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What You Will Need To Add A Villa

To simplify adding a villa to The Villa People website we have prepared this guide to help you. Here is the information you will need to maximise your adverts potential on our website. By spending a few minutes reading this help sheet you should be able to enter your villa data quickly and easily. You will have your online advert up and running in minutes.

Information you will need:

Description Page:

| | |
|--------------------------------------|---|
| <i>Villa Title:</i> | Maximum 40 Characters |
| <i>Villa Description:</i> | 300 - 600 words (5 - 10 paragraphs) |
| <i>Bedroom Configuration:</i> | You will need to know - No. of bedrooms, maximum occupancy, no. of bathrooms, size of beds, number of en-suites |
| <i>Villa Address:</i> | Including the development or community where it is located. The actual address will not be shown on your live advert. |
| <i>Virtual Tour Link:</i> | For those who have a link to a virtual tour of their property. |
| <i>Online Reservations:</i> | Decide if you would like to receive online reservations. You stay in control of the bookings you accept. |

Amenities Page:

There is a range of amenities and features which you can select from a tick box menu. Choose those which apply to your villa.

Quotes & Enquiries Page:

| | |
|---|---|
| <i>Pool Heat per day:</i> | An optional extra charge for those with private pools & spas. |
| <i>Cot Hire per day:</i> | An option to charge for a cot during a guests stay. |
| <i>Mid Term Clean:</i> | An optional charge for guests who require a mid term clean. |
| <i>Food Pack:</i> | An optional charge for a guest food pack / welcome pack. |
| <i>Refundable Security Bond:</i> | A security bond to cover damage or breakages. |
| <i>Cleaning Fee:</i> | An optional charge for properties that do not include the cleaning free in the daily rental rate |
| <i>Long Stay Discount:</i> | Stays over a given number of days receive a percentage discount of the rental rate (not the optional extras rates). |
| <i>Last Minute Discount:</i> | Arrivals within a given number of days receive a percentage discount of the rental rate (not the optional extras rates). |
| <i>Stay Length:</i> | Choose the minimum and / or maximum number of days rental |
| <i>Short Stay Cleaning Charge:</i> | An optional cleaning fee for stays less than a given number of days |
| <i>Deposits & Payments:</i> | Do you take a fixed value deposit per week or a percentage of the rental costs? Alternatively do you require full balance payment at the time of the booking? |
| <i>Multi Currencies & Exchange Rates</i> | You select your default currency:£UK, \$US, €Euro. You have the choice to enter an exchange rate for the two remaining currencies. All values entered will be based on your default currency. |
| <i>Daily Rental Charges:</i> | You will be able to enter your daily rates structure to enable you to provide on-line quotes. Saving you time! |

Availability Page:

If you have a list of your existing bookings you can easily add them to the availability calendar. Once your availability calendar is up-to-date and you have entered your daily rental rates and charges you will be able to provide renters with real-time accurate quotes.

Photo Gallery Page:

If you have digital photographs of your property you can upload them directly through the internet. We suggest you save your photographs to the computer you will access the internet through. Digital photos need to be in JPEG or JPG format and landscape in orientation. It is quicker to upload photographs which are smaller size. If your photos are larger than 1MB each please try to reduce their size prior to uploading. If you have any difficulties you can always send or email them to us and we will upload them for you. Alternatively, for those who do not have digital photos, send us your printed photos and we will scan them and place them in your advert for you.

How To Change My Password

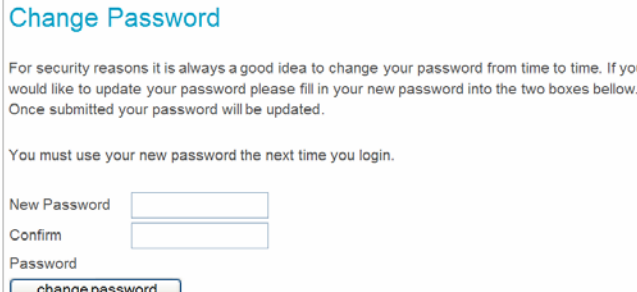
1) In order change your password you will need to be logged into the website with your Villa People Owners Account.

2) In the 'My Account' menu box enter your email address where it says 'email' and your password in the box below. Once entered please press 'login'.

3) In the 'My Account' menu box you now have the option to 'Update My Password'. Please choose this option.

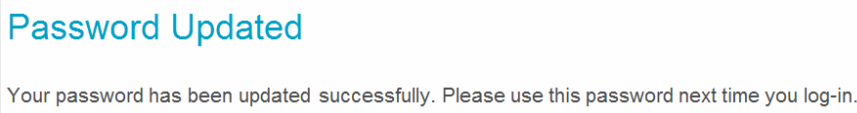
4) In the following screen enter a new password and then re-enter it again to confirm. Once completed please click the 'change password' button.



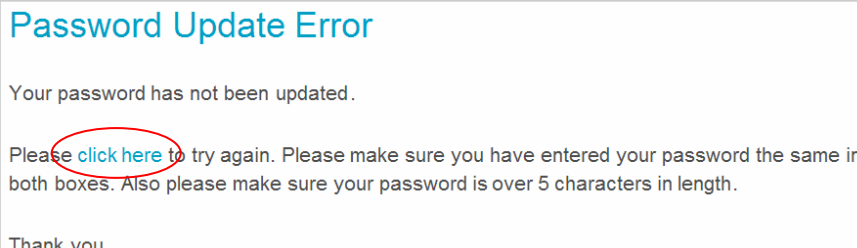


PLEASE NOTE THAT PASSWORDS MUST BE 5 OR MORE CHARACTERS IN LENGTH

5) If you receive the 'Password Updated' screen you can move to step 8.



6) If you receive the 'Password Update Error' screen you have either not entered the same new password in both boxes correctly or you have chosen a password with too few characters or illegal characters. If this happens please click the link to try again.



7) If you still experience difficulties please contact us via the 'contact us' page at:

<http://www.thevillapeople.co.uk/contact/>

8) You can continue editing your property advert or log out of your Villa People Owners Account.



How to add your villa.

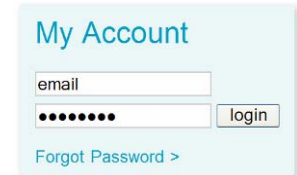
First you will need to have signed up for a Villa People Account. If you have not already done this please go to: <http://www.thevillapeople.co.uk/villaowners/signup/>

Once you have set up an account you will be sent an email confirming your username (which will be your email address) and a password.

Stage 1 - Log In

In the 'My Account' menu box enter your email address where it says 'email' and your password in the box below. Once entered please press 'login'.

We recommend that you change your password to something more memorable. Please see 'How to change my password'.



Stage 2 - Adding Your Free Trial Villa



Villa Owners Menu

Your Villas

- Add Free Trial Villa

Options

- Add a New Villa Subscription
- Add a Last Minute Deal



My Account

- Update My Details
- Update My Password
- Logout

david@orlandopalmvillas.com

Once you have logged in 2 menu boxes will appear on the left hand side of the screen: 'Villa Owners Menu' and 'My Account'.

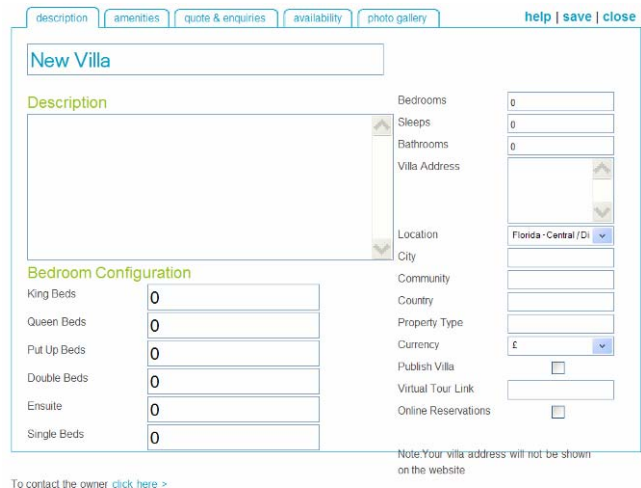
To add your free trial villa please select 'Add Free Trial Villa' from the 'Villa Owners Menu' box. Alternatively you can select any of the villas which appear under 'Your Villas' in the 'Villa Owners Menu'.

Once you have done this you will see your 'New Villa' properties box on the right of the screen (as shown below). Please select the 'description' tab if it is not already selected.

If you are returning after having previously edited your villa you will need to select the 'edit villa' option at the top of the page



You are now ready to begin entering information about your villa. For help with how to enter your property's information please see: [how to enter my property information](#)



description amenities quote & enquiries availability photo gallery help | save | close

New Villa

Description

Bedrooms: 0
Sleeps: 0
Bathrooms: 0
Villa Address:
Location: Florida - Central / Di
City:
Community:
Country:
Property Type:
Currency: £
Publish Villa:
Virtual Tour Link:
Online Reservations:

Bedroom Configuration

King Beds: 0
Queen Beds: 0
Put Up Beds: 0
Double Beds: 0
Ensuite: 0
Single Beds: 0


Note: Your villa address will not be shown on the website

To contact the owner [click here >](#)

Entering My Description Information

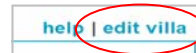
1) In order to make changes to the 'Description' page you will need to be logged into the website with your Villa People Owners Account.

2) In the 'My Account' menu box enter your email address where it says 'email' and your password in the box below. Once entered please press 'login'.



3) Select the property you are editing from the 'Villa Owners Menu'

4) Select 'edit villa' option to the right of the tabs.



5) Select the 'Description' tab and enter the details of your villa in the appropriate areas of the screen.

A) Give your villa title.

Highlight the 'New Villa' text and type your new title. Please keep the title short and simple. For example: Luxury 3 Bed Villa & Pool - France.

B) Enter your villas description.

Please put information relating to your property in this area. Please do not include any email addresses or web links. We suggest a paragraph of the key features of your villa followed by a narrative. You do not need to add any rates or general amenities in this section.

C) Enter the bedroom configuration.

Please enter the number of beds which match each category. Also please state how many en-suite bathrooms there are.

D) Enter the general Villa details.

Includes number of bedrooms, how many guests the villa can sleep (including put up & sofa beds), how many bathrooms, villa address - note this address does not appear on your published advert, city, community, country, property type, a link to you own private virtual tour, and the option to allow on-line reservations to be made.

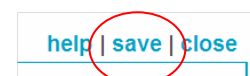
If you have a virtual tour it should be added in the following format: <http://www.myvirtualtour.com>

E) Publish Villa.

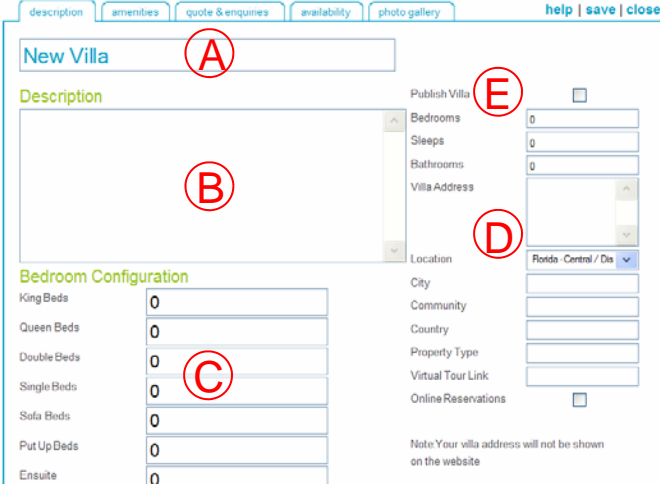
Publish Villa: Your property will not appear online until you have selected the 'publish villa' tick box. Only once you finished adding all the information and uploaded at least one photograph should you tick the tick box.

Online Reservations: If you would like renters to be able to reserve their provisional dates online you need to tick this box. Please note that only renters who have signed up with a Villa People Renters Account are permitted to reserve your villa. This will help prevent fraudulent bookings from being made.

6) Once you have made your changes do not forget to save any changes / additions.




7) If you cut and paste text from a Word Document or off the internet, some characters may not appear correctly once you have saved your details. Please re-check all your entered information.



Entering My Amenities Information

1) In order to make changes to the 'amenities' page you will need to be logged into the website with your Villa People Owners Account.

2) In the 'My Account' menu box enter your email address where it says 'email' and your password in the box below. Once entered please press 'login'.



My Account

email

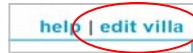
password

login

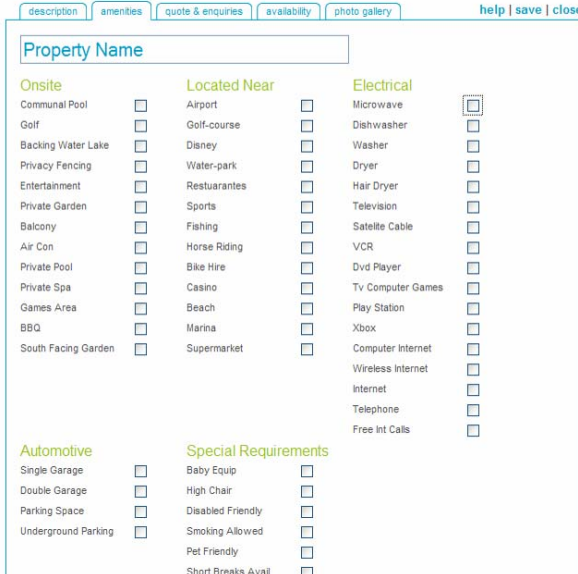
[Forgot Password >](#)

3) Select the property you are editing from the 'Villa Owners Menu'

4) Select 'edit villa' option to the right of the tabs.



5) Select the 'amenities' tab and tick the appropriate boxes which apply to your property. Boxes which are not ticked will not appear on your online advert.

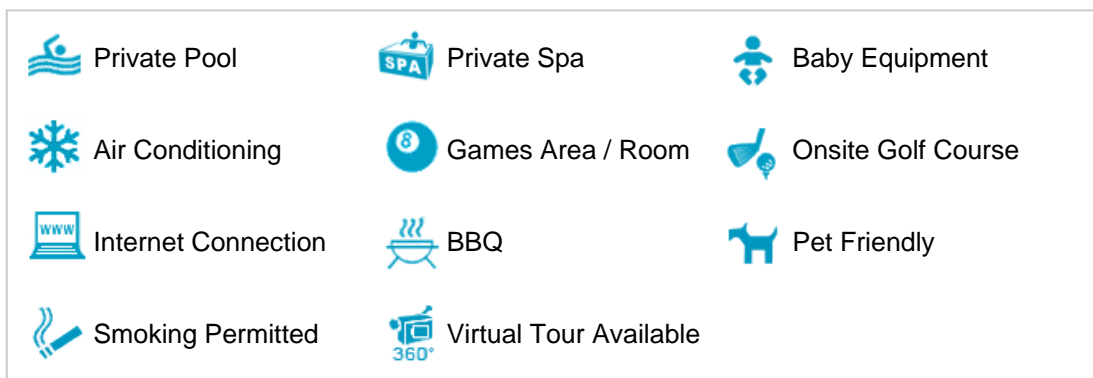


description | amenities | quote & enquiries | availability | photo gallery | help | save | close

Property Name

| | | |
|--|---|--|
| Onsite | Located Near | Electrical |
| Communal Pool <input type="checkbox"/> | Airport <input type="checkbox"/> | Microwave <input type="checkbox"/> |
| Golf <input type="checkbox"/> | Golf-course <input type="checkbox"/> | Dishwasher <input type="checkbox"/> |
| Backing Water Lake <input type="checkbox"/> | Disney <input type="checkbox"/> | Washer <input type="checkbox"/> |
| Privacy Fencing <input type="checkbox"/> | Water-park <input type="checkbox"/> | Dryer <input type="checkbox"/> |
| Entertainment <input type="checkbox"/> | Restuarantes <input type="checkbox"/> | Hair Dryer <input type="checkbox"/> |
| Private Garden <input type="checkbox"/> | Sports <input type="checkbox"/> | Television <input type="checkbox"/> |
| Balcony <input type="checkbox"/> | Fishing <input type="checkbox"/> | Satellite Cable <input type="checkbox"/> |
| Air Con <input type="checkbox"/> | Horse Riding <input type="checkbox"/> | VCR <input type="checkbox"/> |
| Private Pool <input type="checkbox"/> | Bike Hire <input type="checkbox"/> | Dvd Player <input type="checkbox"/> |
| Private Spa <input type="checkbox"/> | Casino <input type="checkbox"/> | Tv Computer Games <input type="checkbox"/> |
| Games Area <input type="checkbox"/> | Beach <input type="checkbox"/> | Play Station <input type="checkbox"/> |
| BBQ <input type="checkbox"/> | Marina <input type="checkbox"/> | Xbox <input type="checkbox"/> |
| South Facing Garden <input type="checkbox"/> | Supermarket <input type="checkbox"/> | Computer Internet <input type="checkbox"/> |
| | | Wireless Internet <input type="checkbox"/> |
| | | Internet <input type="checkbox"/> |
| | | Telephone <input type="checkbox"/> |
| | | Free Int Calls <input type="checkbox"/> |
| Automotive | Special Requirements | |
| Single Garage <input type="checkbox"/> | Baby Equip <input type="checkbox"/> | |
| Double Garage <input type="checkbox"/> | High Chair <input type="checkbox"/> | |
| Parking Space <input type="checkbox"/> | Disabled Friendly <input type="checkbox"/> | |
| Underground Parking <input type="checkbox"/> | Smoking Allowed <input type="checkbox"/> | |
| | Pet Friendly <input type="checkbox"/> | |
| | Short Breaks Avail <input type="checkbox"/> | |

Some of the amenities are also show as icons on the websites results page to help give renters a way of comparing villas. The icons used in the search results are:



If there are any amenities which you feel should be added to the standard list please contact us.


6) Once you have made your changes do not forget to save any changes / additions.



Entering My Quotes & Enquiries Information

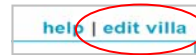
1) In order to make changes to the 'Quotes and Enquiries' page you will need to be logged into the website with your Villa People Owners Account.

2) In the 'My Account' menu box enter your email address where it says 'email' and your password in the box below. Once entered please press 'login'.



3) Select the property you are editing from the 'Villa Owners Menu'

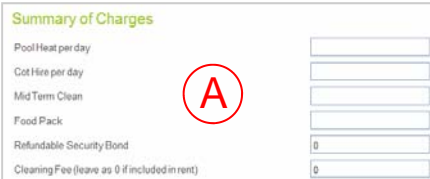
4) Select 'edit villa' option to the right of the tabs.



5) Select the 'Quotes and Enquiries' tab and enter the details of your villa in the appropriate areas of the screen.

A) Summary of Charges:

These are optional charges that may or may not apply to your property. If you leave a field blank it will not appear. By adding in a rate the option will appear on the quotes page.



B) Long Stay Discount:

If you do not offer long stay discount please leave as '0'. If you do offer a long stay discount enter the number of days after which the discount is given and enter the % of discount the guest will receive.



For example: If you want guests who stay for 3 weeks or more to receive a 5% discount enter 21 and 5 for the days and percentage respectively.

C) Last Minute Discount:

If you do not offer last minute / late deal discount please leave as '0'. If you do offer a last minute / late deal discount enter the number of days the arrival date needs to be within to qualify for the discount and enter the % of discount the guest will receive.



For example: If you want guests who arrive within 4 weeks to receive a 10% discount enter 28 and 10 for the days and percentage respectively.

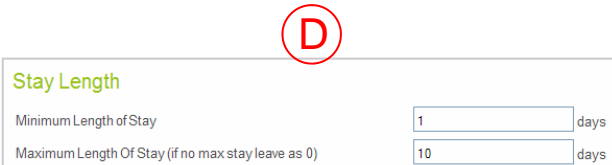
Please Note:

Both Long Stay and Last Minute Discounts only apply to the rental charges and not the optional extras or security bonds. If you select both discounts the renter may be eligible for both.

Using the 2 examples above, a guest who books a villa for 3 weeks and is due to arrive in the next 28 days would receive a discount of 15% off the total rental price..

D) Stay Length:

You can choose both the minimum and maximum number of days stay you length for your property.



E) Short Stay Cleaning Charge:

This is an optional additional cleaning charge for stays less than a certain number of days.



For example: If you want to charge £50 for stays of 5 days or less enter 6 and 50 for the number of days and price respectively.

F) Deposit & Payment Charges:

You must decide how many days within which you require full payment to be made. Outside this number of days you need to select the deposit amount you require. The deposit you require can be set as a fixed amount per week (or part week) or as a percentage of the booking.



To receive the full balance for all reservations enter '9999' in the 'Full Payment Required Within' field and leave the next field empty.

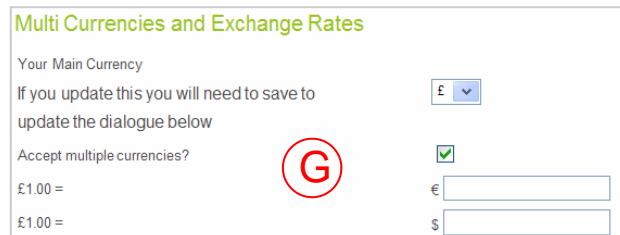
Example 1: If you require a deposit of £100 per week or part week and the final balance to be payable 10 weeks prior to arrival you need to enter 70 (10 weeks = 70 days) and 100 (deposit required per week) respectively

Example 2: If you take a reservation which is not for another 12 months and you require the full balance enter 9999 days and it will not matter what is selected in the deposit amount field

Example 3: If you take 20% deposit and the full balance 3 months before arrival enter 90 (Days) and 20 (percent).

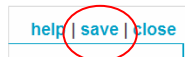
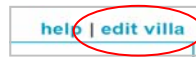
E) Multi Currencies & Exchange Rates:

You will have the option to offer quotes in up to 3 different currencies. These currencies are: £Sterling, \$US Dollar's and €Euros'. One currency will become your default currency and the additional currencies will be calculated using an exchange rate of your choice.



i) Select 'your main currency'. All the rates entered within the 'quotes & enquiries' section will automatically adopt this currency. .

ii) If you change 'your main currency' you must save the change and then re-edit the section by selecting 'edit villa' before you can continue.

iii) Please choose whether or not you wish to accept multiple currencies by ticking the 'Accept multiple currencies' box.

iv) If you decide not to accept multiple currencies you can proceed to the next area: H) Daily Rental Charges.

v) If you decide to accept multiple currencies two further boxes will appear (if they don't appear after ticking the box select 'save' and then 'edit villa' as in part ii).

vi) Please enter the corresponding exchange rate for each of the remaining 2 currencies.

vii) If you do not wish to accept both additional currencies you can enter '0' into the exchange rate box of the currency you do not wish to accept.

For example: if you choose £UK as your default currency and wish to quote in €Euros' with an exchange rate of £1 = €1.5 but you do not wish to quote in \$US Dollar's , you would select '£' as your main currency, tick the multiple currencies box, and enter 1.5 in the € exchange rate box and 0 in the \$ exchange rate box..

H) Daily Rental Charges:

The rental charges are very easy to update. If you have different rates throughout the year you can add them into the daily rental charges section.

Daily Rental Charges

Amount Per Night

H

Start by pressing 'add date'

Add the 'Amount Per Night' for today's date then enter the 'Until Date'. The 'Until Date' is when the rate is due to either change or expire. By pressing the 'add date' button again you can select the new rate that will be applied following the previous 'Until Date'. For each 'Amount Per Night' you enter you will need to enter a corresponding 'Until Date'. A simple example of this can be seen below:

Example Rate Structure -

1st October 2006 - 31st December 2006: £75 per night
 1st January 2007 - 31st May 2007: £100 per night
 1st June 2007 - 31st December 2007: £85 per night

Would be shown as:

| Amount Per Night | Until Date |
|---|--|
| £ <input style="width: 100%;" type="text" value="75"/> | <input style="width: 100%;" type="text" value="31/12/2006"/> |
| £ <input style="width: 100%;" type="text" value="100"/> | <input style="width: 100%;" type="text" value="30/05/2007"/> |
| £ <input style="width: 100%;" type="text" value="85"/> | <input style="width: 100%;" type="text" value="21/12/2007"/> |
| <input type="button" value="add date"/> | |

You may have as many rate changes as you like. We do suggest that you set your rates out for a minimum of 18 months. Quotes can only be generated up to the last 'Until Date' entered.

If you have any difficulties with adjusting your current rate structure please contact us for assistance.

6) Once you have made your changes do not forget to save your changes / additions.

help | save | close

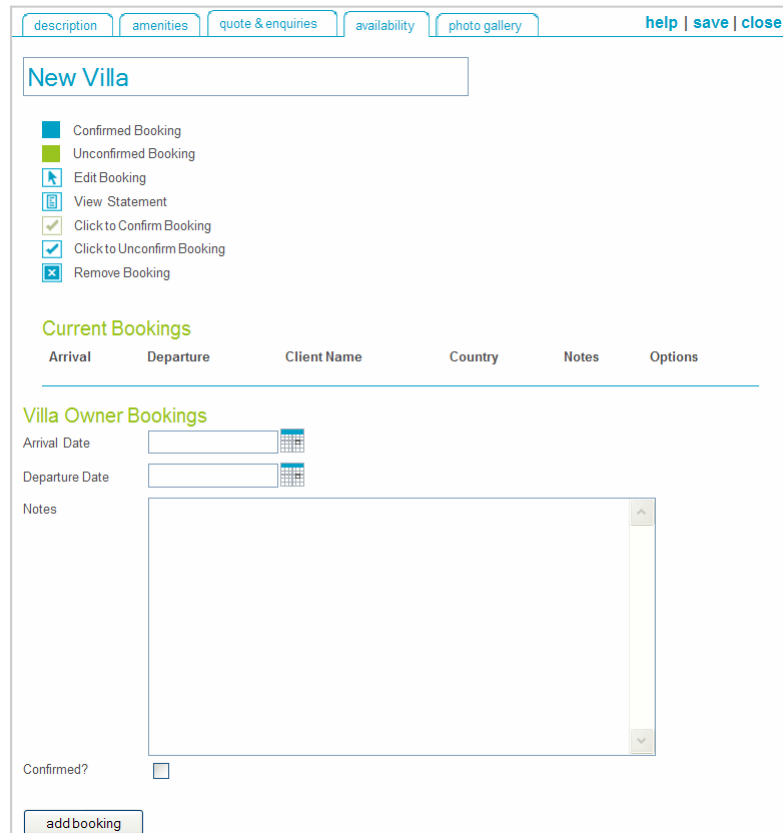
Entering My Availability Information

When you are logged in with your username it is not necessary to select 'edit villa' when adding bookings to the availability calendar.

Entering your own bookings could not be simpler. All you have to do is enter the Arrival Date the Departure date and any notes you wish.

In the 'notes' we suggest you add information such as party name, number of guests, any special requirements, rates quoted or charged and perhaps their contact details.

You can choose if a booking is a 'confirmed' or 'unconfirmed' reservations .




How to add a booking

1. Enter 'Arrival Date'
2. Enter 'Departure Date'
3. Enter 'Notes'
4. Tick the 'Confirmed?' check box as necessary.
5. Select 'add booking'



How to edit an existing booking

1. Select the icon to edit booking
2. The existing information will be brought up on screen
3. Make changes to the 'Arrival Date'
4. Make changes to the 'Departure Date'
5. Make changes to the 'Notes'
6. Select 'Update Booking'

How to delete a booking

1. Select the icon to delete booking 
2. When prompted with 'Are you sure...' Select OK

How to change the status of a booking unconfirmed / confirmed

1. Select the appropriate icon to change status of the booking 
2. When prompted with 'Are you sure...' Select OK 


After performing any of these actions the screen will automatically refresh and update your records. If for any reason this does not happen please use your browsers refresh button.

It is not necessary to select 'save' after entering bookings into the availability calendar as this is automatically done as you enter or modify your bookings.

Entering My Photo Gallery Information

1) In order to make changes to the 'Photo Gallery' page you will need to be logged into the website with your Villa People Owners Account.

2) In the 'My Account' menu box enter your email address where it says 'email' and your password in the box below. Once entered please press 'login'.



3) Select the property you are editing from the 'Villa Owners Menu'

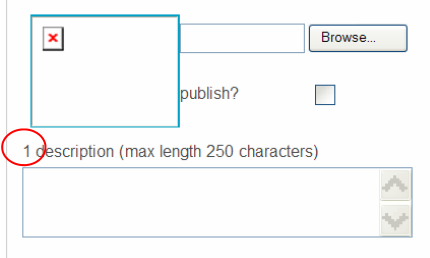
4) Select 'edit villa' option to the right of the tabs.



5) Select the 'Photo Gallery' tab.

A screen will appear filled with boxes like this:

You will notice all the boxes are numbered. This is the order your photos will appear. Please make sure No. 1 is a picture of the front of your property



6) Select Browse and locate the digital photo on your computer.

7) Once you have located your photograph please select 'Open'.

8) Tick the publish box if you wish for the photograph to appear in your advert.

PLEASE NOTE THAT YOUR PHOTOS WILL NOT APPEAR UNTILL YOU SELECT SAVE (part 11)

9) Enter the description for your photo. Even single words are better than nothing.

10) Repeat steps 6 to 9 in each photo box.

11) Select save.

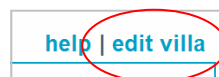


Please be aware that the size of your digital photographs will affect the time it takes to upload them. If you have difficulties please try reducing the size of your photos. If you need any assistance please contact us.

DON'T FORGET

Once you have saved all the information and uploaded your photographs you may need to go back to the Description tab and select 'Publish Villa'.

You may need to select 'edit villa'.



Once you have selected the 'Publish Villa' tick box remember to select save.

