

General Information - Updating your property & details and using the Trippers Availability Calendar

1. Change your room availability

<https://visitmacedonranges.trippers.com.au/admin>

Please type 'help' into the search field on visitmacedonranges.com (top right) to view a range of help topics relating to your listing

*Be sure to go to precisely the address above or an error will occur (note the **https** at the beginning of the URL). Then type in your User Name and Password.

*Then click on "Trippers" at the top left of the page and follow instructions on the page.

2. General System Overview:

There are a couple of important items to understand about the way online accommodation works within Visitmacedonranges.com.

There are **two** systems at work on Visitmacedonranges.com. The first system is the *displaying* website at www.visitmacedonranges.com which **displays** information about your property whether it is room tariffs and room availability or your main images and text. The second system is the accommodation booking engine which is found at <https://visitmacedonranges.trippers.com.au/admin> This is where you login and **manage** the accommodation info that is displayed over on www.visitmacedonranges.com (note the different website addresses).

The settings in the second site are displayed on the first. To manage accommodation tariffs, room types and room availability please login to the dedicated accommodation system at <https://visitmacedonranges.trippers.com.au/admin> and the settings you save are then displayed over on the main Visitmacedonranges.com

Why two systems?

The reason for this separation between the accommodation system and the rest of Visitmacedonranges.com is due to the fact that the management of online accommodation requires a unique and dedicated set of tools to be effective. Building all of these tools and features into Visitmacedonranges.com would be unwieldy, expensive and ultimately unnecessary. Hence Visitmacedonranges.com makes use of a dedicated booking system which manages the accommodation requirements, and this system then feeds the information over onto Visitmacedonranges.com.

Just to summarise again, the information that comes over from the booking system accessed at <https://visitmacedonranges.trippers.com.au/admin> is the reservation calendar, tariffs and room types... all other information such as the main description, the photos and everything else (non-accommodation related) is managed by logging into http://www.visitmacedonranges.com/login_form using the logins provided already & copied again below.

Next Steps

1) To setup your accommodation information please go to:

<https://visitmacedonranges.trippers.com.au/admin> and use your Trippers login.

Once you have setup your room types, bank details and availability, *please then email the administrator at listings@visitmacedonranges.com* to send the system live to the public.

2) To change photos / text and other features **not** directly relating to booking online accommodation, please go to:

http://www.visitmacedonranges.com/login_form

Login with your Visitmacedonranges.com username & password. Then click on 'take me to my listing'. You will arrive at the 'My Admin' page (always accessible by clicking on your username at the top right of screen). From here, it's easiest to click 'view' link to the right of screen to begin editing your listing.