Using your Multiple Calendars

You have chosen to show multiple calendars on your listing. This handy help sheet shows you how to maintain them.

With our calendars…

▷ *You can have up to 10 calendars on your listing.*

▷ *You can choose to show our calendars on YOUR website (we can send you the simple HTML code).*

▷ *We can synchronise with Anytime Booking, Availability Calendar, Bookalet, Bookster, Freetobook, Google Calendars, Holiday Bookings Online, Holiday Rental Management, Holiday Live Booking, Homeaway, Independent Cottages, Inn Style, Owners Direct, Scrumpy, Supercontrol. There is no need to log in and update your availability.*

▷ *Vacancies can be shown up to 18 months in advance.*

▷ *If you forget to update, you will be sent an automatic email reminder every 25 days.*

The calendar/s will not only show on your availability page but they will also ensure you appear in the popular date search on the home pages of both Last Minute Cottages and Big Cottages.

Properties with availability of 2 nights or more within 2 weeks of the current date will ALSO appear on the Last Minute Cottages home page "Very Last Minute" rota. These properties appear 3 at a time and change each time a new visitor lands on the site. Click 'Refresh' to see.
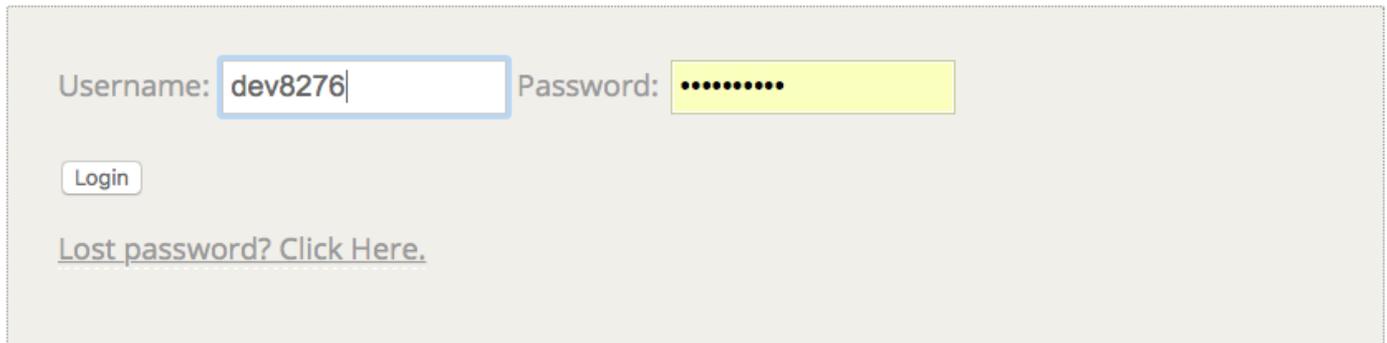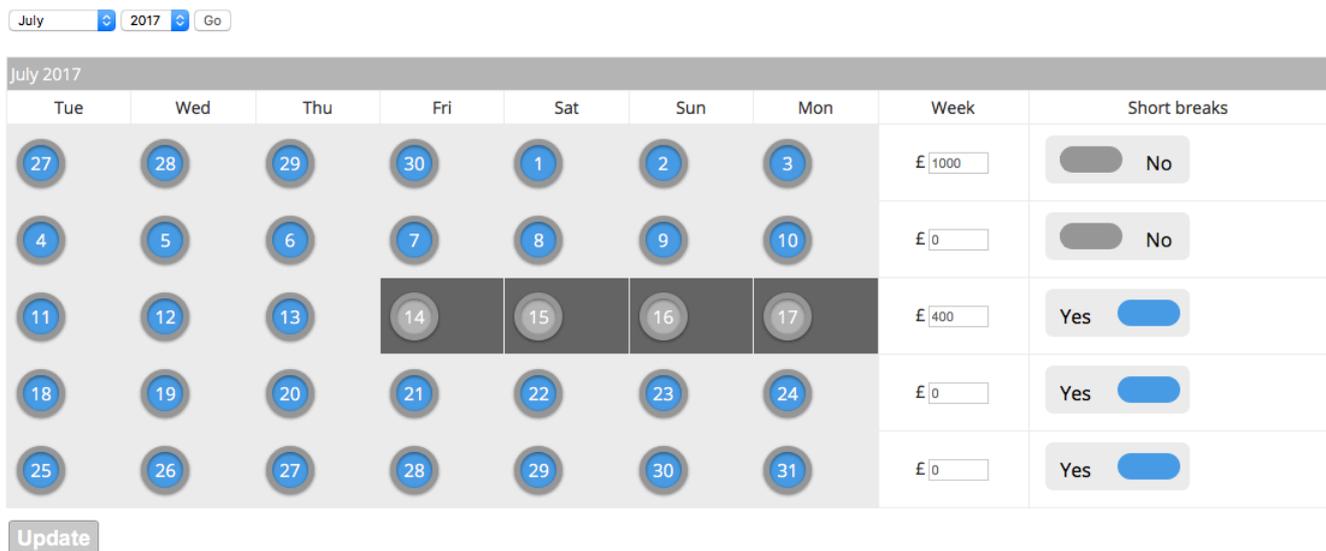
How to update your calendar

1. Log onto the Owner's Update page by going to the button on the blue menu bar on every page of Last Minute Cottages or the link on the bottom left hand side of the page on Big Cottages or the pale blue 'owners update' button at the bottom of every page on The Hen House.

2. Log onto your administration page using your username and password.

3. On the top line of the administration home page your calendars will be listed by name. Click on one of the calendars. Your calendar will look something like this (below)

4. To mark days as booked you can toggle the individual buttons on the calendar. Click UPDATE before moving to a new month.

5. You can enter different price for different weeks. Click UPDATE before moving to a new month.

6. You can choose to offer short breaks on specific weeks only. Click UPDATE before moving to a new month.

7. Move between months and years by using the correct date from the dropdown menu and clicking on 'GO'.

8. Always remember to click on the 'update' button when you are happy with your selection.

9. Click on 'Admin home' to return to the admin home page and then repeat from Step 3 for all other calendars.

Please remember to update your calendars - unused calendars will move to the bottom of the date search after 28 days (but will continue to show on your listing). Properties will automatically reappear on the date search once calendars are updated. You will be sent a reminder by email at 25 days.

To add photos to your calendar

1. Login via using your username and password

2. Click on one of the names of your calendars in the Edit LMC Calendars section eg: Rose Cottage.

3. Scroll down to the bottom of the page until you reach "New Picture" and a Browse button - click on the browse button.

4. Choose an image from your computer - click 'open'

5. Click update

6. Return to your admin home page and repeat for all your calendars.

Making the most of your advertisement checklist

- Up to 20 photos – at least 640 pixels in width, so that they can enlarge

- Picture captions added, to try and 'set the scene'.

- Enticing summary text with a précis of all the unique selling points

- Unique text in the main description and summary listing

- Clear info about number of bedrooms and how many the property can sleep

- Information about the local area in the main description

- Facility icons added to the listing

- Award icons added to the listing

- Calendars updated

- Late deals added to the "Special Offers" field.

- A non-forwarding email address used as the email contact address

- To beat over-zealous spam filters - a mobile number added either on the listing or 'behind the scenes' and SMS texting enabled.

- enquiries@lastminute-cottages.co.uk added to contacts list

- Joined home page rota by adding a link back to Last Minute Cottages.