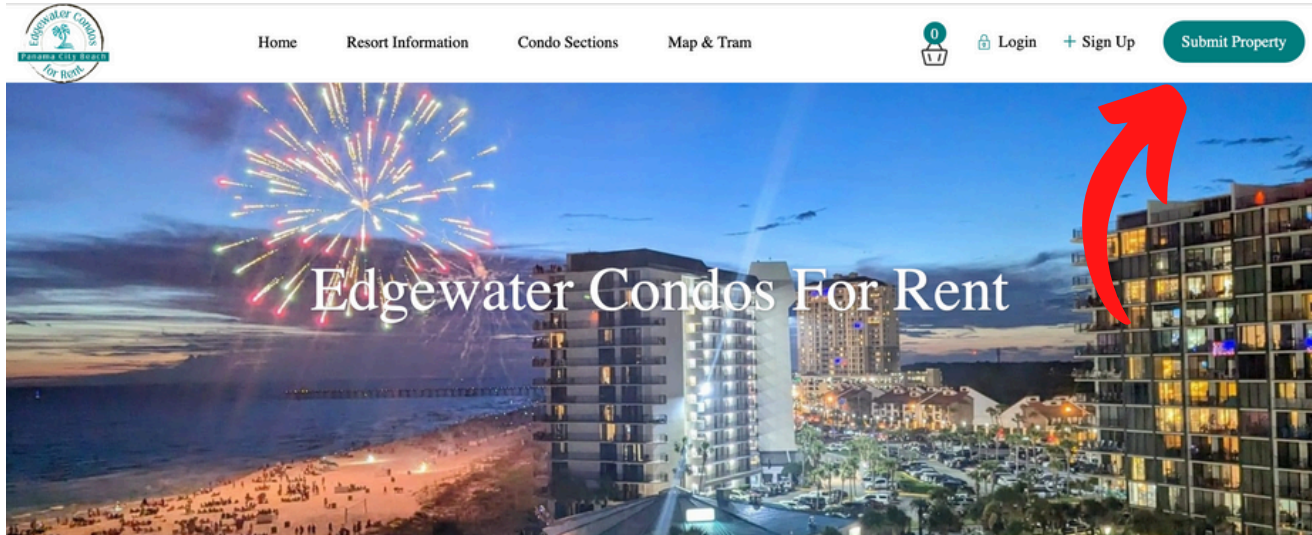




Creating your listing

Instructions for setting up your listing



*** Additional explanation to note**

Start by clicking Submit Property

Description page

- **Enter all fields**
- **Description** - for non-Owner Rez users, you may want to note that guests should contact you for an exact quote if you do not intend to fill in all your custom rates for the year (on the Price page).

*** Affiliate Link** - this is where guests will be sent to book with you online (ie, your website, VRBO, etc) when they click the Book Now button on the form on your listing page. ***If you do not have a place to book online, leave this field blank and check the box to "Show Contact Form instead of Booking Form."***

- If you use **Owner Rez software**, add seamless integration for booking and inquiries by using widget code for the booking/inquiry form. In your software (settings: widgets: create a Booking/Inquiry form and uncheck the pets field, copy that code and paste into the Owner Rez widget box.

Save

- the site will prompt you to create your account if you are not already logged in. You'll return to this page to make any additional edits or continue your listing set up by clicking to go to the Price page next.

Price page



- * Price per night** - this can be your "from" rate, "average" rate or "base" rate; you can customize by night in the Price Adjustments section below (unnecessary if using Owner Rez software). The "Before Label" is text you wish to appear before your price (ie to use "From \$125," enter "From" as your Before Label. Or you can add text to appear after the price as your "After Label" (ie enter "Average" for your rate to appear as "\$250 Average".)
- **Price per night (7d+) or (30d+)** - weekly or monthly rates if you offer them; if not, leave blank.
- **Weekend price** - enter for different rates on Fri/Sat nights or leave blank. If you set a weekend price, it will override your 7 day and 30 day rates (if applicable).
- * Cleaning fee** - mark up to ***include your state/county/city taxes***
- * City Fee** - ***this is your state/county/city taxes. At EBR, this is a total 13.12%*** and is calculated on rent only (all other fees you list should include this tax).
Check the box for "% of daily rate"
- **Minimum nights** - this is your default; you can customize in the Price Adjustments section below (or if using Owner Rez widgets, that will be noted)
- **Optional Extras** - additional fees such as a resort fee, parking fee, etc. ***Include 13.12% tax in these figures***. These appear to guests as optional items but if your fee is required, you can add "mandatory" or "required" next to the fee name.

Save

Price Adjustments (optional to customize your nightly rates)

- No need to price adjust if using Owner Rez software; you can show rates in your calendar (via widget) instead.
- For others wishing to customize pricing, click on any date you wish to modify and then select the end date for the range you are updating; a pop up will appear.
- Confirm your start and end dates for the rate you are editing.
- * Add your rate in the "New Price in \$" field AND the "Price per weekend in \$" field. ***Even if it's the same amount--you must fill in both fields.*****
- Update your minimum days of booking (for minimum nights) and any check in/out days of the week requirements.
- Click Set Price for Period; confirm accuracy in the table below the calendar. You cannot edit once created. To modify an existing period, delete and re-create.
- Repeat for all dates you wish to modify (up to 13 months in advance)
- For the next step in set up, click Images or "go to media settings"



Images

- Add up to 30 images and drag them in your preferred order of appearance.
- * Double click on the image you want to be primary/featured.

Save

Details

- **Bedrooms** - after entering, a box will open to provide bed details for each
- * **Custom Details** - add additional beds (bunk beds, sofa bed, trundle bed, etc along with any other custom item you wish to detail). ***The value is the quantity of each item listed.***

Save

Location

- Add all details and place your exact location by using the map pin or by entering your latitude/longitude

Save

Amenities and Features

- Check off applicable features - guests can elect to filter their search by this criteria.
- * RC and Visit Panama City Beach will be promoting this site to various groups visiting PCB and who typically want to book with a host offering a group discount. If you are willing to offer these a 5% discount (or more if you'd like), be sure to select the "EBR Groups Discount" feature.
- * If you use Owner Rez, create a Discount Code called "EBRgroups" which will be shared with these groups looking to book. Others, set up this standing discount code if possible or be aware that guests will mention it when inquiring.


Save



Calendar

- If you use Owner Rez software, create a multi-month calendar widget in your software, elect to show nightly rates, and paste that code into the field.
- Without Owner Rez software, click the calendar dates to block dates manually or enter your iCalendar feed from any booking software, VRBO, Airbnb, etc.
- * All users--with or without Owner Rez software--add your ical link for the Search functionality of the EdgewaterCondosForRent.com website.

Save

After completing your listing set up, you'll be taken to your "My Listings" page in the dashboard. You may edit your listing anytime by clicking the edit icon. 

Activating Your Listing

- To pay for your listing and go live, click on the **Publish or Upgrade** button.
- From the pop up, click to Pay Now and complete the Checkout page.
- * **Under the credit card details, click the box to *Save payment information to my account for future purchases.***
- Featured Listings are limited. To check availability and cost, email admin@edgewatercondosforrent.com