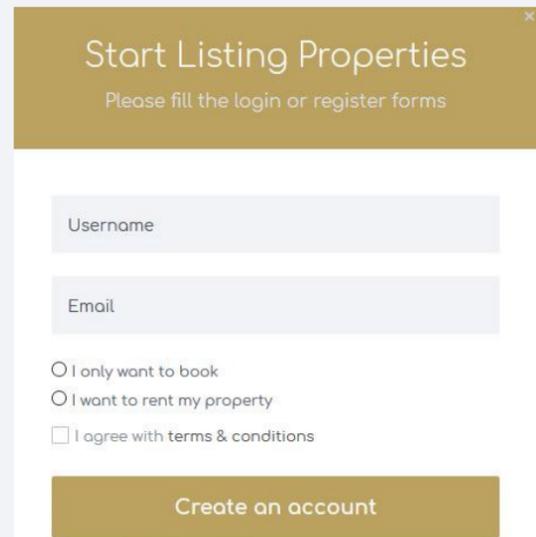


USER GUIDE

1

Create an account

Using the Signup link on the top right hand corner, give yourself a username and fill in the form. After you click on the 'Create an account' button you will receive a confirmation email with your password.



Start Listing Properties
Please fill the login or register forms

Username

Email

I only want to book
 I want to rent my property
 I agree with terms & conditions

Create an account

2

Your profile

When you login, the first page you see is your profile. You don't need to fill it all in, but it maybe useful for the Melrose Directory site owners when contacting you.

3

Add your property

Use the link on the left-hand side of your profile page to start putting your property details in.

In the 'Title' box, we suggest you use the name of your property (e.g. Casa Mirabelle) as this will be used to create the link to your property - you don't want to make that overly long!

Continue to fill in the fields, and when you start to type in the city or village in 'City', the site will auto-suggest the city for you - select the correct option, and the 'Continue' button at the bottom of the page should now be a darker gold - select the button to save the details you have input so far.

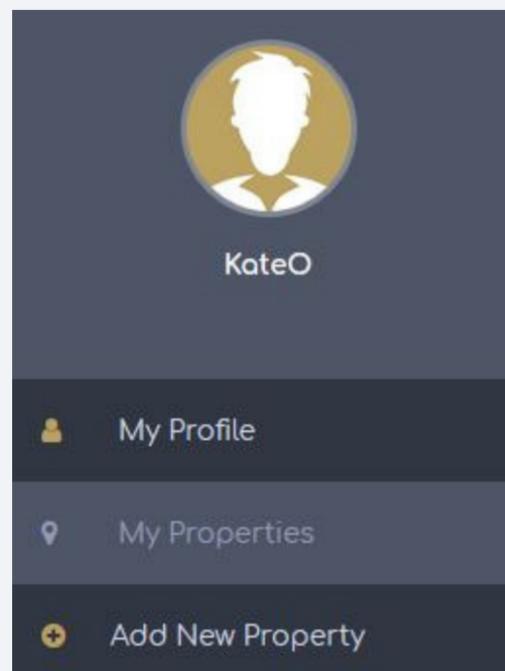
It will then say:

Congratulations, you have just added a new listing! Now go and fill in the rest of the details.

Now add in your Property Description. It's up to you how you want to describe your property, but ensure you cover the basics of the types of rooms and equipment, the outside spaces (eg a patio, conservatory, hot tub), the view and details of the locale (eg distance to a supermarket, restaurants, beaches). You can save this at any time and return to amend or add more information at your leisure.

We don't recommend selecting the option at the bottom to 'Allow instant booking? If checked, you will not have the option to reject a booking request.'

When you're finished, select Save.

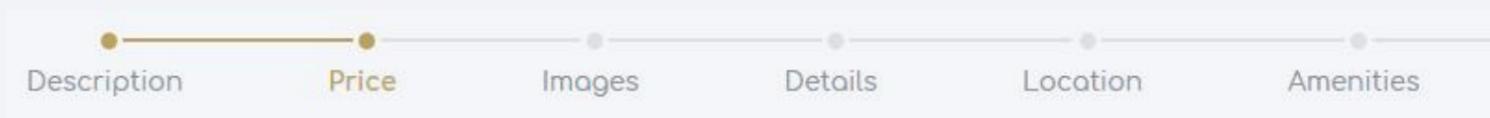


Continue

4

Adding the finer details

The 'breadcrumb' trail is now active at the top of the screen:



You can click on any of these sections in any order, to add more information, just remember to use the Save button at the bottom of each section before moving onto another section.

See sections 5-8 for tips.

5

Price

First, put in your standard price per night. Leave 'Before label' and 'After label' blank. Fill in as much information as you can in the other fields before the 'Extra Options' section, however they are not mandatory.

TIP: 'Weekend Price' allows you to charge a different rate for Saturday and Sunday nights, but still input the price for one night in the box.

Use the Save button before continuing. When you Save it will take you to the Images section - just click on 'Price' on the breadcrumb trail to add in variations on price or other options.

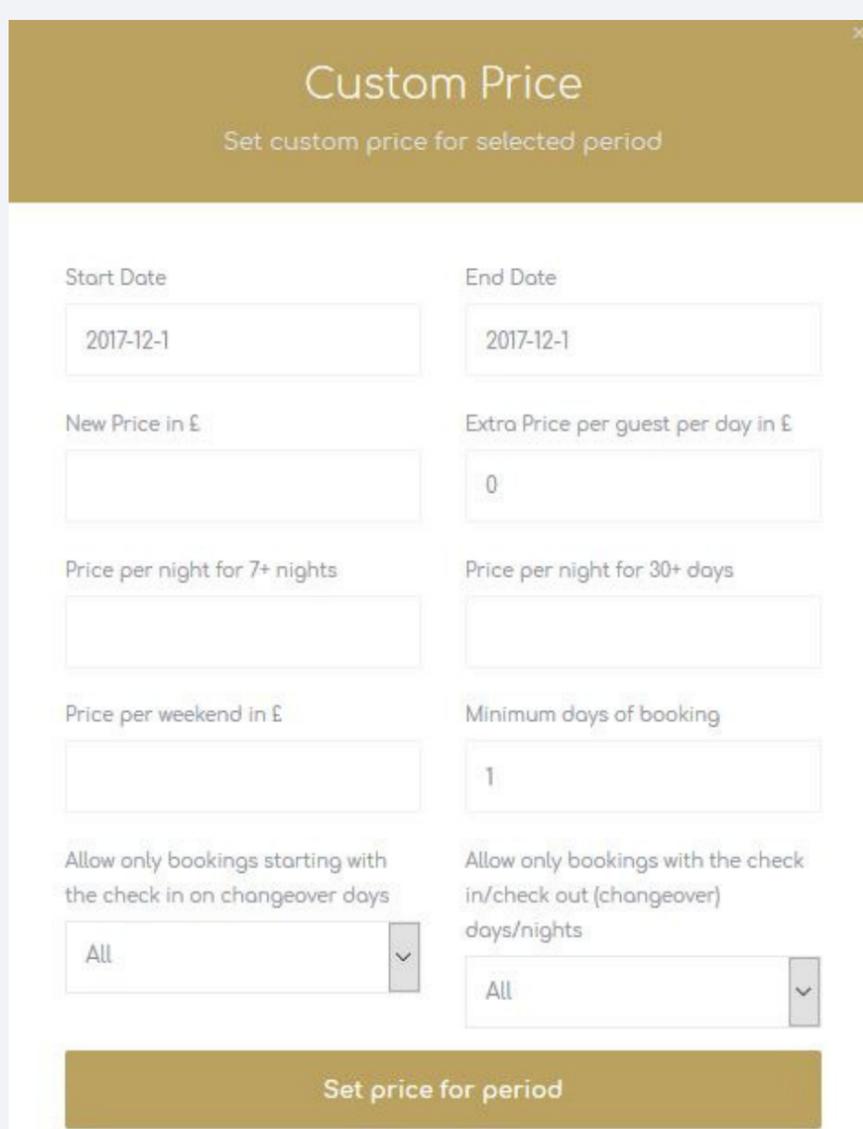
Use 'Extra Options' for things like the hire of a cot or high chair or allowing pets to stay, for example:



Use the 'Add Option' button to add this, and continue to do this until all your optional extras are added. If you don't have any, you do not have to add anything. Use the Save button as before.

At the bottom of the 'Price' section is an area for 'Price

Adjustments' if you have different rates on different dates, you can add this here. Click on a date on the calendar and a pop-up box will appear. Put in the dates that the new rate applies to, and then add the new price per night in the 'New Price in



£' box. Fill in the 'Price per weekend in £' as before, if it's different, and add the other details. Select the 'Set price for period' button and it will appear in a table below the calendar. Add as many Price Adjustments as you need. When finished, use the Save button above the 'Price Adjustments'.

6

Images

Use the 'Select Media' button to navigate to your photos of the property. Use high resolution images to reveal the beauty of your property. Potential renters spend more time examining the images than the finer details, so it's worth using the best quality pictures you have. In general, keep the file size of all images below 250kb and between 1500px-2000px in width. To make your images more web friendly, you can compress them here: <https://compressor.io/>

When the images are loaded, drag and drop them into the order you prefer, and double click on the image you would like as the main photo for your property.

7

Details

These are not mandatory fields, but Check-in, Check-out and Cancellation information can be very useful for a potential renter.

8

Location

As you have already added a location in the Description section, you just need to click on the button 'Place Pin with Address' - this will then move the Google map pin to that location and add the Latitude and Longitude for you. Don't forget to Save!

9

Amenities

Tick the features and amenities that are available at your property.

10

All done?

When you've filled in all the information you can, you can click on 'My Properties' on the left-hand side navigation to see your property.



11

If you have any questions or suggestions...

...we'd love to hear from you!

Email us at info@themelrosedirectory.co.uk and we'll respond as quickly as possible.