

Getting Started with Bookerville: CREATING PROPERTIES

TAB 2: RATES

Setting Rates for Your Property

We hope you will find our rate-setting feature easy to use and quick to set your rates. We have two ways to set your rates. Which one you use depends upon, well, how you set your rates.

The infographic is titled "How To Set Rates" and is divided into four sections. The first section, "How To Set Rates", explains that users can set daily rates for the whole year in minutes and includes a video thumbnail. The second section, "Set Rates By Date Range", lists three benefits: setting rates for any number of seasons, setting different rates for weekends, and being great for seasonal properties. The third section, "Set Rates By Clicking", lists two benefits: setting special days and holiday rates with one click, and experiencing flexibility and customization. The fourth section, "Copy Rates Forward", lists three benefits: copying rates for the next year, increasing rates by a percentage or flat amount, and saving time.

A few notes about rates:

- Rates are required. If you haven't entered rates, no one can book on your calendar.
- Daily rates are required, even if you only rent weekly or monthly.
- To delete a previously set weekly or monthly rate, enter zero in that rate field and then set rate.
- Days shown in blue have rates set. Days in white do not have rates set.
- You can change your rates at any time.

Now, let's get started on **Tab 2: Rates...**

Tab 2: Rates

- Option 1: Set Rates by Date Range
- Option 2: Set Rates by Clicking
- Copy Rates Forward
- Check Your Rates
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- Auto-Discounter
- Copy Rates to Other Properties

Option 1: Set Rates by Date Range

Setting rates by date range is what it sounds like – being able to select a range of dates and set a rate for that range.

- You can set Daily, Weekly, and Monthly rates.
- You can set different rates for weekends.
 - A weekend is “Friday and Saturday” night. If your weekend is different than this, you can still set different weekend rates, it’s just a little more manual. You would select each weekend manually and then picking a rate. Use the “Set Rates by Clicking” to do this.
- A week is 7 days.
- A month is 28 days, in Bookerville. If you want to set the “month” number to a different number, just let us know.

To set rates using “Set Rates by Date Range,” do the following:

How To Set Rates | Set Rates By Date Range | Set Rates By Clicking | Copy Rates Forward

Set Rates by Date Range [? What's This?](#)

- 1 Click a "Start" date on the calendar below. (Click a day)
- 2 Click an "End" date. (Click a day)
- 3 Enter rates for this range:
Daily: \$
Weekly: \$
Monthly: \$
 Set a different rate for weekends: \$ [? What's This?](#)
>To enforce weekly or monthly stays, go to [MinMax Stays](#) tab.
- 4

Rate Setting Tips:

- Daily rates are required, even if you only rent weekly (or monthly). Best practice is to just enter your weekly rate divided by 7 for the daily rate.
- To delete a previously set weekly or monthly rate, enter zero in that rate field, then set rate.
- Days shown in blue have rates set. Days in white do not have rates set.

1. Click a **start date** on the calendar. This may be the beginning of one of your seasons.
2. Click on an **end date**.
3. Enter your daily, weekly and monthly rates. If you don't have weekly or monthly, just skip those.
4. Click **Set Rates** button. That's it.
5. Repeat for all seasons or ranges of rates.

Option 2: Set Rates by Clicking:

How To Set Rates | Set Rates By Date Range | Set Rates By Clicking | Copy Rates Forward

Set Rates by Clicking [? What's This?](#)

- 1 Click the days on the calendar below for which you want to set rates.
- 2 For these selected days, set the rates to:
Daily: \$
Weekly: \$
Monthly: \$
- 3

Rate Setting Tips:

- Daily rates are required, even if you only rent weekly (or monthly). Best practice is to just enter your weekly rate divided by 7 for the daily rate.
- To delete a previously set weekly or monthly rate, enter zero in that rate field, then set rate.
- Days shown in blue have rates set. Days in white do not have rates set.

1. If you have random days that have different rates that fall outside of your typical rate ranges, use this “Set Rates by Clicking” tab to set those rates.
2. Click all the random days on the calendar that have the same rate. For example, maybe for every holiday weekend, you have a special rate.
3. Enter a daily, weekly and monthly rate.
4. Click **Set Rates**.

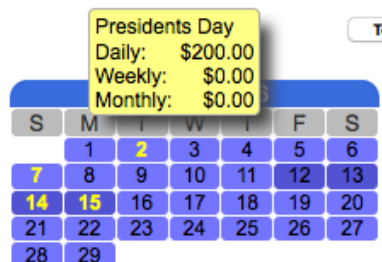
Copy Rates Forward

1. When you have all your rates set for one year, and you’d like to use them for the following year (even if you want to raise your rates by a percentage or flat rate), use this “Copy Rates Forward” tab.
2. Click on the day you want the new rates to start, typically Jan 1 of the New Year.
3. Decide if you want to raise your rates by a flat rate, percentage or not at all. Make those edits.
4. Click the **Copy Rates from Previous Year** button.

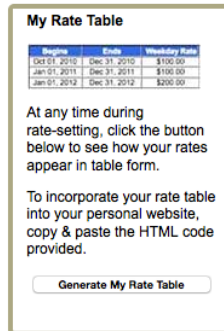
Check Your Rates

Let’s face it: your rates are important. Make sure you’ve set them correctly by doing the following:

1. To check your rates individually, roll your mouse over the rates to verify you have your rates set. The different shades of blue just indicate when a rate is different; it does not indicate a specific rate. There are only two shades of blue used even if you have many different rates set.



- To check your rates as a whole and in table format, you can click the “Generate My Rate Table” button. This allows you see all your rates for this property in one screen. You can also include this on your own website by integrating it using “Iframe” code.



Begins	Ends	Weekday Nightly Rate	Weekend Nightly Rate	Weekly Rate	Monthly Rate (est.)
May 01, 2016	Aug 31, 2016	\$200.00	\$200.00	\$1,400.00	\$5,862.00
Sep 01, 2016	Dec 31, 2016	\$130.00	\$130.00	\$910.00	\$3,740.30
Jan 01, 2017	Apr 30, 2017	\$100.00	\$100.00	\$700.00	\$2,831.00
May 01, 2017	Aug 31, 2017	\$200.00	\$200.00	\$1,400.00	\$5,862.00
Sep 01, 2017	Dec 31, 2017	\$130.00	\$130.00	\$910.00	\$3,740.30

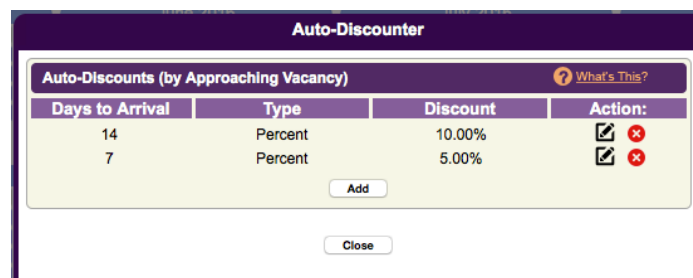
Weekly/Monthly Rates Policy

Let’s say someone wants to book for 5 weeks and 3 days. This setting allows you to set how Bookerville should handle the remainder of priced days after all whole-months and whole-weeks have been priced with your weekly and monthly rates:

- **Fall-Back** will fall back to the daily rates for any remaining days.
- **Pro-Rated** will use the monthly rate (divided by 28) or the weekly rate (divided by 7) to provide pro-rated rates for the remaining days.

Note this only applies if you have specified monthly or weekly rates.

Auto-Discounter



You can set up rules for Bookerville to automatically discount your base rates, on a schedule that depends on how close to the check-in date the booking/request/quote

is made. In other words, you can put your property 'on sale' as vacant days get closer to going unsold.

Enter rows specifying how many 'Days Out' from the check-in date, how much the discount is, and what type of discount it is (flat amount or percent). If the check-in date is less than or equal to the number of 'Days Out', the discount will be automatically applied when a booking/request/quote is calculated.

Note that your rates themselves are not altered: the Auto-Discounter simply calculates a discount and applies this to bookings/requests/quotes when they are made, if they qualify.

Note that these Auto-Discounts do not 'compound' on each other: Bookerville looks for the discount that is *closest* to the check-in date, and applies only that one auto-discount. (This works exactly like the Multi-Day Discounts feature.) However, it will compound onto other discounts, such as the Multi-Day Discounts.

Copy Rates to Other Properties

Copy Rates to Your Other Properties

Use this tool to copy your rates from this property ("Cindys Test Property") to any of your other properties or units.

Copy rates in this range:
Start Date: End Date:

Note: Copy will overwrite any rates you have for the properties you are copying to for the dates selected.

Select the properties/units you want to copy these rates to. Then click the "Copy" button.

- April Elevnth
- April Elevnth - CLONE
- April Seventh!
- Be Happy Go to The Beach
- Beach House Bash
- Pandoras Box
- Cindys Test Property - CLONE
- My Sweet Beach House
- Panama Apartment (Long Term Rentals)

Got Multiple Properties? Be sure to use the Copy Rates feature once you have your rates set for one property type. You can quickly and easily apply these rates to any or all of your other properties.