

## Booking.com Instructions

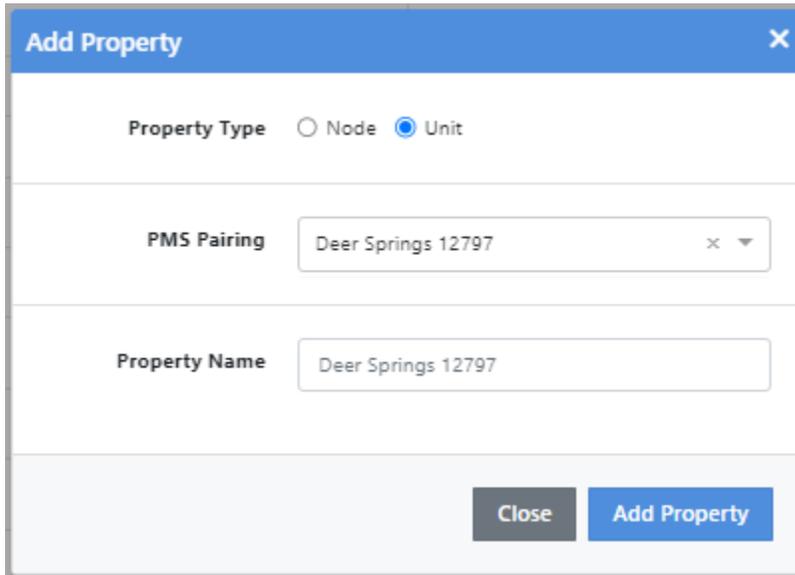
### 1. Properties & Accommodations

+Add New Property

Property Type: Unit

PMS Pairing: Skip this part

Hit Add Property



The screenshot shows a modal window titled "Add Property". It contains the following elements:

- Property Type:** Two radio buttons, "Node" (unselected) and "Unit" (selected).
- PMS Pairing:** A dropdown menu with the text "Deer Springs 12797" and a close icon.
- Property Name:** A text input field containing "Deer Springs 12797".
- Buttons:** "Close" and "Add Property" buttons at the bottom right.

### 2. Click on the Property

You can add your company name to the property by editing in the upper left corner. Example: Carriage House by Moose Management.

Save

### 3. Click on the Property

Click on the General Tab

Scroll to bottom: Choose Brand

Click on Booking.com Tab

Choose Account ID

Sync Mode: CREATE if new listing

MATCH if existing listing (Will need to enter Matching Property ID)

All fields are required except Total floors.

Property name: Copy/Paste from your heading

Save

4. If Active Channel is showing 0, you need to go back into the property and Save again before you can add your accommodation. This is also a good time to copy the BDC ID and add to your spreadsheet.

Property   Accommodation   Inventory	Inventory Count	Active Cha
Sunspot 625-A4 by Moose Management	▼ 1	1
Upper Main 237 by Moose Management	▼ 1	1
Edelweiss Haus A102 by Moose Management	▼ 1	1
Powder Pointe B106 by Moose Management	▼ 0	1
Ski Team 4 by Moose Management	▼ 1	1
Three Kings 8 by Moose Management	▼ 1	1
Park West Village by Moose Management	▼ 1	1
Red Pine Condos by Moose Management	▼ 1	0

Click on Accommodation

Sync Mode: CREATE for new listing

MATCH if existing listing (Will need to enter Matching accommodation ID)

Fill out all fields.

Save

5. Click on Accommodation

Activate

Sync All

Save

Click on Property

Hit Sync beside Content (this will send the pics over.)

6. Check BDC to make sure everything loaded correctly:

Rates and Availability

Taxes

Fees

Images

(Anything that did not update, run a sync on)

7. Go to Property

Hit Save

Hit Open/ Bookable

8. Check BDC extranet to ensure Open/Bookable on BDC.