

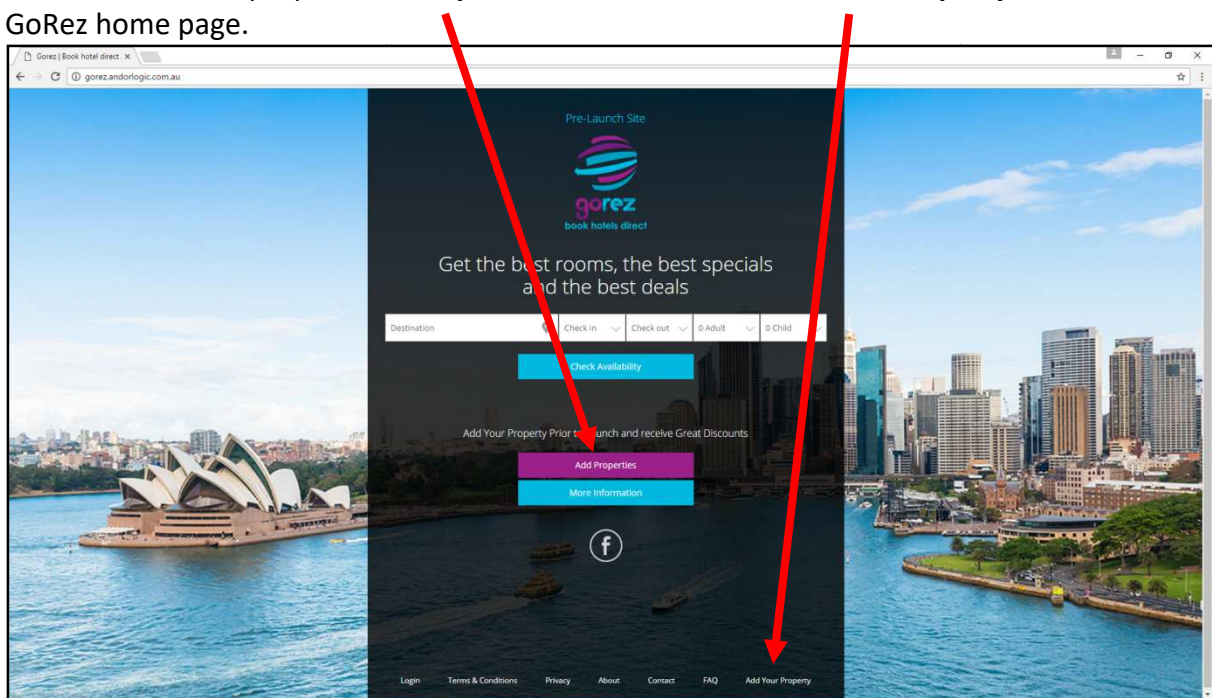


# Add Your Property Help Guide

Welcome to the 'Add Your Property' help guide. These instructions are designed to assist you to add your accommodation property to the GoRez direct booking pre-launch website. If you need any additional assistance, please contact the GoRez team via the 'Contact' link at the bottom of our website page.


## STEP 1

Click on either the purple 'Add Properties' button, or the 'Add Your Property' link on the GoRez home page.



## STEP 2 – KEY CONTACT PERSON

Fill in the name, email address, phone contact number and mobile contact number of the Key Contact person. Each property must have a key contact person to liaise between GoRez and the property as required. Full details relating to the role of the Key Contact Person are available by clicking on the 'Terms & Conditions' link on the GoRez website.


Key Contact Person _____		<a href="#">Download Instruction</a> 	
Name	<input type="text" value="John Citizen"/>	Email Address	<input type="text" value="jcitizen@bigpond.com"/>
Phone	<input type="text" value="07 9876 5432"/>	Mobile	<input type="text" value="0409 876 543"/>

## STEP 3 – PROPERTY INFORMATION

Complete the Property Information as follows:

1. **NAME** – insert the name of your property
2. **PHONE** – insert your property phone number with area code eg: (07) 5555 4444
3. **BUSINESS ABN** – insert the ABN of the business that is paying for the GoRez annual subscription
4. **BUSINESS NAME** – insert the name of the business that is paying for the GoRez annual subscription
5. **EMAIL ADDRESS** – insert the email address of your property
6. **POSTAL ADDRESS** – insert the postal address of your property
7. **STREET ADDRESS** – insert the street address of your property
8. **LATITUDE & LONGITUDE** – these boxes will be automatically filled in by Google Maps once the street address is inserted
9. **STAR RATING** – Hover the mouse over the Star Rating indicators and left click the mouse when the correct star rating is displayed eg: 4.5 Star
10. **DESCRIPTION** – Write a catchy property description that promotes the features and characteristics of your property. Maximum 275 characters.

### Property Information

Name	<b>BEST BEDS RESORT</b>	Business ABN	<b>32 654 765 876</b>
Phone	<b>(07) 9876 5432</b>	Business Name	<b>Luxury Resort Managers</b>
Email Address	<b>info@bestbeds.com.au</b>	Postal Address	<b>PO Box 1234, Surfers Par</b>
Street Address	<b>101 Main Boulevard, Sur</b>	Latitude	<b>44.1234567</b>
Star Ratings		Longitude	<b>-88.12345678901234</b>
Description	<b>Fully self-contained luxury resort located metres from the white sands and rolling surf beaches of Surfers Paradise. Apartments include spas, air conditioning, huge balconies and magnificent ocean views. Resort boasts 2 large heated pools, kids club, gym</b>		

275/275

## STEP 4 – WEBSITE DETAILS

Complete the information for your website as follows:

1. **WEB ADDRESS** – type your website homepage address eg: [www.bestresort.com.au](http://www.bestresort.com.au)
2. **SPECIALS URL** – go to the ‘Specials’ page or ‘Deals’ page or similar page on your website, copy the address that appears at the top of your specials or deals website page, and type or paste that address into this box eg: [www.bestresort.com.au/specials](http://www.bestresort.com.au/specials) If your website doesn’t have a page dedicated to specials, deals or promotions etc, choose the next most appropriate page on your website, copy the address that appears at the top of that website page, and type or paste that address into this box.
3. **AVAILABILITY URL** – go to the page on your website where guests can see the availability of your apartments and where they can make online bookings, copy the address that appears at the top of that website page, and type or paste that address into this box. eg: [www.bestresort.com.au/bookings](http://www.bestresort.com.au/bookings) If your website doesn’t have a

page dedicated to online bookings, choose the next most appropriate page on your website, copy the address that appears at the top of that website page, and type or paste that address into this box.

4. **CHANNEL MANAGER** – Use the drop down box to select your bookings channel manager. If you don't use a channel manager, select '**None**'. If you use a channel manager that is not listed, select '**Other**', and type in the name of your channel manager.

Website Details \_\_\_\_\_


Web Address	<input type="text" value="www.bestresort.com.au"/>	Specials URL	<input type="text" value="www.bestresort.com.au/spe"/>
Availability URL	<input type="text" value="www.bestresort.com.au/boo"/>	Channel Manager	<input type="text" value="SITEMINDER"/>


## STEP 5 – PHOTOS

Each property **must** upload 1 main photo, and may also upload up to 3 other minor photos. Landscape orientated photos are best.

There is no need for the photos to be Hi-Res photos. Low-Res photos generally work well. Images must be jpg, jpeg, png or gif format.

Photos can be uploaded as follows:

1. **UPLOAD MAIN PHOTO** – Click on the '**Upload Main Photo**' box.
2. This will allow you to browse your computer for the photos you want.
3. Locate the photo you wish to upload, and double click on it.
4. After a few seconds, the photo will be imported into the '**Upload Main Photo**' box.
5. To change the Main Photo, simply click on the photo you uploaded into the '**Upload Main Photo**' box, and repeat Steps 2, 3 and 4 above.
6. **UPLOAD 3 OTHER PHOTOS** – Click on one of the minor photo boxes.
7. This will allow you to browse your computer for the photos you want.
8. Locate the photo you wish to upload, and double click on it.
9. After a few seconds, the photo will be imported into the minor photo box.
10. To delete the minor photo, click on the red  on the bottom right hand corner of the minor photo box.
11. To change the photo, simply click on the photo you uploaded into the minor photo box, and repeat Steps 2, 3 and 4 above.

Photos \_\_\_\_\_ **MAIN PHOTO BOX** \_\_\_\_\_ **MINOR PHOTO BOXES** \_\_\_\_\_ 

Please upload 1 main photo and 3 other photos

## STEP 6 – SEARCH

GoRez allows the Key Contact Person to decide which guest searches they want to showcase their property.

Simply click on each Search Box, start typing the search destination that best represents your property eg: Surfers Paradise, and select from the 8000+ cities, towns, localities and tourist destinations offered on our database.

Repeat for all 4 Search Boxes (it is not essential to use all 4 boxes, but by doing so, the property receives maximum coverage).

In the example below, the property will be featured any time a guest searches for Surfers Paradise, Gold Coast, Broadbeach or Southport accommodation.

Searches can be altered at any time by the Key Contact Person to assist with marketing of your property.

Search

Select up to 4 searches that will feature this property

Search 1	<input type="text" value="Surfers Paradise - (QLD)"/>	Search 2	<input type="text" value="Gold Coast - (QLD)"/>
Search 3	<input type="text" value="Broadbeach - (QLD)"/>	Search 4	<input type="text" value="Southport - (QLD)"/>

## STEP 7 – SUBSCRIPTION FEE

To calculate the annual GoRez subscription fee, simply type in the number of apartments, units or dwellings in the letting pool, and click on the **'Calculate'** button to receive an instant quote.

Subscription Fee

No of Letting Apartments

Calculate Fee for Pre-Launch Properties  \$

I have read and agree to the GOREZ 'Terms & Conditions'

## STEP 8 – SAVE & ADD PROPERTY

Click on the **'I have read and agree to the GOREZ 'Terms & Conditions''** tick box (after you have read the Terms and Conditions).

Click on the **Save & Add Property** box.

Your property has now been added to the GoRez property pre-launch data base, and will feature when the site is officially launched.

The Key Contact Person will receive a confirmation email, including a Username and Password so they can log on and update their GoRez property details at any time.