that your accommodation as to offer. If you need to add any, please contact us and we will be glad to add more options to the list. |  |

**Swimming Pool**

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| If your property as a pool or the use of a pool you can select the details here.  |  |

**Suitability**

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| Please select any of the Suitability options that suit your accommodation. If you need to add any, please contact us and we will be glad to add more options to the list. |  |
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**Price Notes**

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| The price notes section is here to add pricing notes to your property. Here you can add things such as your deposit and deposit return policy. Breakage costs and any extras you may want to charge for. |  |
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**Changeover**

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| Here you can set your change over day if you just have weekly booking, if you don’t have a changeover day, please select Not Applicable. |  |
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**Tags**

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| With Tags you can add multiple tags that match your property, the tags are used with the keyword searches so for instance someone is looking for a private property in Sarlat and you have the tags selected your property will be amongst the ones shown on the system. Again if you need any specific tasks adding to the list just let us know and we will add for you. |  |

Minimum Booking Duration

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| You can add your minimum booking duration here, if you set to seven days anyone searching for a search of any period less than 1 week will not see your property.  |  |

Maximum Booking Duration

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| You can add your maximum booking duration here, if you set to fourteen days anyone searching for a search of any period more than 2 weeks will not see your property.  |  |

Booking Import URLs

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| If your property is advertised elsewhere or if you have an online calendar to save your bookings, you can add the link here so your bookings from the other source is automatically updated on our site. |  |

Booking Export URL

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| If you need to give someone access or export your Calendar to another system you can use this link. |  |

**Manually Accept new Bookings**

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| By ticking this box will allow you to accept booking manually, so you are able to view the booking personally before accepting it.  | A white background with black text  AI-generated content may be incorrect. |