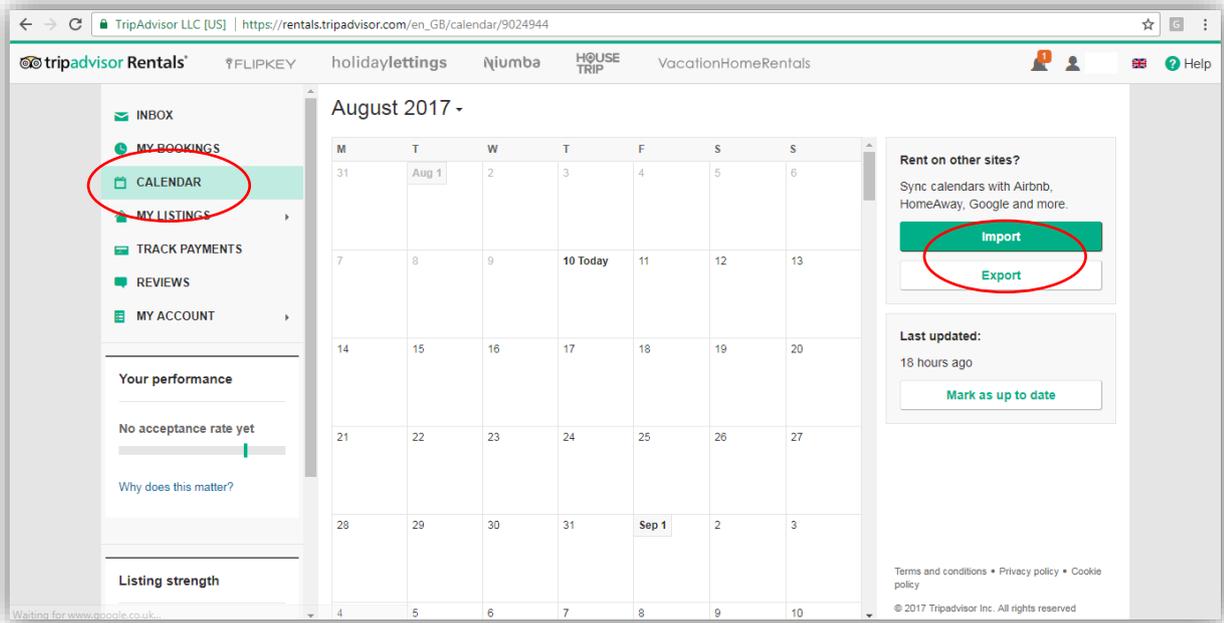
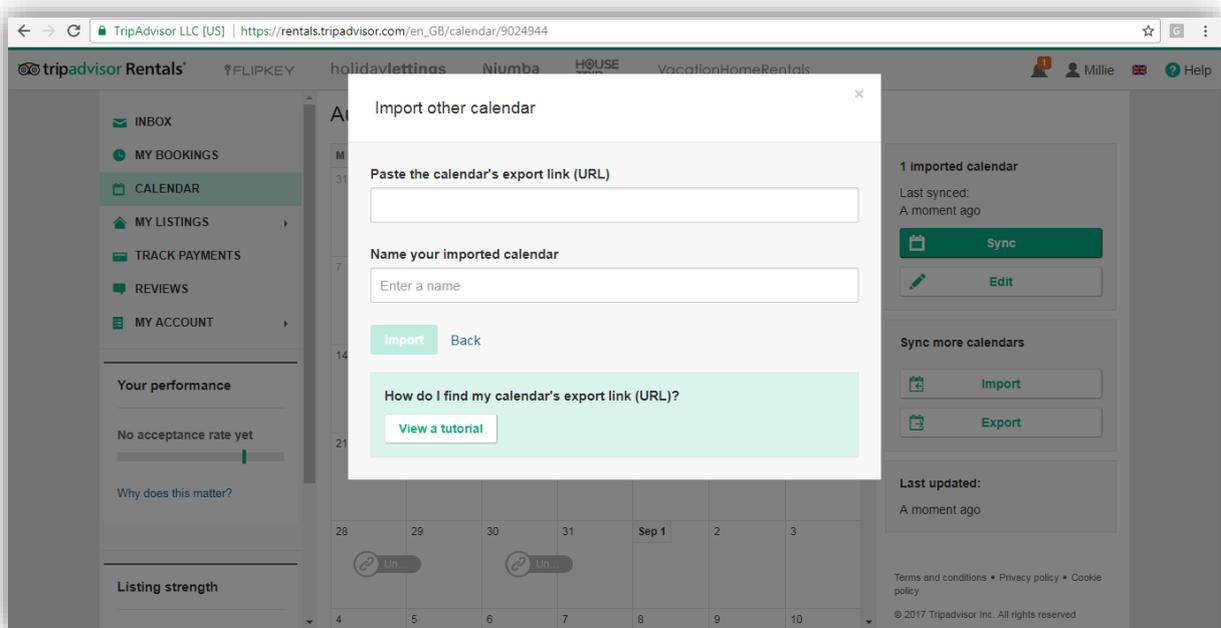


TripAdvisor User Guide

- 1) Log in to your TripAdvisor account and on the left-hand tool bar you will see a 'Calendar' tab. Select this.



- 2) You will then be redirected to another page where on the right-hand side you will see an 'Import' and 'Export' option. Select 'Export' to retrieve the calendar URL for TripAdvisor.

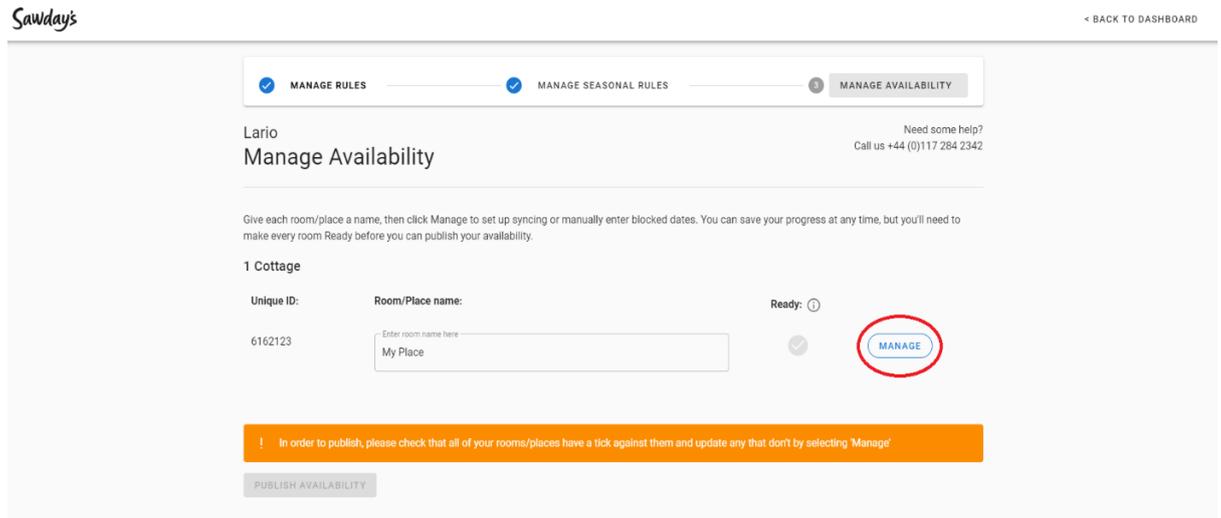


NOW GO TO YOUR SAWDAY'S MEMBER AREA

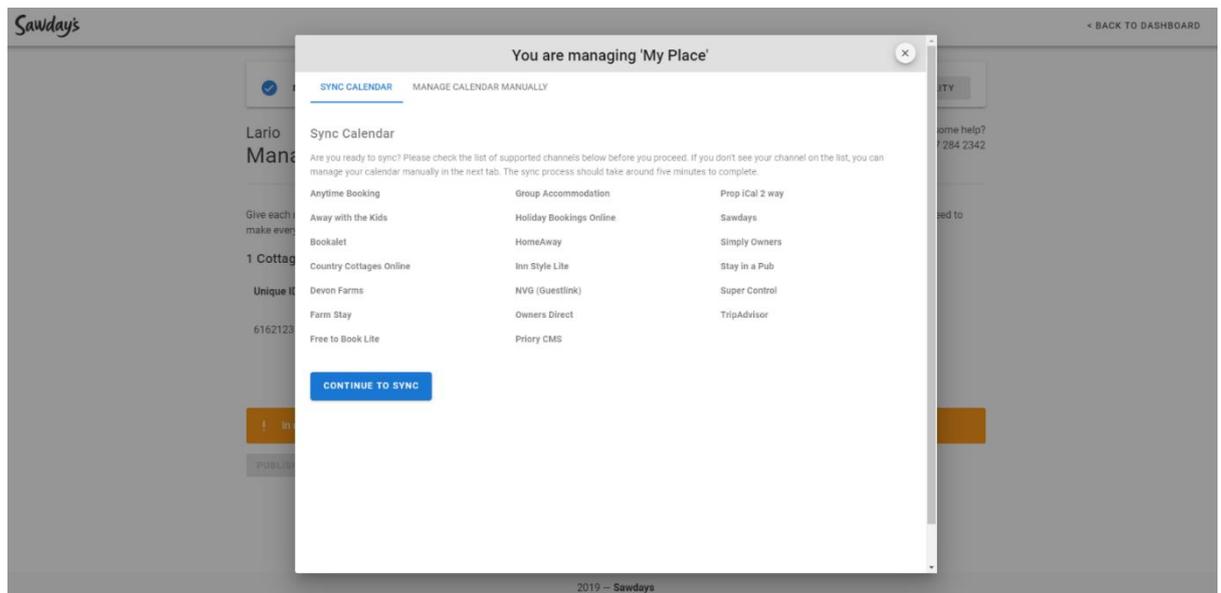
- 3) Once logged into the Member Area, make sure you have added your Booking Rules first under 'Manage Rules'. Once complete, go to 'Manage Availability'.

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'.

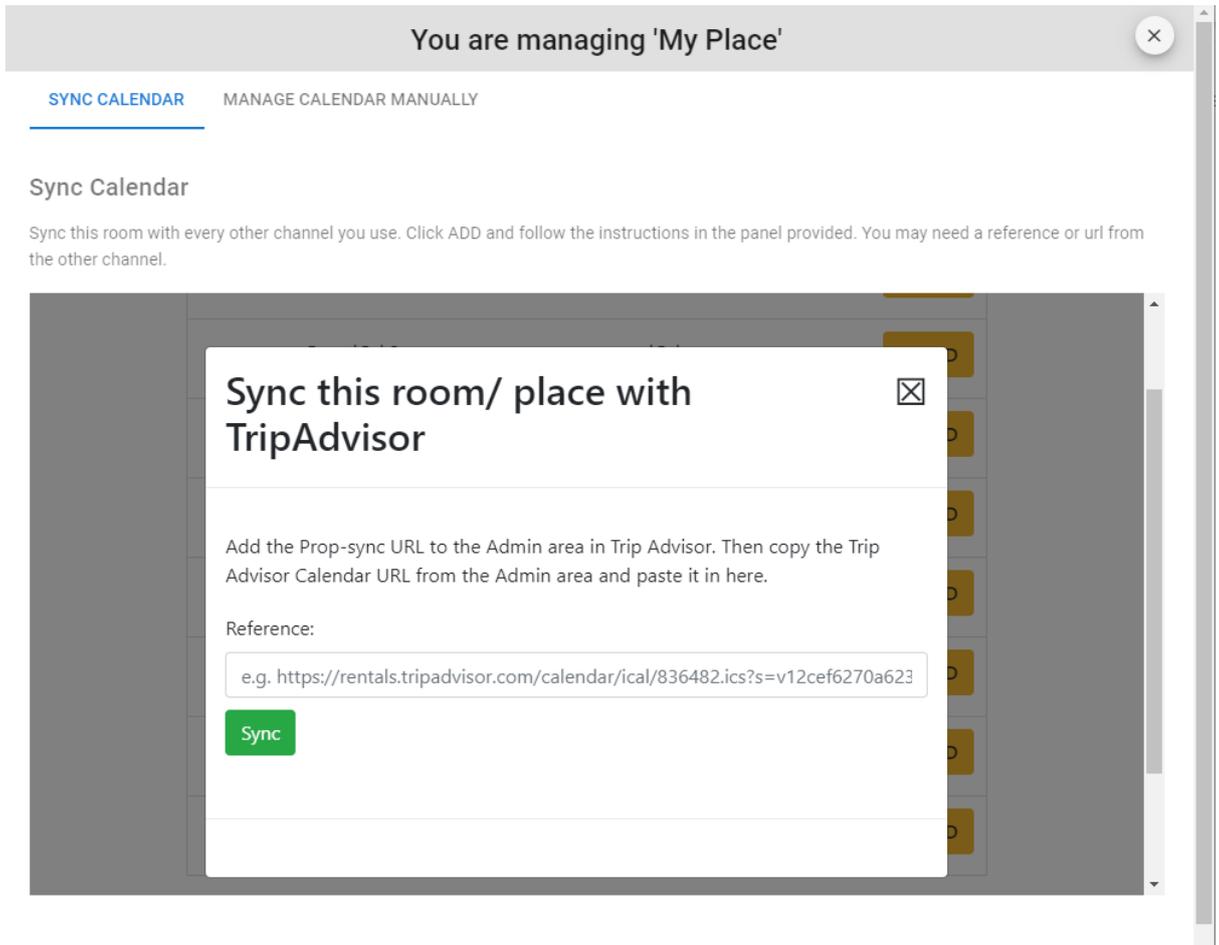


- 4) Check the list of channels we support – if your channel is listed, click 'Continue to Sync'.
If your channel is not listed, you can go to the tab titled 'Manage Calendar Manually'.



- 5) Confirm you're ready to start synchronisation by clicking 'Confirm', then click ADD next to TripAdvisor in the channel list titled 'Available Calendar Syncs'. In the box it will request a

reference, asking for the URL from TripAdvisor. Now you can paste the URL you copied from TripAdvisor into here.



- 6) You will then be shown a Sawday's URL. Copy this and return to TripAdvisor, this time selecting 'Import' to paste this Sawday's URL there.
- 7) When completing this process select 'Other'. Then choose an appropriate name such as the name of the unit you are synchronising.
- 8) Once the Export and Import URLs have been added successfully, your synchronisation with TripAdvisor is ready. TripAdvisor will now show in the list titled 'My Calendar Syncs'.

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

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

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