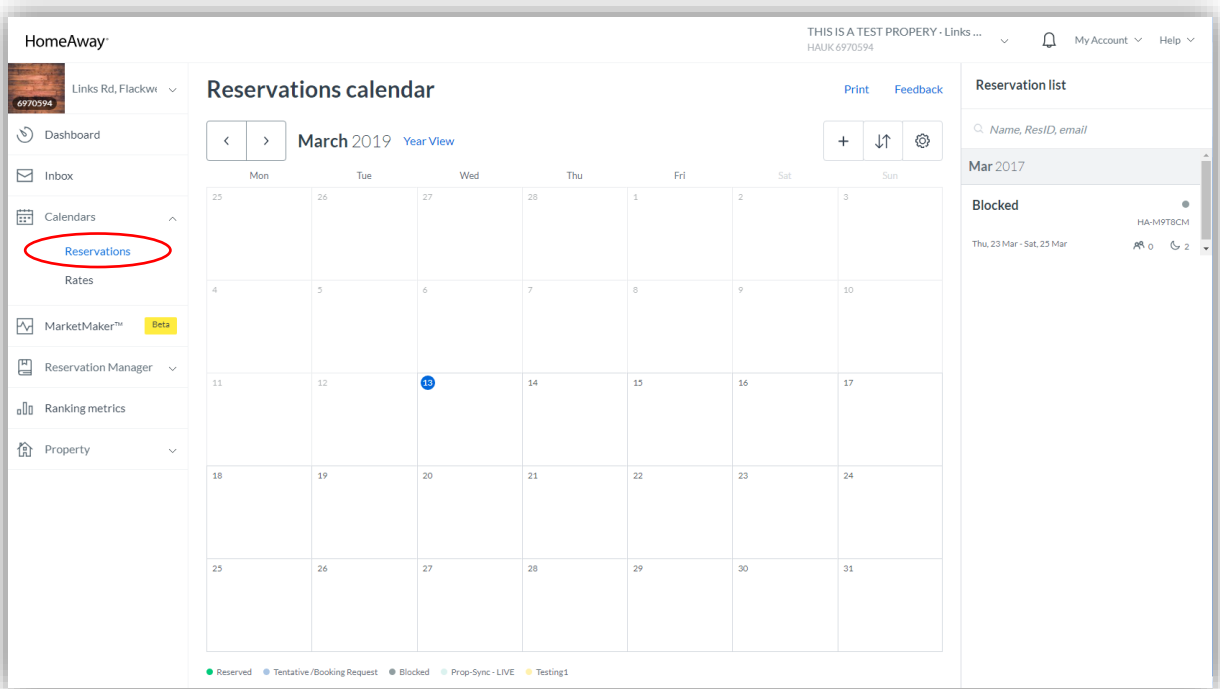
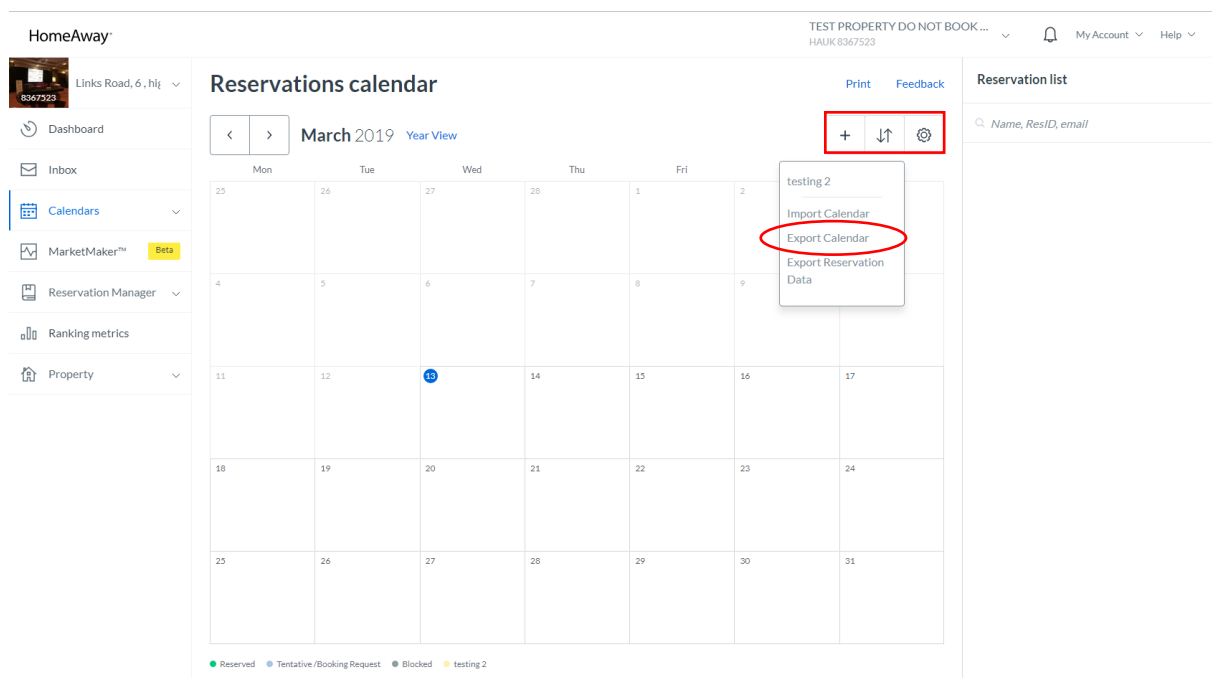


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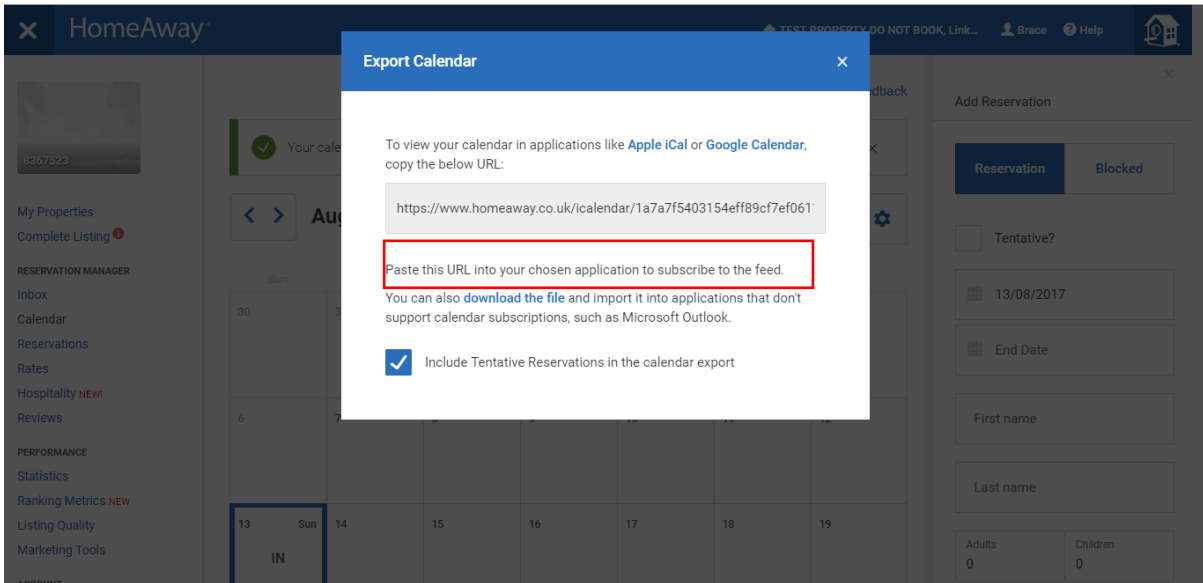
- 1) Log in to your Home Away account. On the left-hand side of the page you should see a tool bar, from this tool bar select “Calendars” and then “Reservations”.



- 2) You will then be directed to another page where in the top right-hand side of the page, you can find 3 icons in tool bar. Select the middle icon.
- 3) Select “Export Calendars”. A URL will be provided that will allow you to synchronise with Home Away and Sawday’s. Copy this URL.



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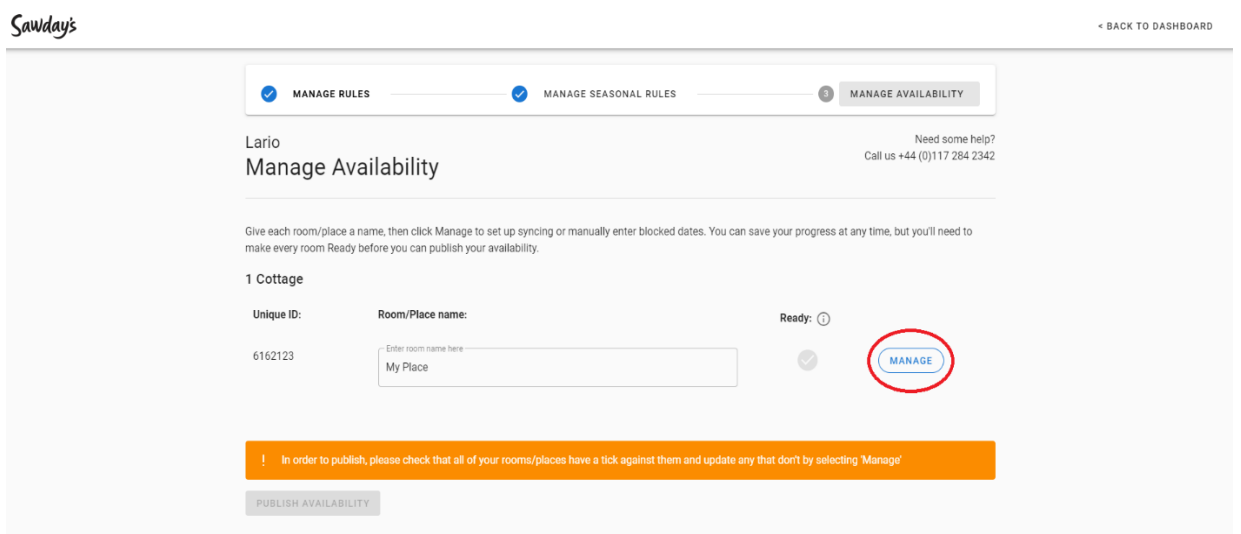


NOW GO TO YOUR SAWDAY'S MEMBER AREA

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

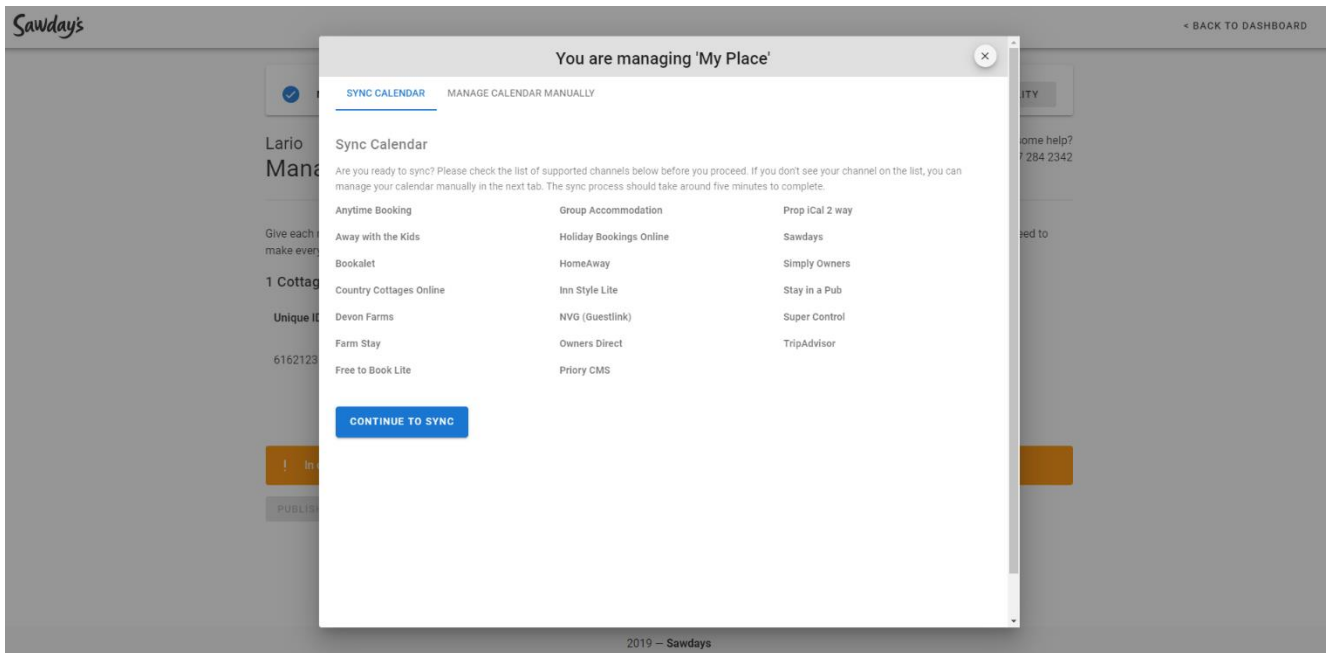
Each of your rooms/places will be shown in the list in 'Manage Availability'. First, re-name each room/place to something more memorable.

Then, select 'Manage'.

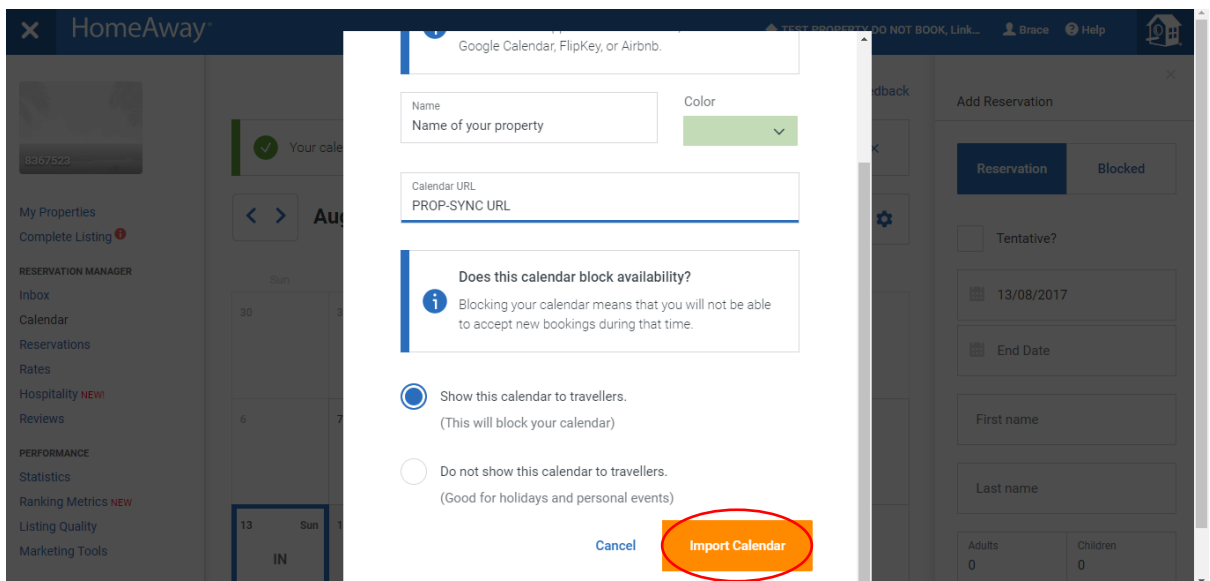


- 5) Check the list of channels we support – if your channel is listed, click 'Continue to Sync'.
If your channel is not listed, you can go to the tab titled 'Manage Calendar Manually'.

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- 6) Confirm you're ready to start synchronisation by clicking 'Confirm', then click ADD next to Home Away in the channel list titled 'Available Calendar Syncs'. You will be prompted to paste in the URL from Home Away.
- 7) Once you have pasted in URL from Home Away you will be shown a Sawday's URL. Copy this and go back to your Home Away account.
- 8) Select "Import Calendar", then paste the Sawday's URL here. The copied URL will look a little like "<http://prop-ical.prop-sync.com/2f7a89134401-4d8a-a4D3-5/1849249.ics>".



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- 9) Once the Export and Import URLs have been added successfully, your synchronisation with Home Away is ready. Home Away will now show in the list titled 'My Calendar Syncs'.

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

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

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