



Listing Information Guide

Part 1: User Registration

1. To register as a new user on the website click on the New User Sign Up link found in the Villa Owners Area box on the left hand side of the screen.



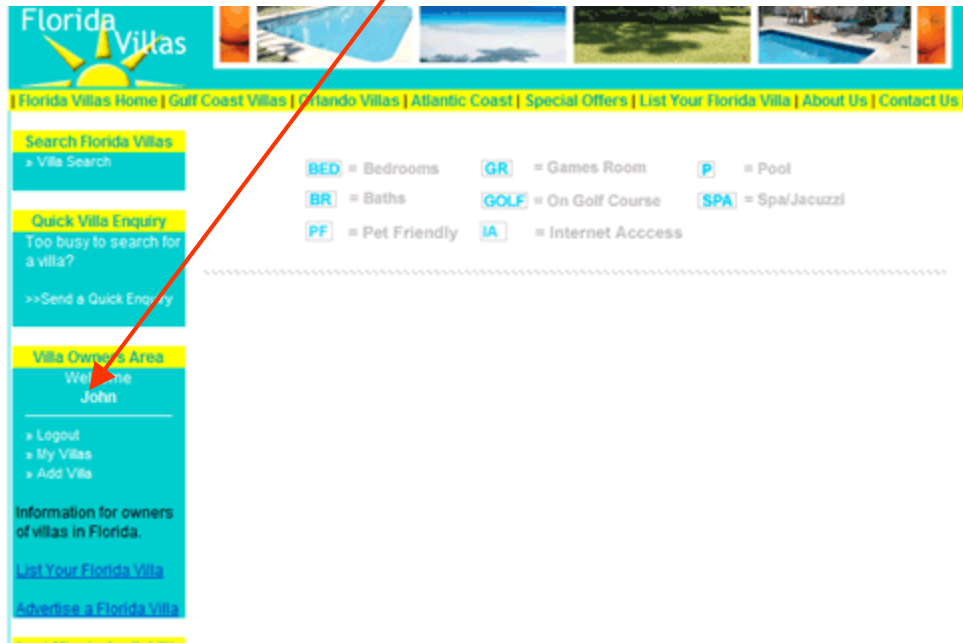
2. Complete the user registration form and click the submit button. You will automatically be sent an e-mail with your login details for future reference.

The screenshot shows the 'User Registration' form. It includes the following fields and options:

- *First Name:
- *Last Name:
- *Email: [HELP?](#)
- *Country/State:
- *Postal Address:

On the left sidebar, there are links for Search Florida Villas, Quick Villa Enquiry, Last Minute Availability, and Returns/Rest Villa.

3. If your registration was successful you will automatically be logged in to your account. You will see your name appear in the Villa Owners Area box on the left menu.

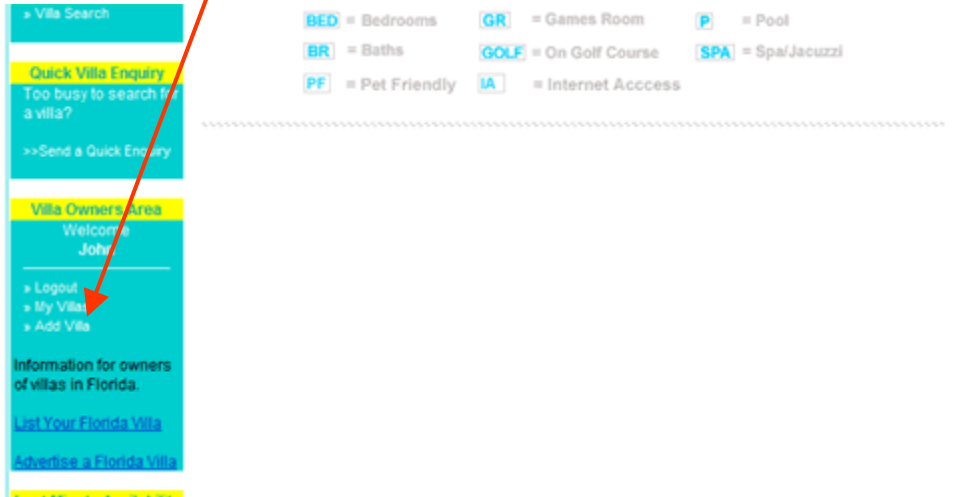


4. You are now in the My Villas section of your account. The screen is empty as you have yet to add an accommodation.

You are now able to begin adding your accommodation to the website. Please read part 2 below.

Part 2: Adding New Accommodation/ Updating a Listing

1. Click the Add Villa link in the Villa Owners Area box to begin adding your accommodation



2. You will be presented with the Add Villa Form to complete. Here you can enter your listing information, add guest comments, upload your photos and update your booking calendar. Remember to be as original as possible to make your listing stand out and do not copy text from other listings – unique content will inspire visitors to pick your property!

The screenshot shows the 'Add Villa' form with the following fields and callouts:

- Listing Type:** Radio buttons for Standard (selected) and Premium. A red arrow points to the 'Premium' option with a 'HELP?' link.
- Area:** Dropdown menu with 'Atlantic Coast' selected.
- Community:** Dropdown menu with 'Homosassa' selected. A red arrow points to the 'HELP?' link.
- Sub Community:** Dropdown menu with 'Not Specified' selected. A red arrow points to the 'HELP?' link.
- Title:** Text input field. A red arrow points to the field.
- Villa Introduction:** Text area with a character count of 170. A red arrow points to the field.
- Location Description:** Text area with a character count of 1000. A red arrow points to the field.
- Villa Description:** Text area. A red arrow points to the field.

Title & Villa Introduction

Write a snappy title and a short description to appear in your property's community and search results:

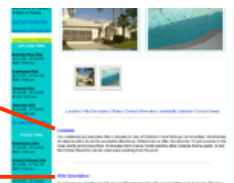


Listing Type

Choose your preferred listing type. Once chosen this cannot be changed. Premium listings are highlighted and appear at the top of a community and search results.

Location & Villa Descriptions

Inspire the reader with interesting information to appear on your property's page here.



Bedrooms:

Bathrooms:

Game Room: [HELP?](#)

Golf Course

Pool:

Spa Jacuzzi:

Pet Friendly:

Internet Access:

Features
 Enter the number of bedrooms and bathrooms in your property and click on the boxes that apply to your accommodation.

Rates:

Guest Comments:

Owner: [HELP?](#)

Email: [HELP?](#)

Rates & Guest Comments
 Display information about your rental rates. Use multiple currencies if relevant to your property.

There's nothing like a recommendation to help a potential guest decide to stay at your property. Share snippets from your home's guest book here!

Contact Information
 Enter your name as you would like it to appear online and write the e-mail where enquiries are to be sent. Don't forget to check your e-mail's spam filter to make sure that you receive all enquiries.

1-

2-

3-

Photos
 Use enticing, original photos to make your listing stand out. Standard listings allow for 10 photos, premium listings up to 20.

Click the browse button next to each number, locate your photos on your computer, click open and wait for each photo to appear.

We recommend photos to be no larger than 300 x 225 pixels. Don't worry if your photos don't look 100% when you upload; our web editors will check your photos prior to making your listing live and can help achieve that professional touch.

Calendar
 Your advertising calendar must accurately reflect the current availability of your advertised home. To show a date as booked simply click on it in the calendar; the date will turn red. To make a date available again, simply re-click on it.

[HELP?](#)

Booked
 Available

Year:

Months to show:

September 2009

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2009

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

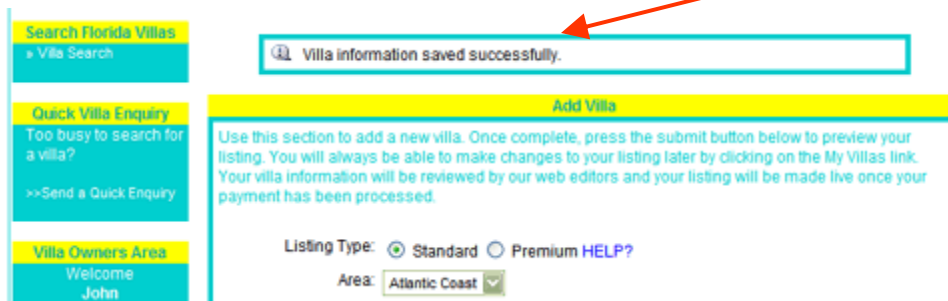
November 2009

S	M	T	W	T	F	S

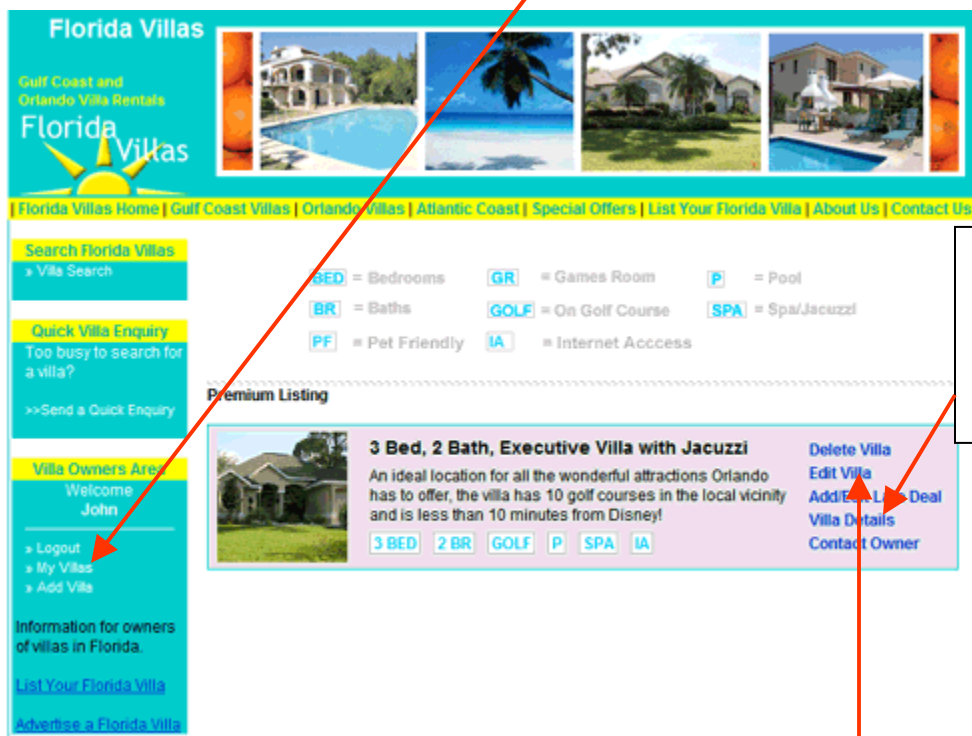
December 2009

S	M	T	W	T	F	S

- Once you have completed the [Add Villa Form](#), click the submit button found at the bottom of the page. You will see a success message appear.



- To preview your listing, click on the [My Villas](#) link in the [Villa Owners Area](#) box on the left menu. Your home will now have been added.



- You can make changes and update your listing at any time. After logging in, view your listing(s) in the [My Villas](#) section and click on Edit Villa. You will return to the Add Villa Form where you will be able to make the necessary changes. You can also update your calendar in this way to reflect your property's availability throughout the year. Once your changes are complete, just click the submit button.

Your accommodation has been successfully added. Please proceed to make your payment and place your listing live on the website – see Part 4 below.

Part 3: Adding a Late Deal / Special Offer

1. After logging in to your account, you will automatically be taken to your My Villas section. To add a late deal or special offer to your listing click the Add/Edit Late Deal link:

The screenshot shows the Florida Villas website interface. At the top, there's a navigation bar with links like 'Home', 'Gulf Coast Villas', 'Orlando Villas', 'Atlantic Coast', 'Special Offers', 'List Your Florida Villa', 'About Us', and 'Contact Us'. Below this is a search bar and a 'Quick Villa Enquiry' section. The main content area features a 'Premium Listing' for a '3 Bed, 2 Bath, Executive Villa with Jacuzzi'. To the right of the listing, there are several action links: 'Delete Villa', 'Edit Villa', 'Add/Edit Late Deal', 'Villa Details', and 'Contact Owner'. A red arrow points from the 'Add/Edit Late Deal' link in the screenshot to the corresponding link in the second screenshot.

2. Complete the Late Deal Form:

The screenshot shows the 'Late Deal' form on the Florida Villas website. The form has a title 'Late Deal' and a description: 'Use this section to raise greater exposure to your villa and help generate last minute bookings. Late deals appear in the special offers section of the website as well as in your villa's page. Simply enter details about your offer and state the number of months you would like to use the late deal feature. The more months you choose, the bigger the savings available. Late deals can be edited at any time throughout a month to update your offers accordingly. Upon completing your payment the late deal will be reviewed and made live.' The form includes fields for 'Offer Title', 'Late Deal', and 'No of Months'. There are 'HELP?' links next to the 'Offer Title' and 'No of Months' fields. A 'Submit' button is at the bottom. A red arrow points from the 'Add/Edit Late Deal' link in the first screenshot to the 'Late Deal' form.

Offer Title

Write a short summary of your offer to appear in your listing's community page and search results, e.g. 20% off rates for October.



Late Deal Description

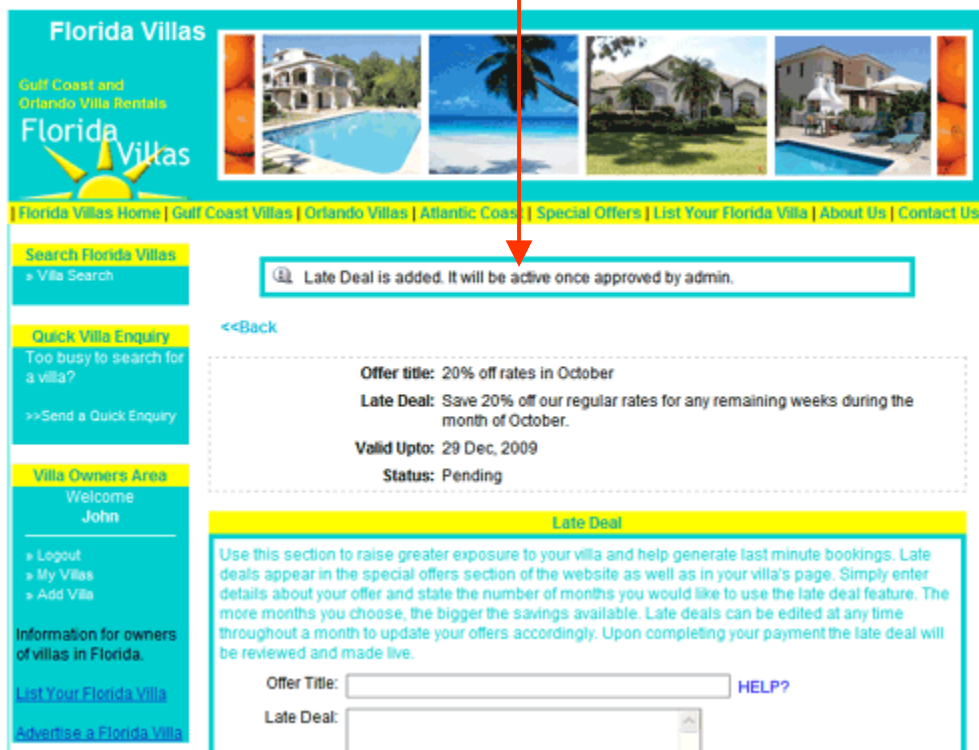
Explain the full details of your special offer here. This information will appear on your property's webpage.

Number of Months

Enter the number of months you would like to use the Late Deal feature.

Great savings are offered for periods longer than 1 month and you can update your offer at any time!

3. If your Late Deal was added successfully you will see the following screen appear confirming that it is pending review:



The screenshot shows the Florida Villas website interface. At the top, there is a navigation bar with the logo and menu items: Florida Villas Home | Gulf Coast Villas | Orlando Villas | Atlantic Coast | Special Offers | List Your Florida Villa | About Us | Contact Us. Below the navigation bar, there are several sections on the left side: Search Florida Villas (Villa Search), Quick Villa Enquiry (Too busy to search for a villa? Send a Quick Enquiry), and Villa Owners Area (Welcome John, Logout, My Villas, Add Villa). The main content area displays a confirmation message: "Late Deal is added. It will be active once approved by admin." Below this message, there is a "Back" button and a summary of the Late Deal: Offer title: 20% off rates in October; Late Deal: Save 20% off our regular rates for any remaining weeks during the month of October; Valid Up to: 29 Dec, 2009; Status: Pending. At the bottom, there is a "Late Deal" section with a description and input fields for "Offer Title" and "Late Deal".

Your Late Deal has been added successfully. Please proceed to make your payment and place your listing live on the website – see Part 4 below.

Part 4: Making a Payment

We accept online payments via Paypal. Payments can be made by clicking the Buy It Now button at the bottom of the List Your Florida Villa page:
<http://www.villasinfloridatorent.com/florida-villa-listings.shtml>

Total Price

Enter the total to pay in the Unit Price box and click the Update Totals button. Our latest prices are available online.

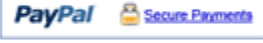
Then proceed to checkout. Either enter your billing and credit card details or log in if you are an existing Paypal account holder.

Please include your Villa's ID as a reference with all payments.

Florida Villas

Please provide an amount and click Update Totals.

Description	Unit Price	Quantity	Amount
Florida Villas Advert Payment	<input type="text"/>	1	0.00
Item total:			0.00
Total:			GBP

[Pay with Credit Card or Log In](#) 

[Learn more](#) about PayPal - the safer, easier way to pay.

Enter your billing information

Country:

Payment Type:

First Name:

Last Name:

Billing Address Line 1:

Billing Address Line 2: (optional)

Already have a PayPal account?

Please log in

Email:

Password: