

Guestlink User Guide

- 1) You should contact Guestlink support so they can provide you your unique reference for your rooms/places. You will need a unique reference per room/place. Contact them on 0844 209 2555 or helpdesk@guestlink.co.uk

There may be charges for these unique references so please check on their website (<https://info.guestlink.co.uk/pricing.aspx>) for more information.

NOW GO TO YOUR SAWDAY'S MEMBER AREA

- 2) 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'.

Sawday's ← BACK TO DASHBOARD

MANAGE RULES — MANAGE SEASONAL RULES — **MANAGE AVAILABILITY**

Lario Need some help?
Call us +44 (0)117 284 2342

Manage Availability

Give each room/place a name, then click Manage to set up syncing or manually enter blocked dates. You can save your progress at any time, but you'll need to make every room Ready before you can publish your availability.

1 Cottage

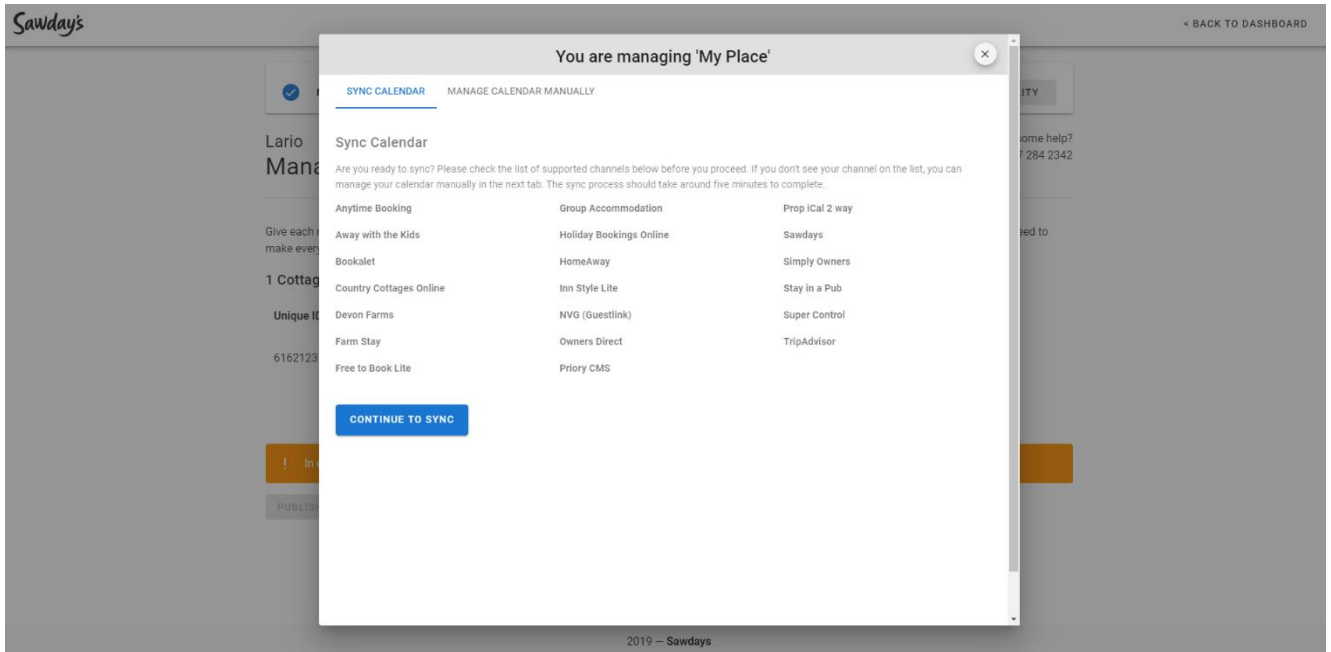
Unique ID:	Room/Place name:	Ready: <input checked="" type="checkbox"/>	MANAGE
6162123	<input type="text" value="My Place"/>		

! In order to publish, please check that all of your rooms/places have a tick against them and update any that don't by selecting 'Manage'

PUBLISH AVAILABILITY

- 3) 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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- 4) Confirm you're ready to start synchronisation by clicking 'Confirm', then click ADD next to Guestlink in the channel list titled 'Available Calendar Syncs'.

Insert the relevant reference for this room/place (e.g. 998D1353) and hit 'Sync' to synchronise.

- 5) Once the references have been added successfully, your synchronisation with Guestlink is ready. Guestlink will now show in the list titled 'My Calendar Syncs'.

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

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

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