



# B&B Owners Information Sheet

## Dashboard - 3rd Party Bookings

### Adding 3rd Party Bookings

You may wish to add bookings received from other booking systems so that the calendar on your website or webpage reflects your true availability. This is not absolutely necessary because if you decline a booking, it will automatically update that room/date as booked.

To add bookings from other sources to your calendar go to **"Room & Rates"** in the **My B&B Dashboard Menu**. You can click

Twin Room 2		120	120	120
Twin Room 3		120	120	120
Twin Room 4		120	120	120

on any bed night (Room/Date) and a pop up box will appear (right) - You can add as much info as you like but as a minimum type in the guest's name to show that bed night as "Booked".

This has the advantage of:-

- Updating your dashboard calendar
- Showing this room as booked on your website
- Adding this guest to your arrivals / departures

Unfortunately, you cannot take payment automatically with 3rd party bookings but you can take payment by entering their credit/debit card details into your STRIPE virtual terminal.

**Rates & Availability**  
for Twin Room 3 on August 01, 2017

Booking | Rate & Discount | Block Date(s)

Booking Dates \* 01 Aug 2017 to 02 Aug 2017

Guest's Name \* TYPE GUESTS NAME

Book Date(s) Go Back

Additional Information (optional)

Arrival Time Approximate time of guest's arrival

Number of Nights 1 Number of People 1

Guest Contact Contact email or telephone

Booking Ref. (if applicable) Booking Reference if applicable

Total Charge € Total price of booking if different from listed rates

Booking Source Select booking source...

Book Date(s) Book Date(s) & Charge Go Back

