

Freetobook User Guide

- 1) First log in to your Freetobook account then go to the 'PLUS' symbol in the top right corner, then to the 'iCAL' subtab. There is a "Get Started Here" button at the bottom that takes you through the subscription process you will need to complete if you have not already done so. (Please note, there is a charge payable to Freetobook to subscribe.)



iCal: Home

2 uses for your freetobook iCal feed



1. Connect with 3rd Party Services

Many websites accept the standard iCal format for open/closed dates. Create a one way iCal feed to update AirBnB, FlipKey, Wimdu etc.



2. Check your bookings on the go

On any iCal app or your phones calendar. Create a private feed that you can send to your smart phone



Important notes: please read before you get started

1) One way connection
means AirBnB or Wimdu do not send updates to freetobook.

2) Closed/Open dates only
are shown on the iCal, freetobook does NOT send rates, minimum stays or any other data.

For 100% clarity the iCal feed shows closed/open dates only - no other data is on the feed.

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Get Started Here

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2) Once subscribed, click the “Create Feed” button for the rooms/places you want to synchronise

The screenshot shows the Freetobook user interface for managing iCal feeds. At the top, there is a navigation bar with options like Home, Profile, Direct Bookings, Availability, Specials, Diary, Email, Check In, Assign, Pay, Social, and Plus. Below this, a secondary bar lists various services including Plus Home, Mobile, Your Ads, Stripe, Billing, TripConnect, iCal, PCI Card Storage, and Subscriptions. The main content area is titled 'iCal: Home' and features a header 'There are 2 uses for your iCal feed: Shared and Private'. A 'Subscription Status: ACTIVE' badge indicates the user's subscription is active, extended until 21-05-2019 and expires on 21st May 2023. Two sections are available: 'Section 1 Shared' (selected) and 'Section 2 Private'. Section 1 includes a 'Helpful Video' button and text explaining that users can share their availability with third parties like Airbnb, FlipKey, and Wimdu. It also lists important notes about the iCal feed connection. Below this, there is a 'Share Your Availability' section with a 'SECTION 1: share your availability' header. A 'Helpful Video' button is also present here. A table lists three properties: Willow Cottage, Fern Cottage, and Rose Cottage. Each row has a 'delete feed' button and a URL. The 'create feed' button for Rose Cottage is circled in orange, and an arrow points to the URL box with the text 'copy the text from this box after creating feed'.

Display Name	Selling Order	delete feed	URL
Willow Cottage	1	delete feed	https://www.freetobook.com/affiliates/ical/8e34b149ad.ics
Fern Cottage	1	delete feed	https://www.freetobook.com/affiliates/ical/a538f7ab90.ics
Rose Cottage		create feed	

and then simply copy that ready to paste in to your Sawday’s Member Area.

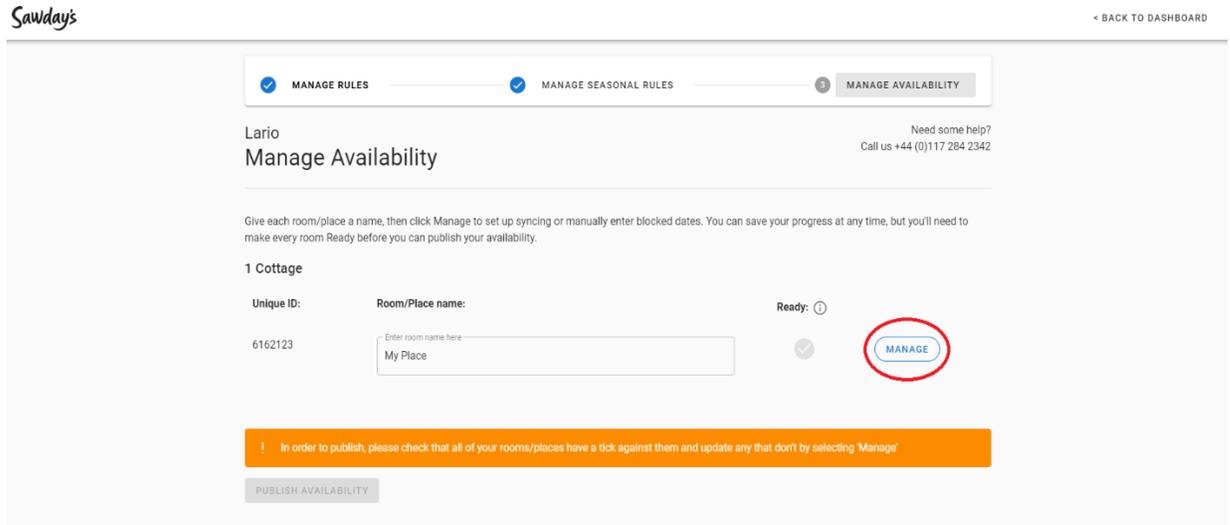
NOW GO TO YOUR SAWDAY’S MEMBER AREA

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’.

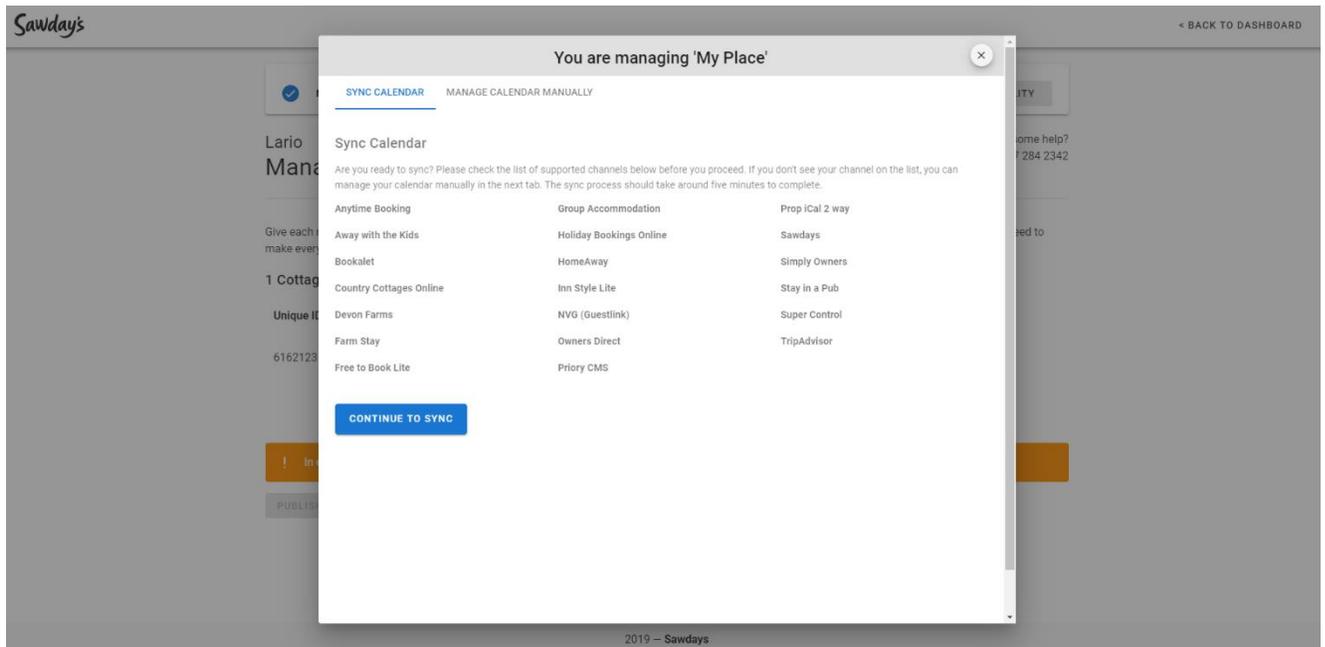
Each of your rooms/places will be shown in the list in ‘Manage Availability’. First, re-name each room/place to something more memorable.

Then, select ‘Manage’.

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- 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 Freetobook in the channel list titled ‘Available Calendar Syncs’. You will be prompted to paste in the url from Freetobook here.
- 6) Once the URL has been added successfully, your synchronisation with Freetobook is ready. Freetobook will now show in the list titled ‘My Calendar Syncs’.

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

Now that synchronisation is set up, any dates blocked on Freetobook will be reflected on the Sawday's calendar. If you take a booking manually, please update Freetobook and the Sawday's calendar will update automatically.

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