


Entering My Description Information

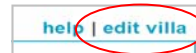
1) In order to make changes to the 'Description' page you will need to be logged into the website with your Villa People Owners Account.

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 your own private virtual tour, and the option to allow on-line reservations to be made.

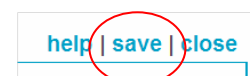
If you have a virtual tour it should be added in the following format: <http://www.myvirtualtour.com>

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.

