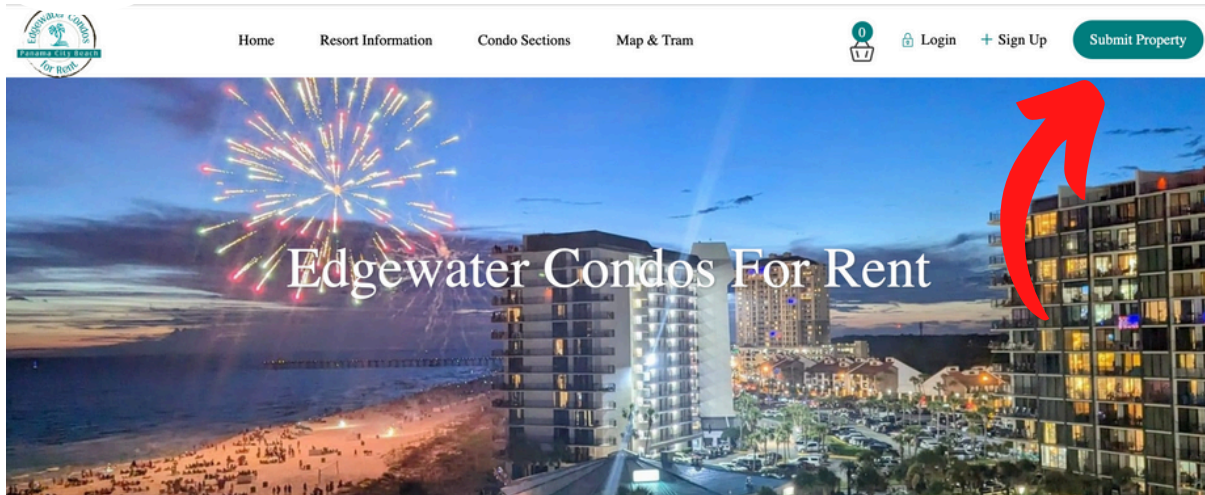




Creating your listing

Instructions for setting up your listing



*** Important items to note**

Start by clicking Submit Property Description page

*** Title** - 60 characters max.

- **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 integration for bookings and inquiries by using widget code. In your software, go to settings: widgets: create a Booking/Inquiry form, customize as you'd like: save. Copy that code and paste into the Owner Rez widget box on the description page). ***See more details on pages 5-8 of this set up list.***

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 discount (5%, 10%, or anything you'd like), be sure to select the "EBR Groups Discount" feature.

***** In Owner Rez or your booking software, create a Discount Code called "EBRgroups" which will be shared with these groups looking to book. If an automatic code on your booking site isn't possible, 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, save, and then copy that code. Paste it into the Owner Rez Calendar Widget box on the Calendar page. **See more details on pages 5-8 of this set up list.**
 - 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.***
- Once published, clicking the Publish or Upgrade button again will offer an upgrade to be a Featured Listing. These are limited placements; this adds a tag to your listing as featured, includes you in the rotating slideshow on the home page, and places you at the top of qualifying search results pages. To be featured is an additional \$150 fee annually.

Concierge listing set up service is available: [CLICK HERE.](#)

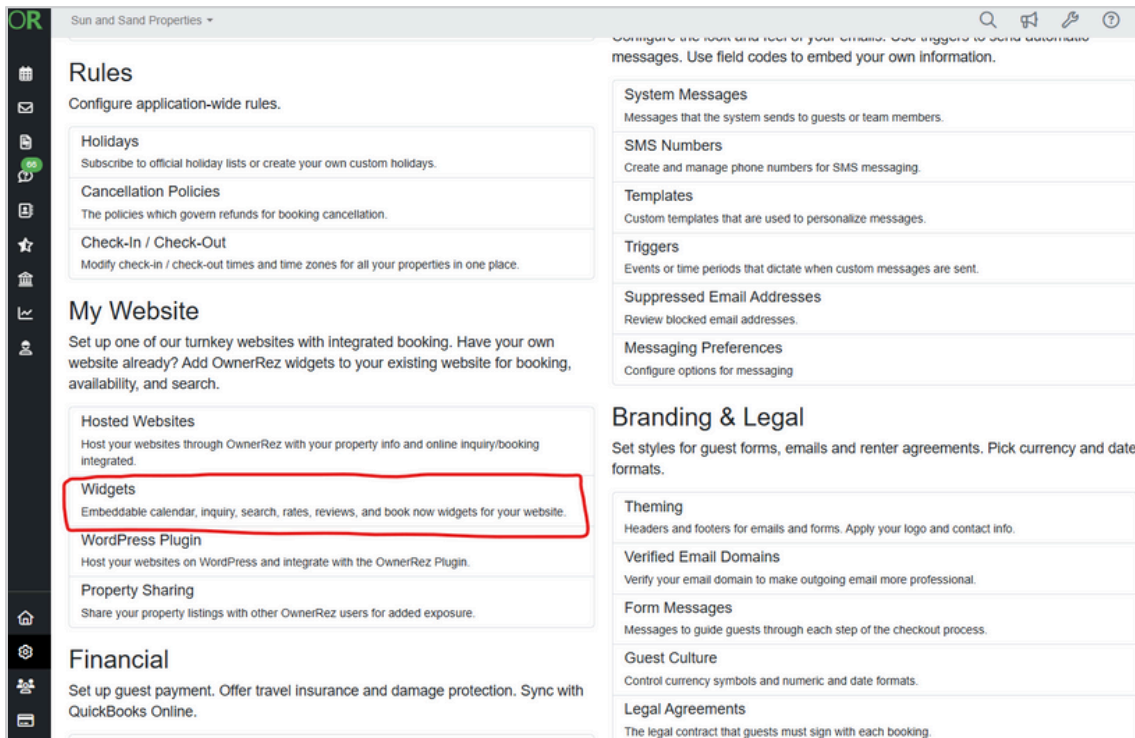
Owner Rez Widget Creation

**Widgets only have to be created once, even if you have multiple properties.
If you already have widgets created, skip to step 8.**

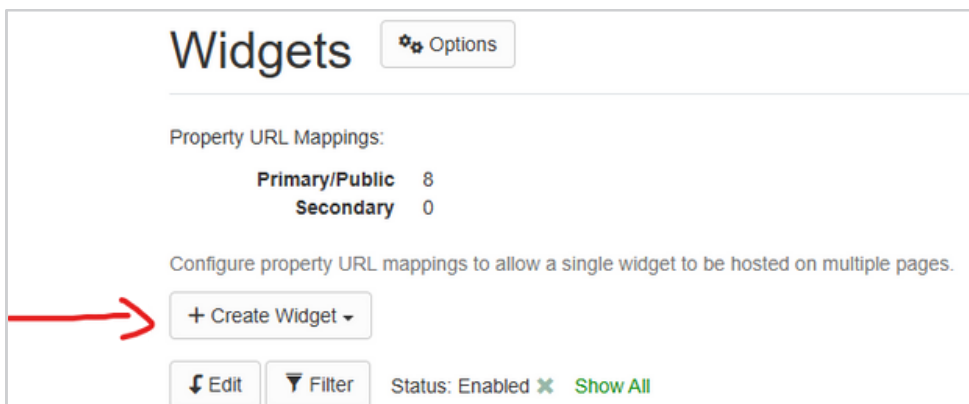


Book Now/Inquiry form widget

1. Log into your Owner Rez software
2. Click Settings (gear icon)
3. In Settings, click Widgets



4. Click the "Create Widget" drop down.



5. From that dropdown, select "Booking/Inquiry"

6. Customize this as you'd like (ie remove the pets field since you do not accept pets, click to "Quote without occupancy" if you do not charge by the number of guests, update colors, etc)

7. **Save.**

Create Booking/Inquiry Widget

Mode ☒ Book Now/Inquiry ☐ Inquiry Only
Allow book now if property rules match, with a fallback to inquiry if not. Or only allow inquiries.

Fields

☐ Show Property Selector

☒ Show Children Field

☐ Show Pets Field

☐ Allow Inquiries Without Dates

Name Field ☒ One Full Name Field ☐ Separate First Name and Last Name Fields

Display

Adult Term ☒ Adult ☐ Guest
Should adults be referred to as "Adults" or "Guests"?

Booking Button Text

Inquiry Button Text

Text Color

Unavailable Color

Today

Holiday Color

Validation

☐ Require Phone

☐ Validate Inquiry
Validate inquiries, or allow inquiries with invalid data. Book Now is always validated.

Quoting

Quote Price ☐ Never Quote ☐ Hide Errors ☐ Show Errors ☒ Allow Quote and Show Errors
Control quote price display and error handling. Quoting can be disabled entirely by choosing "Never Quote". The other options will show a quote if no rules or violations, and the options control how to show rule violations or errors.

☐ Quote is Approximate
If enabled, will show "From... Amount" language in the quote area to let guests know that the quote may change.

☒ Quote Without Occupancy
Generate a quote based on 1 adult if nothing was specified. Only recommended if you have flat rates that don't depend on number of guests.

8. Once the widget is created, be sure you have the property you're working with selected, and click the copy button under "Embed Code."

Generate Code

[? Need help getting widgets into your website?](#)

For Property

If you choose "All Properties", the generated code will detect the correct property based on the URL of the page where it is hosted.

Embed Code

Copy/paste this code into your website where you want the booking/inquiry widget to appear:

```
<!-- OwnerRez Booking/Inquiry widget for Sand Dollar Villa 504 -->
<div class="ownerrez-widget" data-widgetId="bf6e054236f441c99110381c7a67074c" data-
propertyId="be0aec302dc5469b82f5730ea7654b4c" data-widget-type="Booking/Inquiry"></div>
<script type="text/javascript" src="https://app.ownerrez.com/widget.js"></script>
```

9. Paste that code into the widget box in your listing set up on the website:

Owner Rez Booking/Inquiry widget

Owner Rez Booking/Inquiry widget

```
<!-- OwnerRez Booking/Inquiry widget for Sand Dollar Villa 504 -->
<div class="ownerrez-widget" data-
widgetId="bf6e054236f441c99110381c7a67074c" data-
propertyId="be0aec302dc5469b82f5730ea7654b4c" data-widget-
```


Owner Rez Widget Creation

If you already have widgets created, skip to step 7.



Calendar Widget

1. Repeat steps above to get to the Widgets section of your Owner Rez software.
2. Click the "Create Widget" button

Widgets Options

Property URL Mappings:

Primary/Public	8
Secondary	0

Configure property URL mappings to allow a single widget to be hosted on multiple pages.

+ Create Widget

Edit Filter Status: Enabled Show All

3. From that dropdown, select "Multiple Month Calendar (Single Property"
4. Select the number of months you'd like to display (3 or 4)
5. Click to "Show rates for each day"
6. Save the widget.

Create Multiple Month Calendar Widget

Months to Show: 3

Navigation: ☐ Disable navigation to additional periods

Rates: ☒ Show rates for each day

Unavailable Color: Use Property Color

Today:

Holiday Color:

Text Color: Default

Options

Display Culture: Default (English)

Options

Name:

This doesn't show up anywhere on the widget, just a reference for you to distinguish between widgets when you've got lots of them.

Publicly Accessible: ☒ Enabled

Properties: All

CSS:

Customize advanced display and layout settings using Cascading Style Sheets (CSS) rules.

Save Cancel

Multiple Month Calendar Widget Change

Months to Show: 3

Navigation: Allowed

Rates: Show Daily Rates

Unavailable Color: Use Property Color

Today Color: None

Holiday Color: None

Text Color:

Options

Display Culture: Default (English)

Enabled: Yes

Properties: All Properties

Generate Code Need help getting widgets into your website?

For Property: Sand Dollar Villa 504

If you choose "All Properties", the generated code will detect the correct property based on the URL of the page where it is hosted.

Embed Code

Copy/paste this code into your website where you want the multiple month calendar widget to appear: Copy

```
<!-- OwnerRez Multiple Month Calendar widget for Sand Dollar Villa 504 -->
<div class="ownerrez-widget" data-widgetid="458c1e7e0e48830c4809007c02b" data-propertyid="be0a0c302dc455b825730ea7554b4c" data-widget-type="Multiple Month Calendar"></div>
<script type="text/javascript" src="https://app.ownerrez.com/widget.js"></script>
```

7. Once the widget is created, be sure you have the property you're working with selected, and click the copy button under "Embed Code."

Paste that code into the widget box in your listing set up, calendar tab:

Paste in your Owner Rez Calendar Widget

```
<!-- OwnerRez Multiple Month Calendar widget for Sand Dollar Villa 504 -->
<div class="ownerrez-widget" data-
widgetId="45f8c1e7e6ee46839dc48f866807c50b" data-
propertyId="be0aec302dc5469b82f5730ea7654b4c" data-widget-type="Multiple
```

8. **Save.**

Add your iCal feed to make you searchable by availability.

1. In Owner Rez, go to Settings.
2. Click iCal Import/Export:

Pricing

Specify what your guests will pay when quotes and bookings are created. Use the [Rate Tester](#) to confirm.

Seasons

The Recurring periods or Specific Dates of the year in which you group your rates.

Rates

The amount you charge per night, by season or date.

Surcharges

Channel Management

Connect with listing sites for inquiries, bookings, rates, content, availability calendar synchronization.

Channel Integrations

Add and manage channel integrations.

iCal Import/Export

Add and manage iCal calendar syncs.

Channel Bridge

3. Click the Export tab and then the copy icon next to the appropriate property:

iCal Import/Export



Import and export calendars to synchronize availability on channels.

Import
Export

[? Guide to iCal import/export](#)

These URL's contain only information about the dates that are blocked – no guest information. You can create an iCal link including more information. To do this, go to the Calendar Export section for the property.

Here's a list of all properties and corresponding iCal export URL's in your account:

Property	OwnerRez iCal Export URL
Greens Cay on Lake Hartwell	https://app.ownerrez.com/feeds/ical/a5756ec33f0944 
Sand Dollar Villa 504	https://app.ownerrez.com/feeds/ical/be0aec302dc5469b82f5730ea7654b4c 

Import/Export iCalendar feeds

This is the listing iCalendar feed to export : ?ical=dod7d8b7c963f408044886f1e2436004

Owner Rez

<https://app.ownerrez.com/feeds/ical/6f4a02a02d4d83bd>

[delete imported dates](#)

iCalendar import feeds (feed will be read every 3 hours and when you hit save)

feed name

feed url

Add new feed

Save

4. Paste that into the feed url field under iCalendar feeds, and name the feed Owner Rez.

Save.