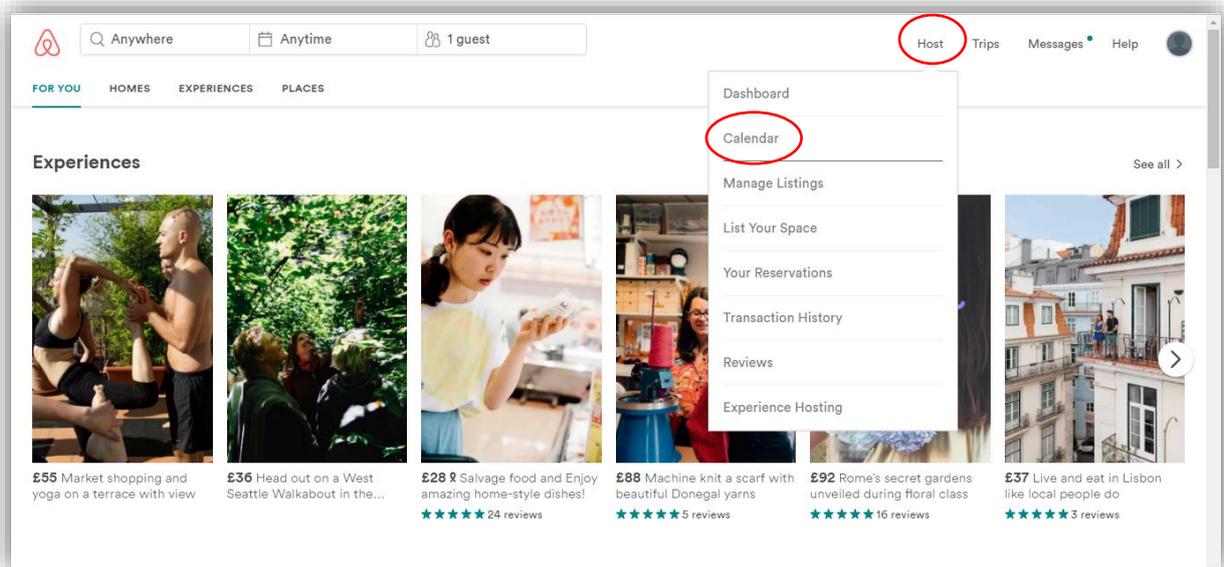
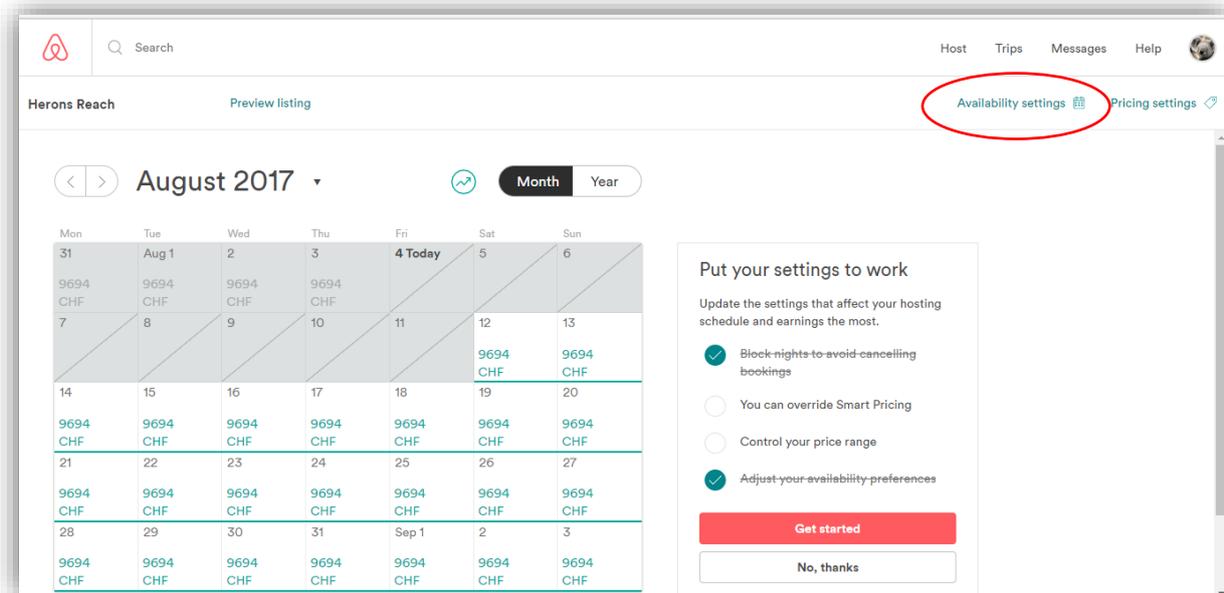


Airbnb User Guide

- 1) Sign in to your Airbnb account, and in the top toolbar select 'Host' and then 'Calendar'.

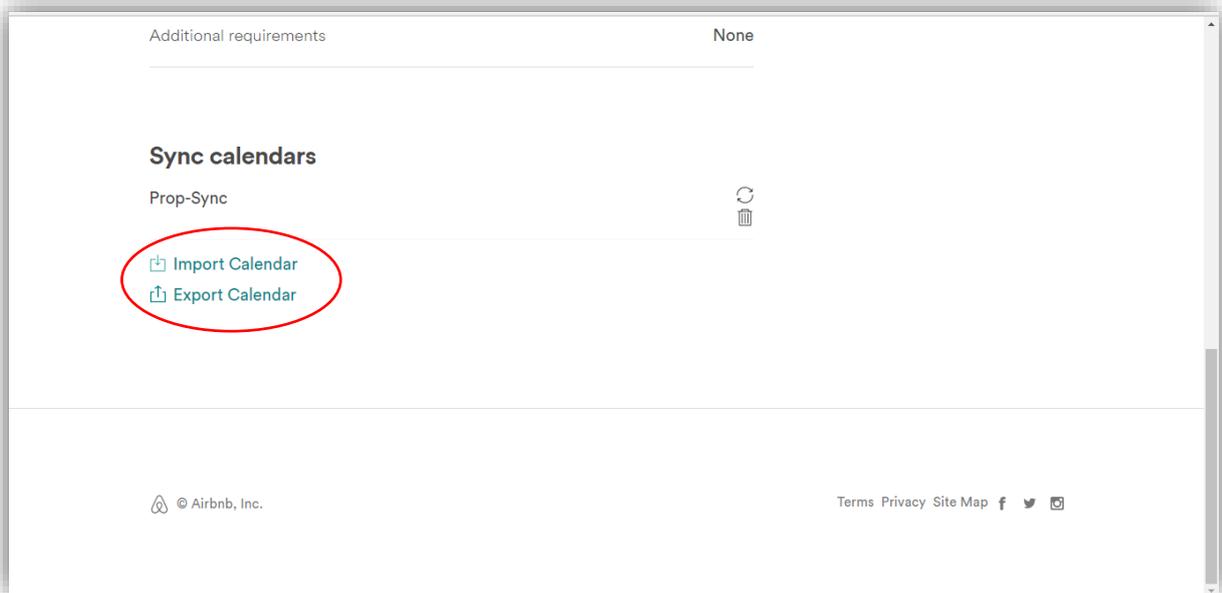


- 2) You will then be directed to another page. In the top right-hand corner, you will see 'Availability settings'. Choose this option.

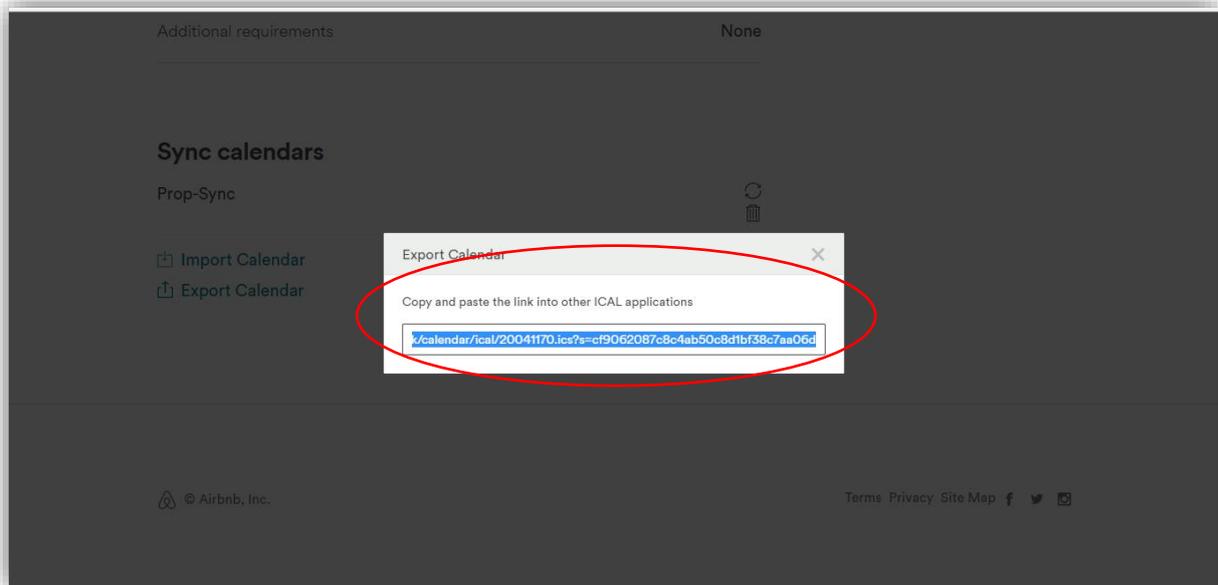


Airbnb User Guide

- 3) You will then be redirected to another page. Scroll down to find the two links, 'Import Calendar' and 'Export Calendar'.



- 4) First select 'Export' and copy the URL so that you can insert the Airbnb URL into the Sawday's Member Area.



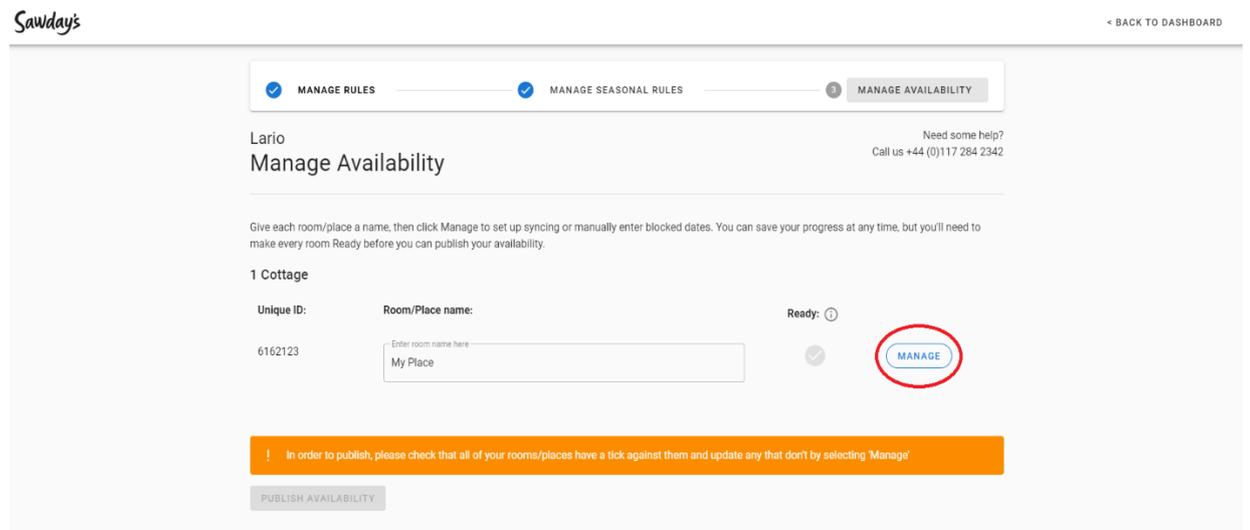
Airbnb User Guide

NOW GO TO YOUR SAWDAY'S MEMBER AREA

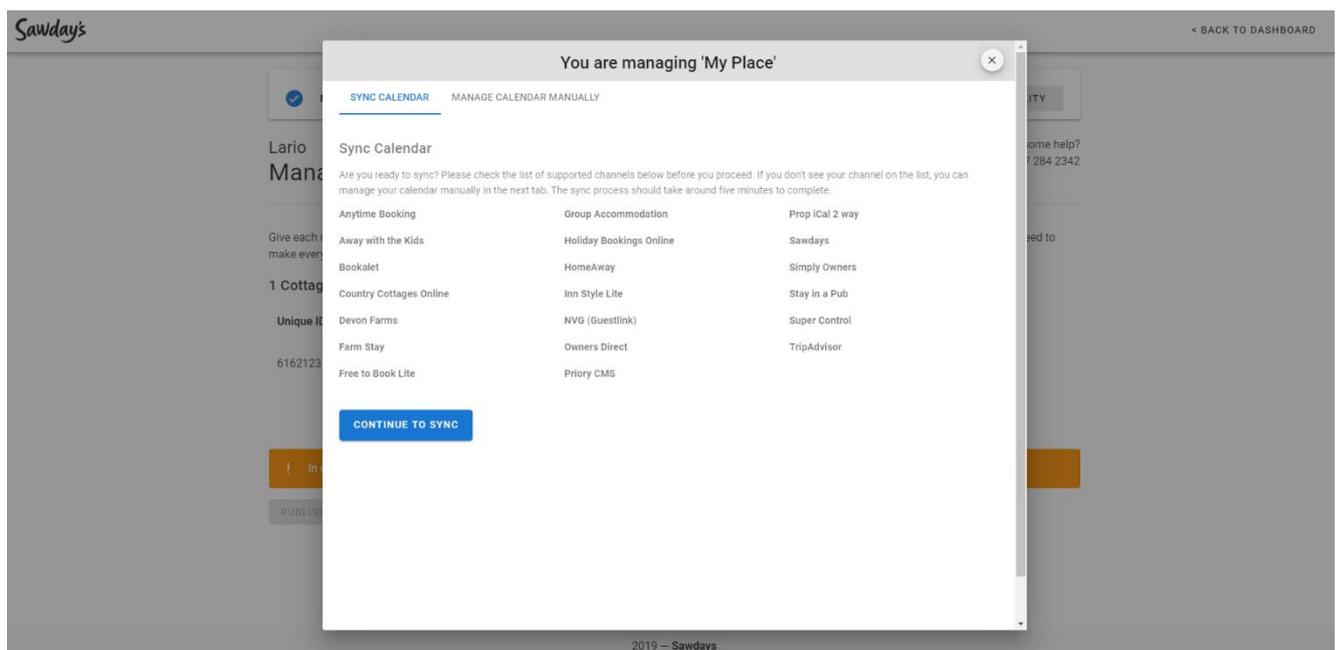
- 5) Once logged into the Member Area, make sure you have added your Booking Rules first under 'Manage Rules'. Once complete, go to 'Manage Availability'.

Each of your rooms/places will be shown in the list in 'Manage Availability'. First, re-name each room/place to something more memorable.

Then, select 'Manage'.



- 6) Check the list of channels we support – if your channel is listed, click 'Continue to Sync'.
If your channel is not listed, you can go to the tab titled 'Manage Calendar Manually'.



Airbnb User Guide

- 7) Confirm you're ready to start synchronisation by clicking 'Confirm', then click ADD next to Airbnb in the channel list titled 'Available Calendar Syncs'. You will be prompted to paste in the Export url from Airbnb (see Step 4).

You are managing 'My Place'

[SYNC CALENDAR](#) [MANAGE CALENDAR MANUALLY](#)

Sync Calendar

Sync this room with every other channel you use. Click ADD and follow the instructions in the panel provided. You may need a reference or url from the other channel.

CHANNELS **REPORT**

My Calendar Syncs

Channel	Reference	Channel Type	Primary	
Sawdays			<input type="radio"/>	MANAGE

Available Calendar Syncs

Search for a ch.

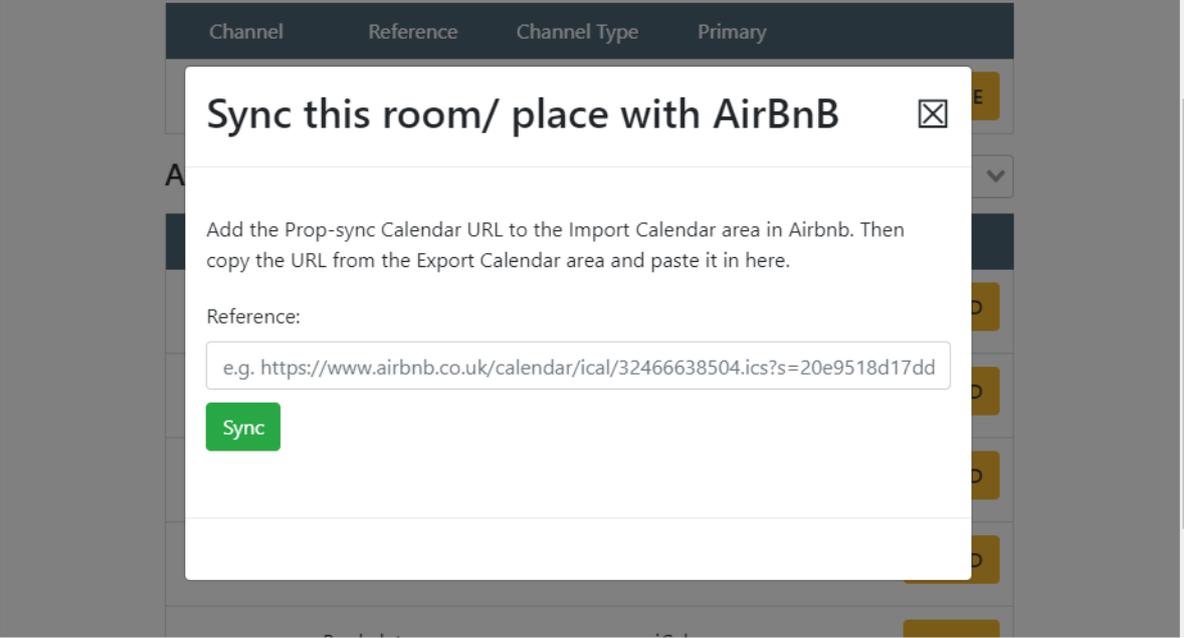
Available Channels	Channel Type	
AirBnB	iCal	+ ADD

You are managing 'My Place'

[SYNC CALENDAR](#) MANAGE CALENDAR MANUALLY

Sync Calendar

Sync this room with every other channel you use. Click ADD and follow the instructions in the panel provided. You may need a reference or url from the other channel.



- 8) Once this is complete, you will be provided with a Sawday's URL in the same pop up box. You can then add the Sawday's URL provided into the Import field in your account on Airbnb (see Step 3).
- 9) Once the Export and Import URLs have been added successfully, your synchronisation with Airbnb is ready. Airbnb will now show in the list titled 'My Calendar Syncs'.

You will be able to see any unavailable dates from Airbnb in the tab titled 'Manage Calendar Manually', under 'Blocked dates from other channels'.

Now that synchronisation is set up, any dates blocked on either Airbnb or Sawday's will be reflected on all calendars.

- 10) If you use Airbnb as your master system to manage availability and bookings, don't forget to select this as the 'Primary', in case of any synchronisation issues (see below).

Airbnb User Guide

SYNC CALENDAR

MANAGE CALENDAR MANUALLY

Sync Calendar

Sync this room with every other channel you use. Click ADD and follow the instructions in the panel provided. You may need a reference or url from the other channel.

CHANNELS **REPORT**

My Calendar Syncs

Channel	Reference	Channel Type	Primary	
AirBnB	N/A	iCal	<input checked="" type="radio"/>	MANAGE
Sawdays			<input type="radio"/>	MANAGE

Available Calendar Syncs

Search for a ch. 

Available Channels	Channel Type	
Anytime Booking	Booking service	ADD