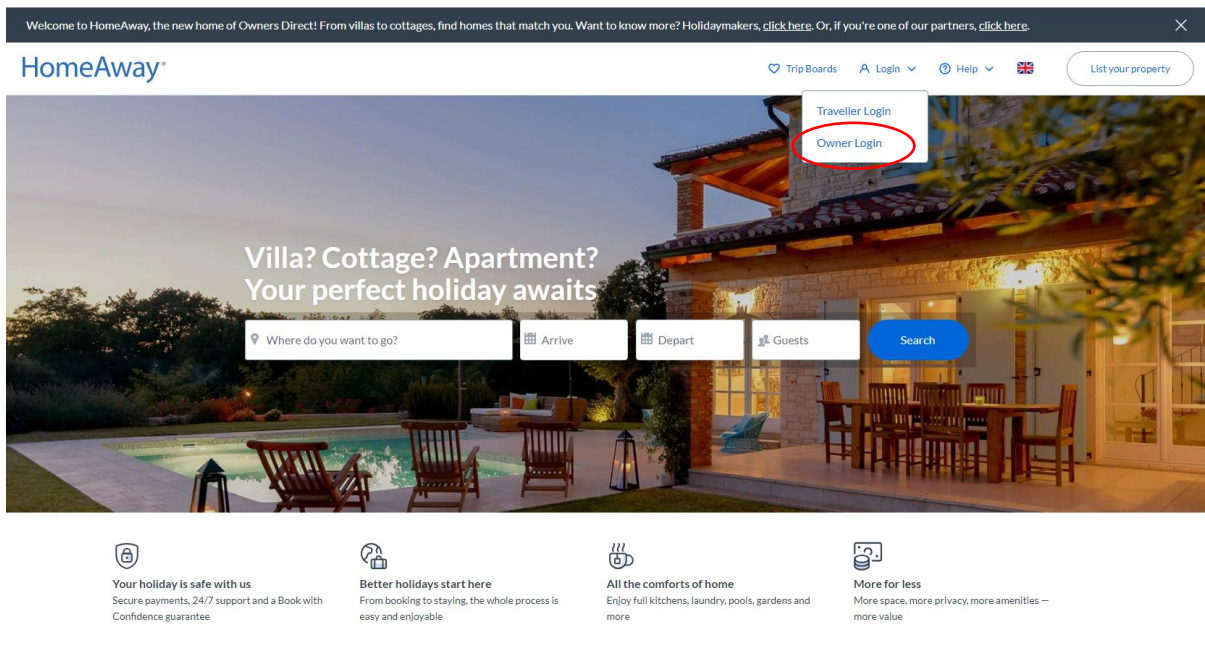
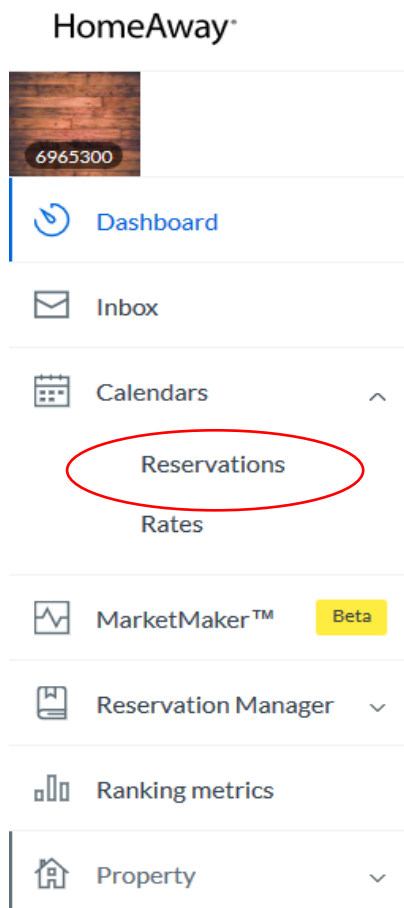


Owners Direct User Guide

- 1) Owners Direct is affiliated with HomeAway. Log in into your Owners Direct account through HomeAway's website by clicking 'Owner Login'.

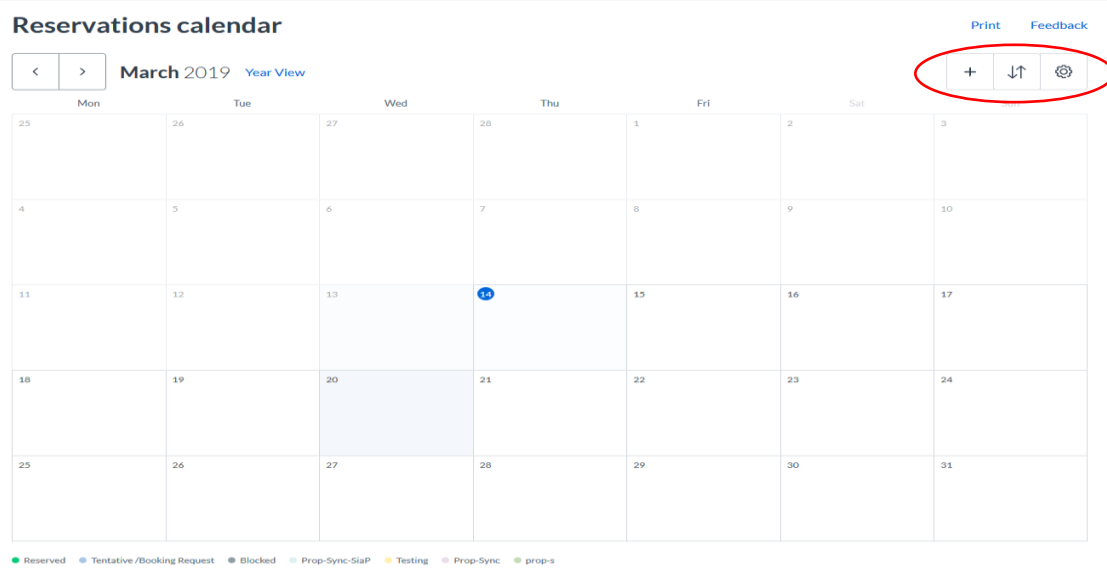


- 2) In the left toolbar you will see a tab named 'Calendars'. Click this, then select 'Reservations'.

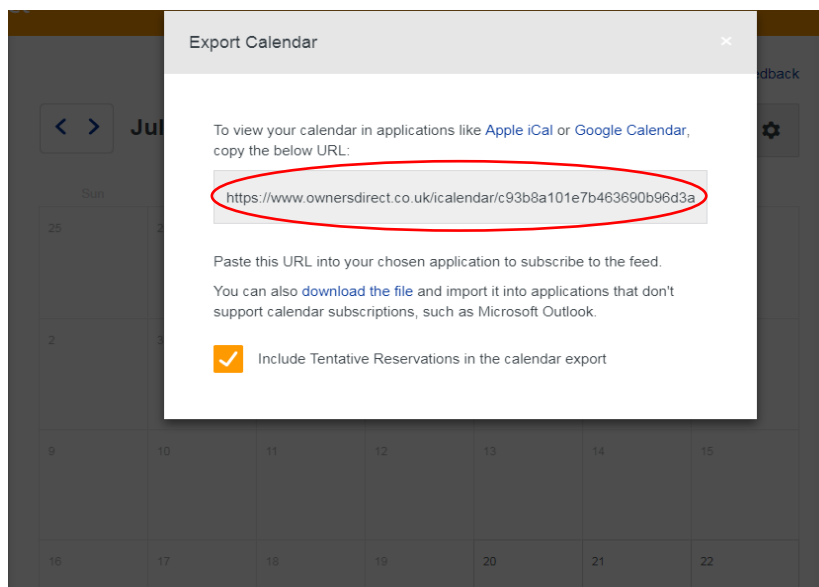


Owners Direct User Guide

- 3) Once you have selected this, you should see 3 tabs on the top right of the screen.



- 4) Select the middle icon and click on 'Export calendar'. Once you have done this you will be provided with a URL. Copy this URL, ready to be pasted into your Sawday's Member Area.

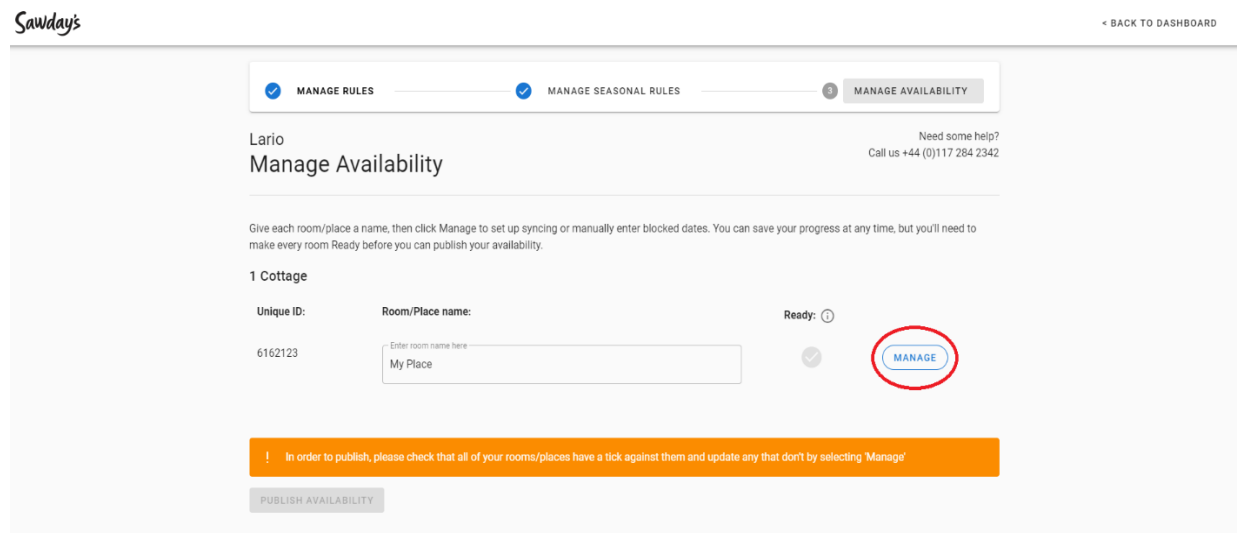


NOW GO TO YOUR SAWDAY'S MEMBER AREA

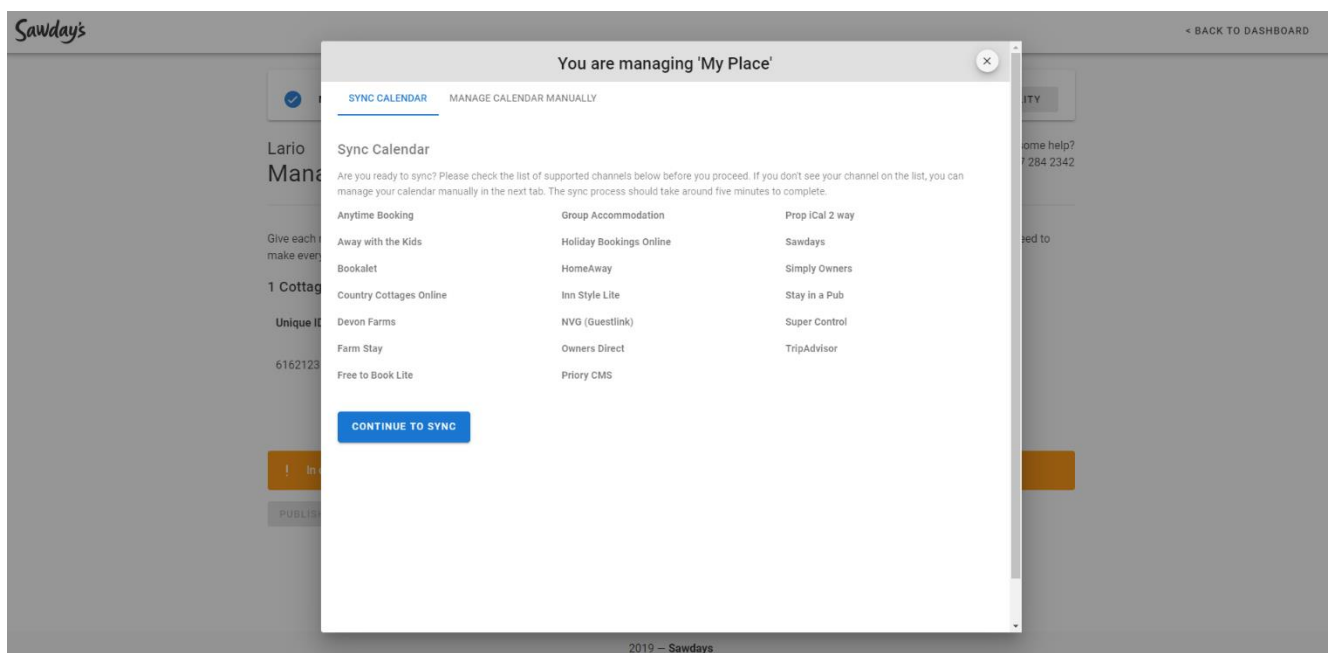
- 5) Once logged into the Member Area, make sure you have added your Booking Rules first under 'Manage Rules'. Once complete, go to 'Manage Availability'.

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'.



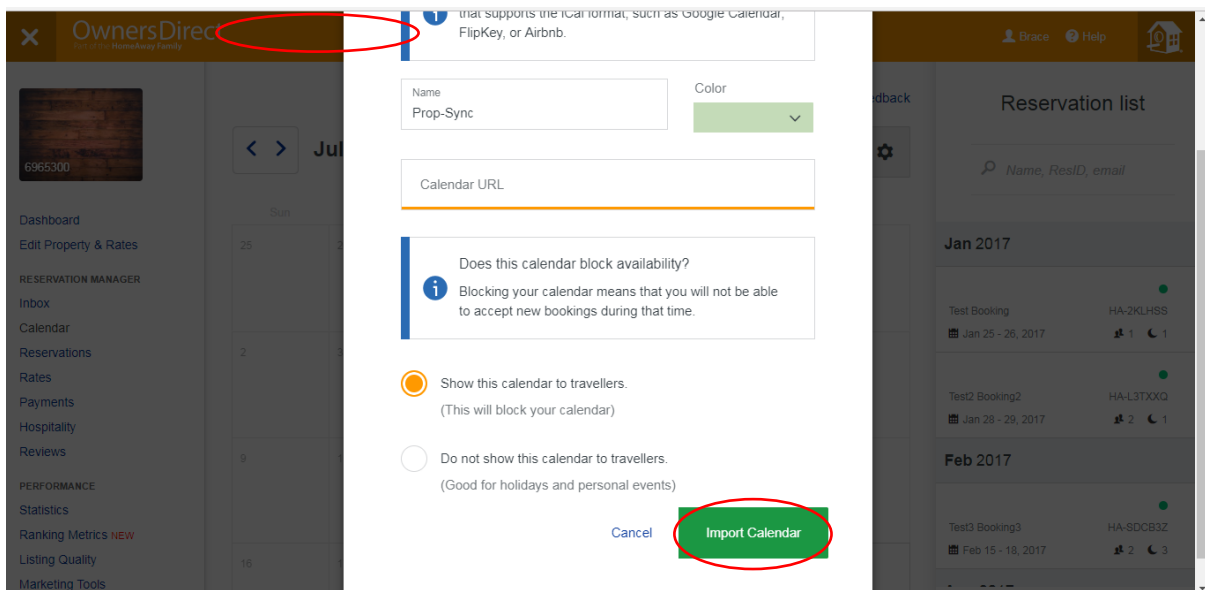
- 6) Check the list of channels we support – if your channel is listed, click 'Continue to Sync'.
If your channel is not listed, you can go to the tab titled 'Manage Calendar Manually'.



Owners Direct User Guide

- 7) Confirm you're ready to start synchronisation by clicking 'Confirm', then click ADD next to Owners Direct in the channel list titled 'Available Calendar Syncs'. You will be prompted to paste in the Export URL from Owners Direct. Press 'Sync'
- 8) Once you have added the export URL, you will be provided with an import URL in the same window. Copy this, ready to be pasted into your Owner's Direct system.
- 9) Head back to the Owners Direct website and instead select 'Import calendar', then copy the Sawday's URL here. The URL should have the following format:

"<http://prop-ical.prop-sync.com/2f7a89134401-4d8a-a4D3-5/1849249.ics>".



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

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

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

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