Welcome

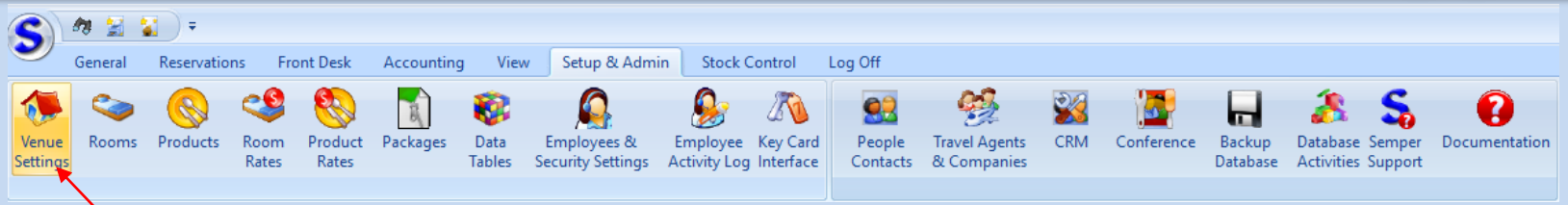
Booking.com New Content API

Semper

Training Module

Uploading the property’s details to Channel Management

Setup and Admin- Venue settings



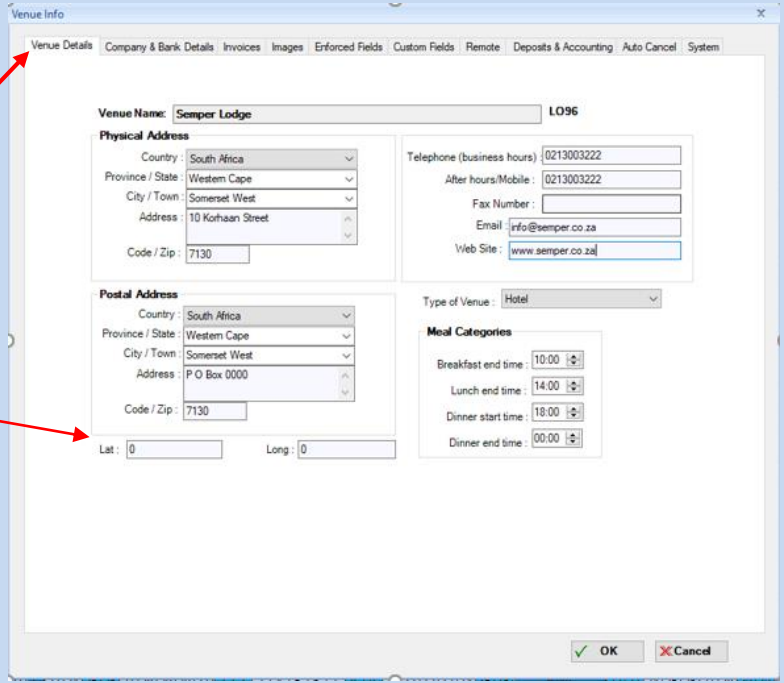
Step 1

Setup & Admin→ Venue Settings

Venue Details:

- All the venue details for the property must be filled in.

Tip: Latitude & Longitude must be filled in to complete the upload.



Channel Management – Info



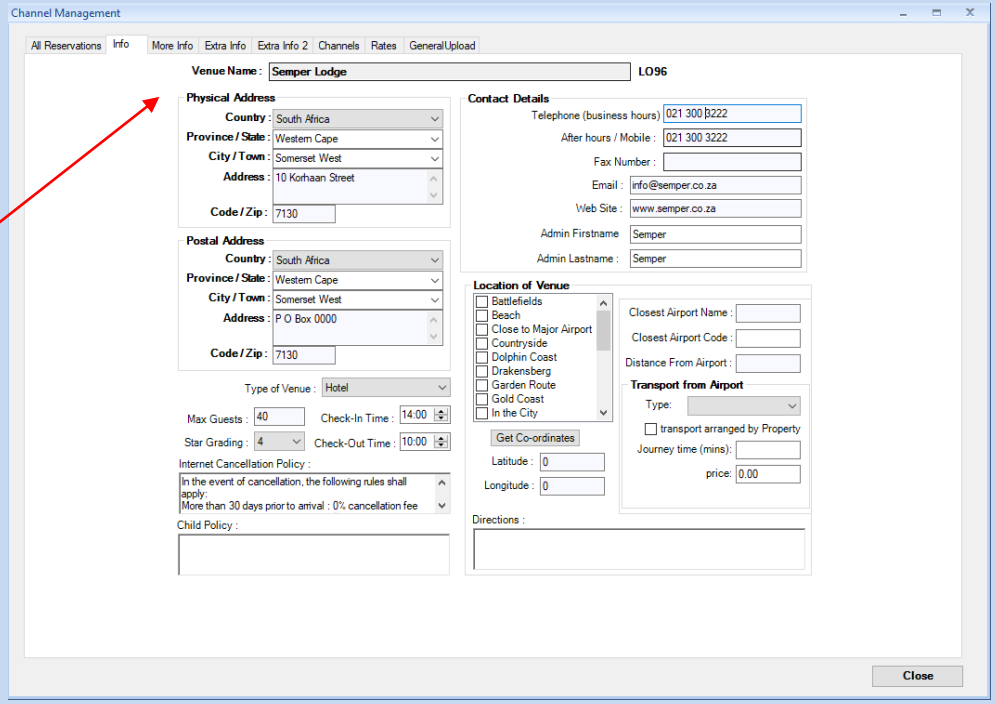
Step 2

Reservations→ Channel Management

Channel Management is a platform which enables the property to setup & manage all the channels which are linked.

Info:

- Fill in the details of the property which should be uploaded to the channel(s).
- All fields need to be completed and a full description provided for the text boxes e.g. Cancellation policy



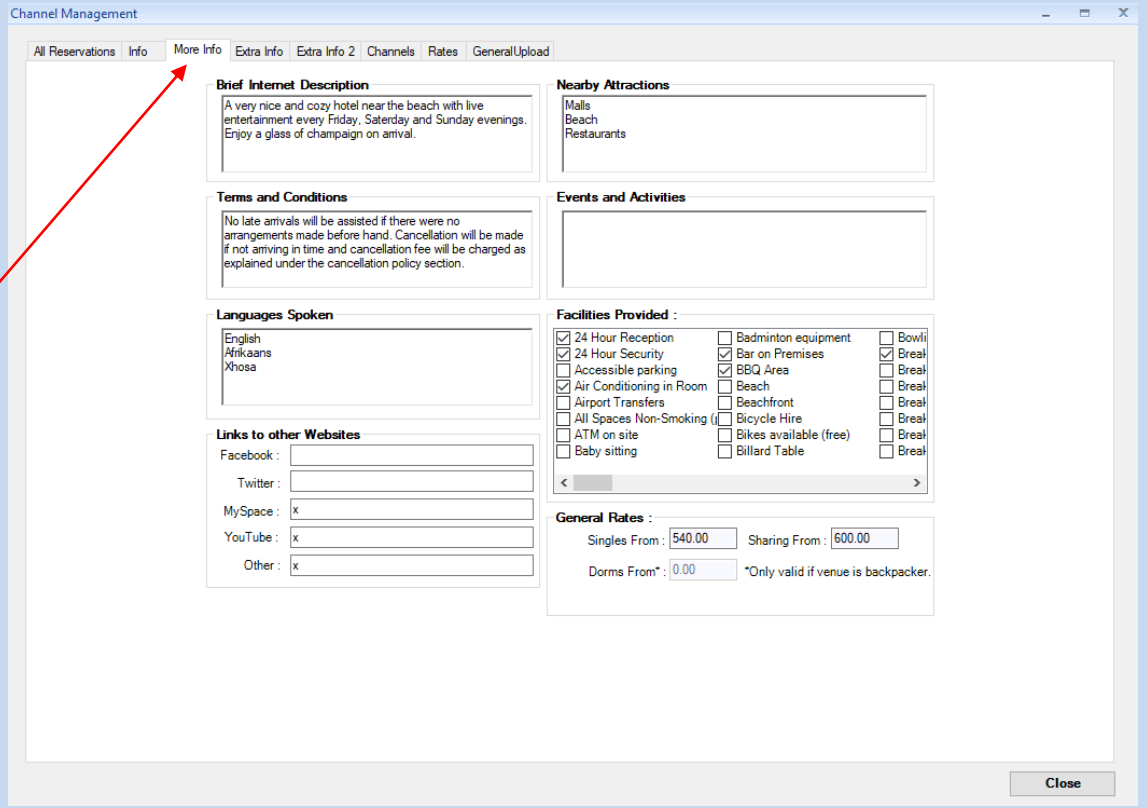
Channel Management – More Info

Step 3

More Info:

- A full description should be filled in for each text box**.**
- Select the facilities provided by the property.

Tip: The Terms & Conditions and General Rates must be filled in to complete the upload.



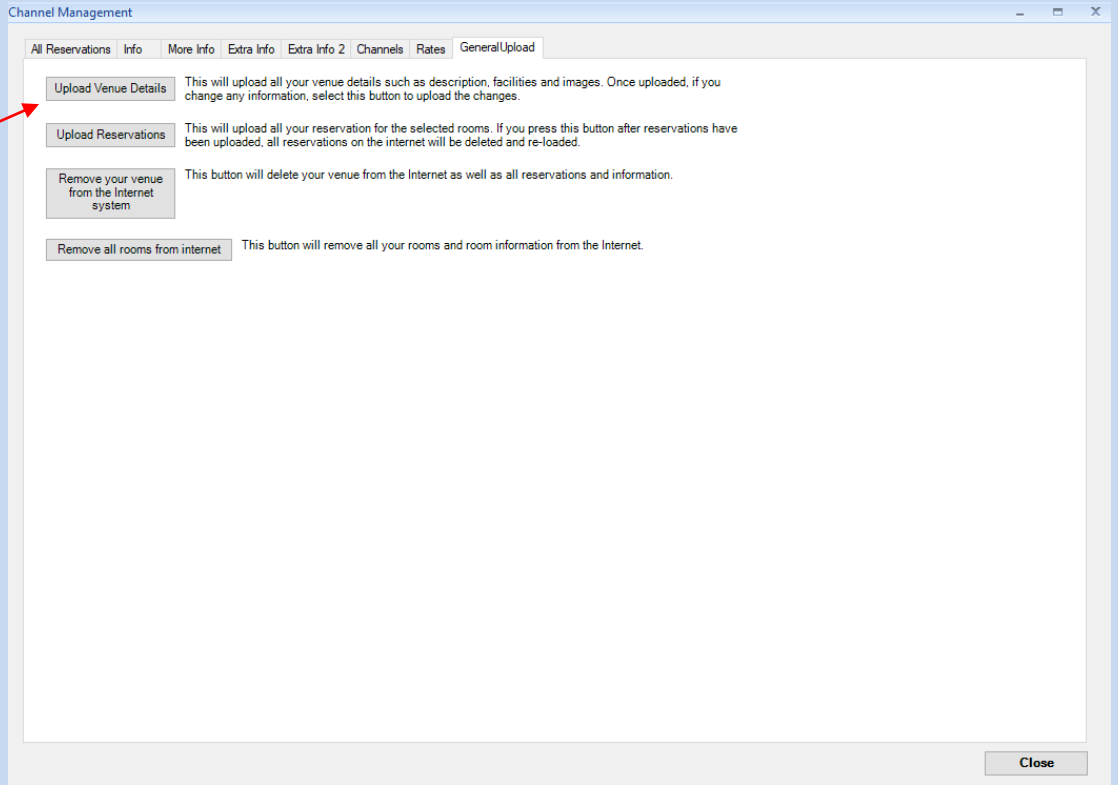
Channel Management – General Upload

Step 4

General Upload:

- Use the "Upload Venue Details" button to perform the initial upload of the settings. This will upload all information entered under the Info & More Info tabs.
- When changes are made, these will need to be re-uploaded before they will be active online.
- All other buttons are used for specific functions as described in detail next to each button.

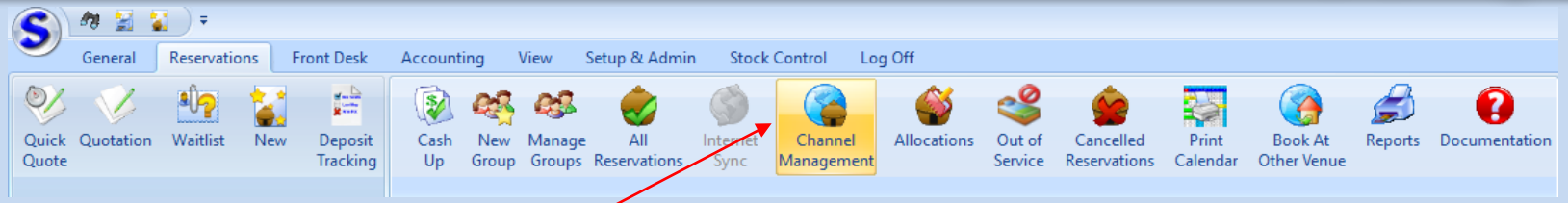
Tip: Changes must be uploaded before closing the channel management function.



Booking.com Setup

How to upload content to Booking.com

Channel Management – Channels



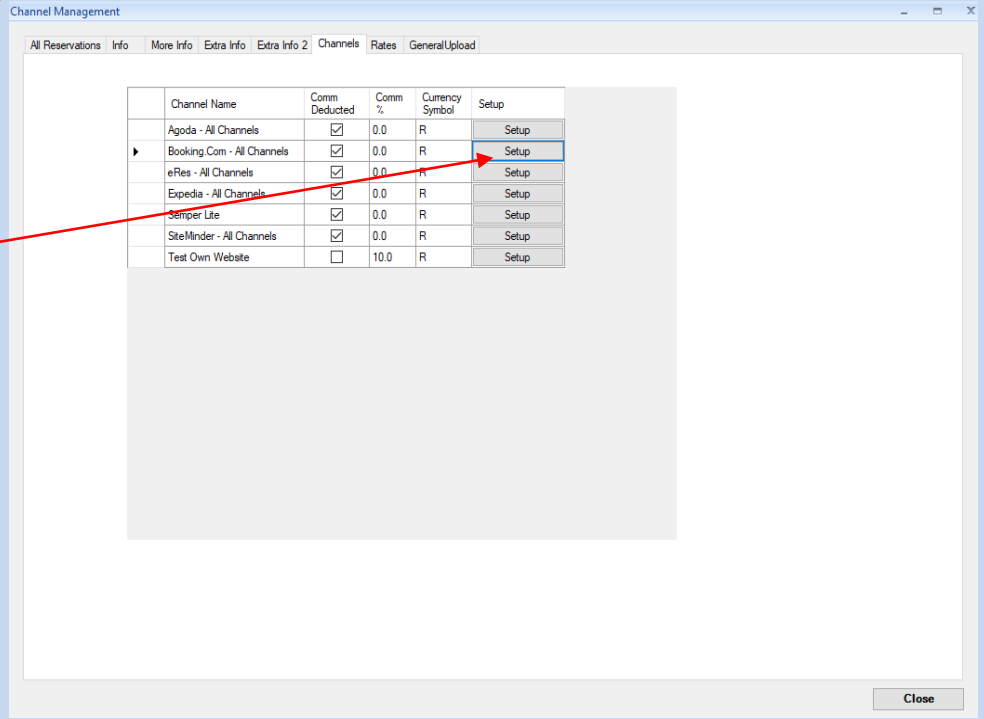
Step 1

Reservations→ Channel Management

Channels:

The channels tab lists all the online channels which are linked to the property. From this function, rates and rooms can be defined for each channel.

- Select the Setup button to setup the rooms, rates and other information for the selected channel.

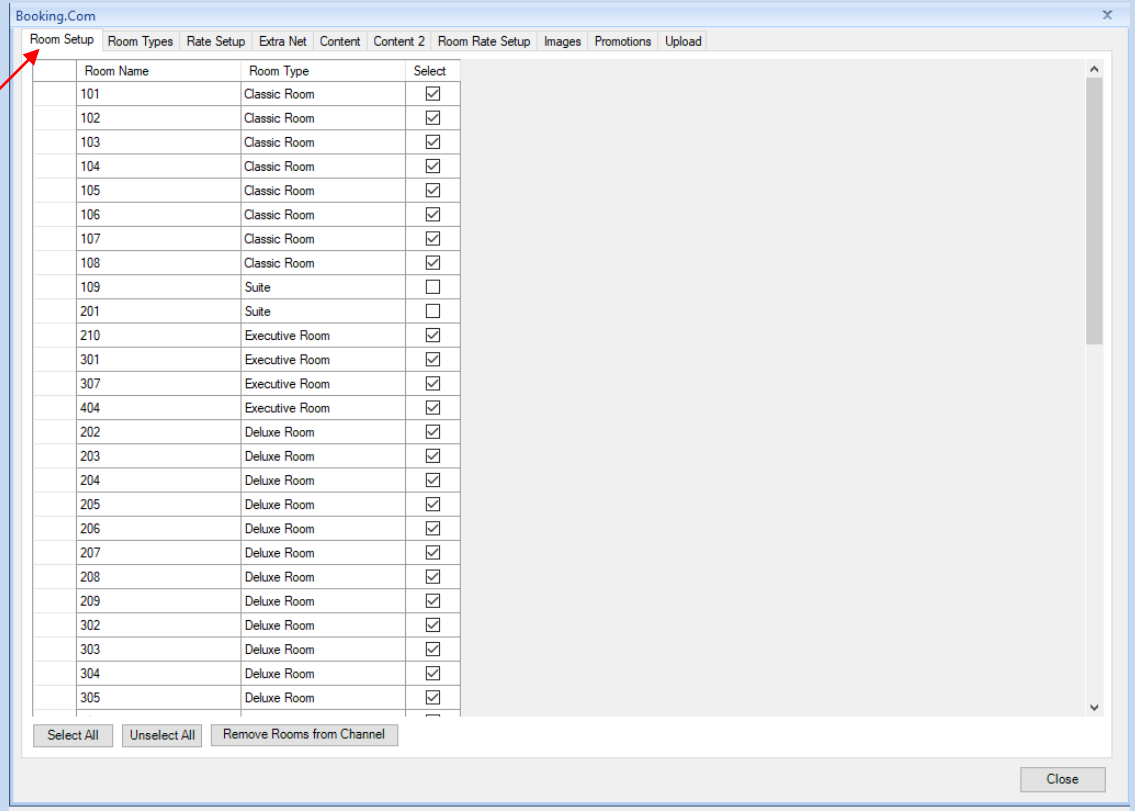


Step 2

Room Setup:

- Select the Room Setup tab to specify which rooms should be uploaded to Booking.com.
- If all rooms should be uploaded, click on the Select All button

Tip: The rooms selected here will appear under the Room Types tab.



Channel Management – Channel Room Type Setup

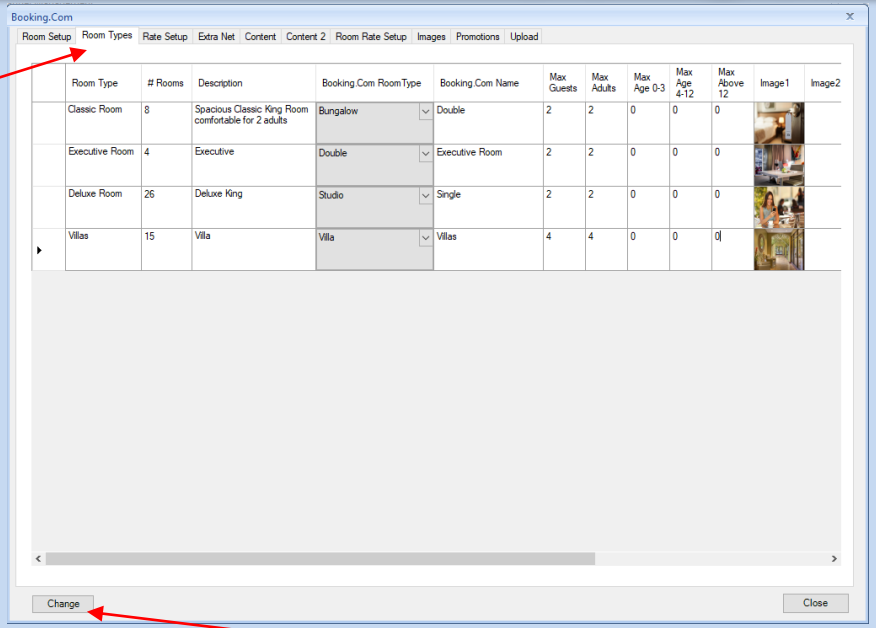
Step 3

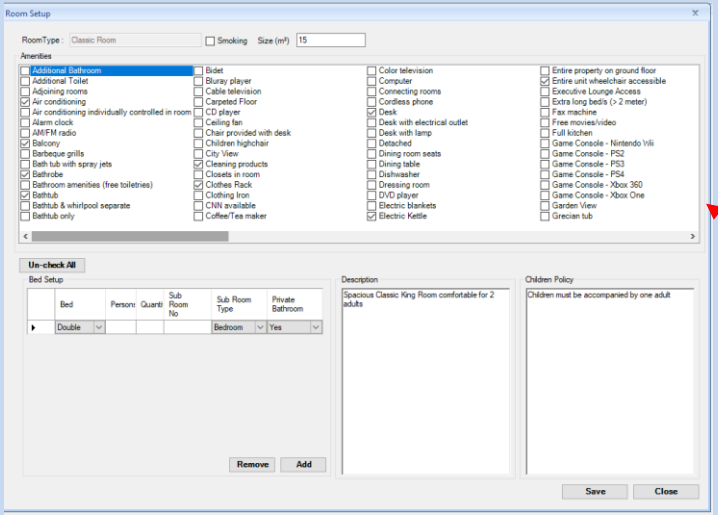
Room Type Setup:

The number of rooms selected per room type will auto appear here in the #Rooms column.

- Enter all the information required such as description, max guest and images per room type.
- A video link of the room type can also be uploaded.

Tip: Quality images should be inserted. The maximum image size is 150KB.





- Once selecting a room type and clicking on the Change button, the room setup screen will appear.
- Select the Amenities that are in each room type.
- Fill in the Bed Setup for each room type as well as a description and a children policy.

Channel Management – Channel Rate Setup

Step 4

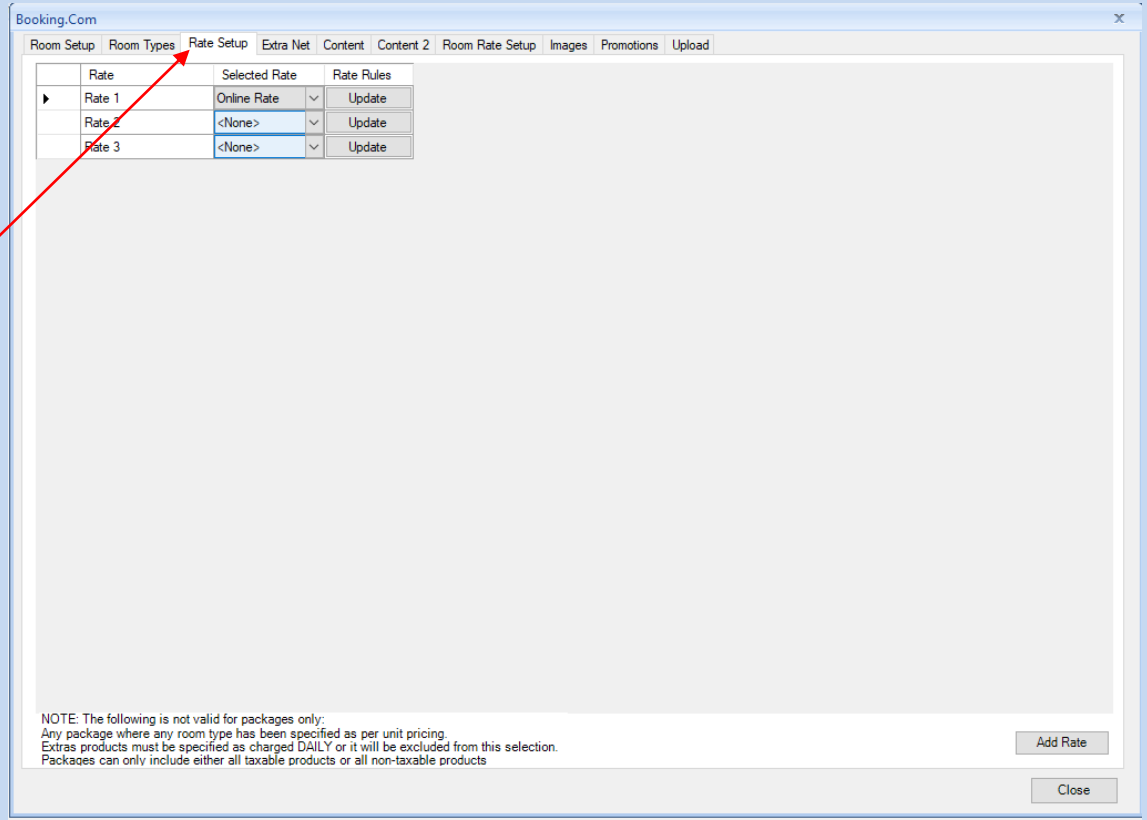
Rate Setup:

- Select which rates should be uploaded from the dropdown.

Tip: Rates selected to be uploaded should be setup as either sliding or per unit rates.

- Packages can only be selected if all products linked to the package are either all taxable or all non-taxable. Extra products should be setup as a daily charge.

Please Note: These Rates will only be active online once they have been uploaded. This is completed from the Upload tab.



Channel Management – Channel Rate Rules Setup

Step 5

Rates Rules Setup:

For each rate uploaded, rules can be applied. To apply a rule, click on the Update button next to the selected rate, select the checkbox next to the rule which should be applied. Select the value and the date range for which this rule must apply.

1. **Close Room** - If a room type is closed between a certain time period, this room type will not be bookable on Booking.com.

2. **Minimum Length of Stay** - If a minimum length of stay is specified and the guest selects a number of nights smaller than the specified minimum nights required to book, they will not be able to make a booking.

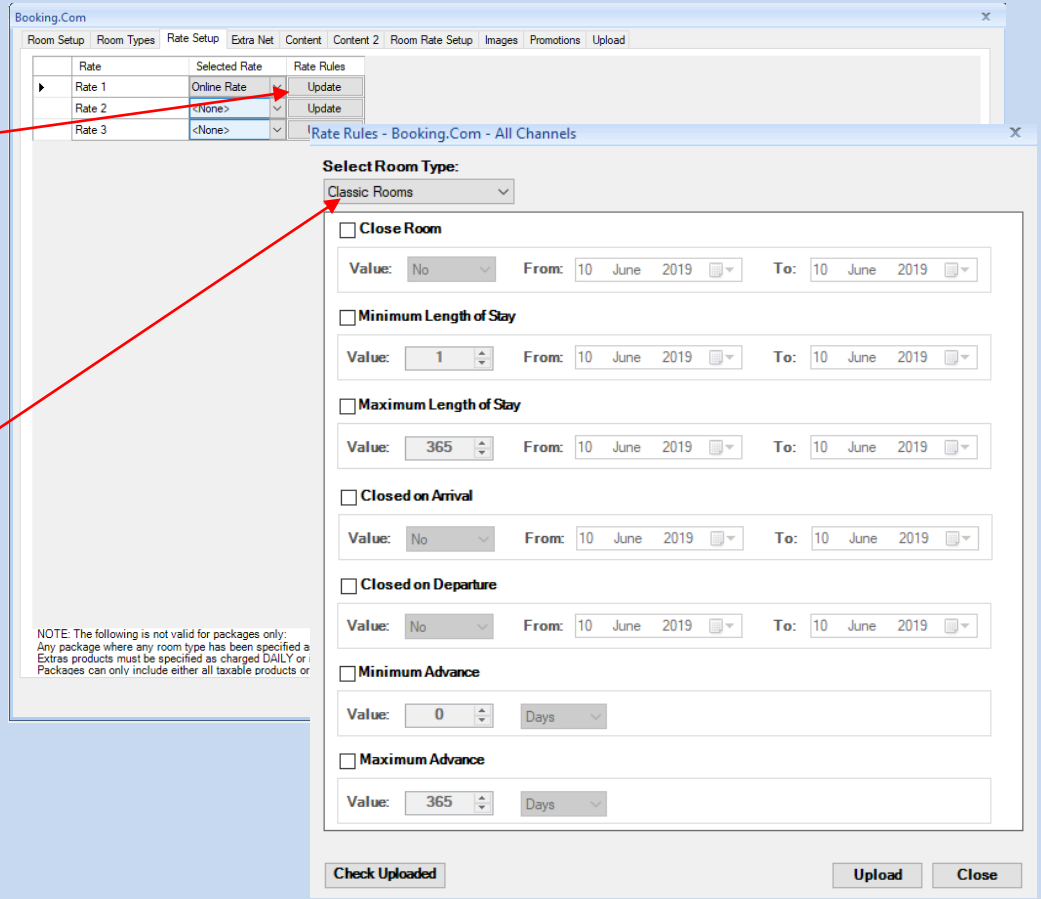
3. **Maximum Length of Stay** - - If a maximum length of stay is specified and the guest selects a number of nights larger than the specified maximum nights required to book, they will not be able to make a booking.

4. **Closed on Arrival** - If the guest selects a date that is closed on arrival, they will not be able to make a booking. The guest will need to adjust the arrival date of their booking.

5. **Closed Departure** - If the guest selects a date that is closed on departure, they will not be able to make a booking. The guest will need to adjust the departure date of their booking.

6. **Minimum Advance** - Minimum amount of days a booking can be made before arrival.

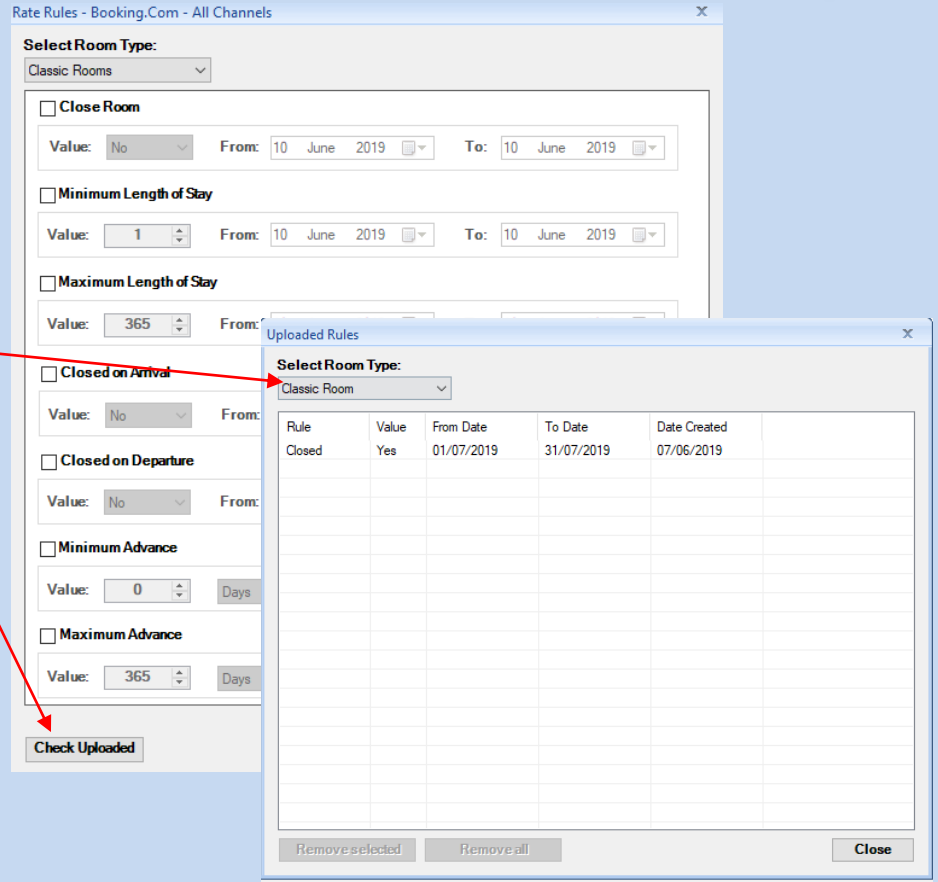
7. **Maximum Advance** - Maximum amount of days a booking can be made before arrival.



Step 6

Rate Rules Setup:

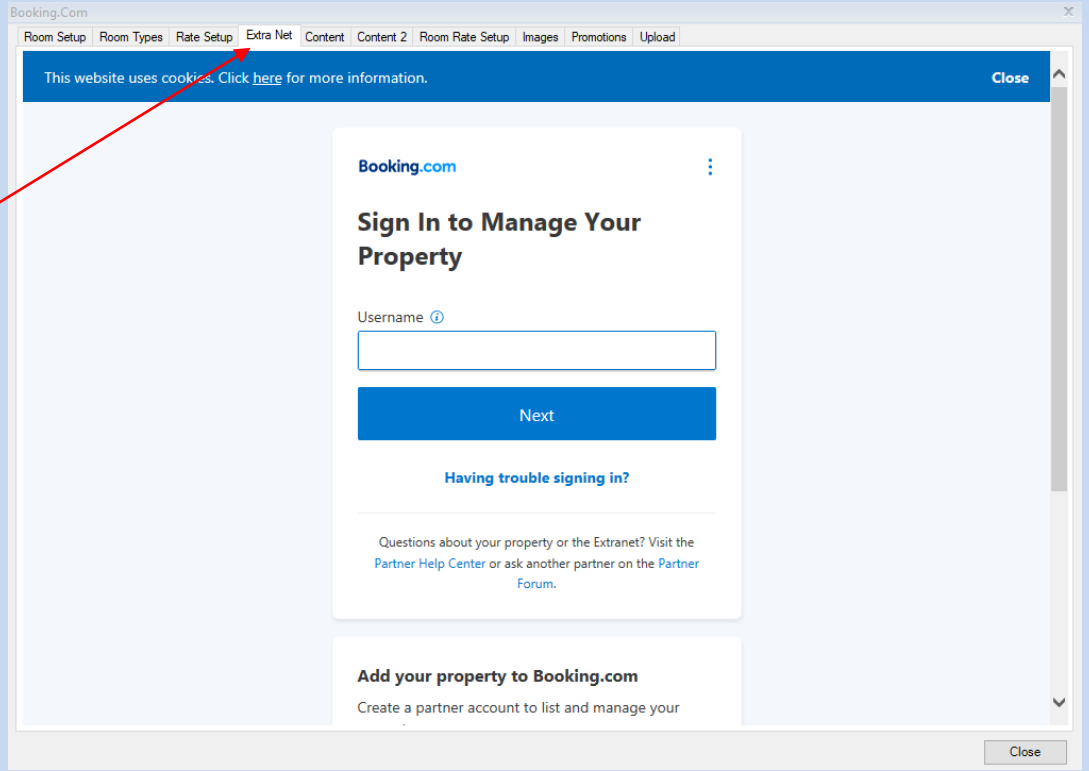
- To view rules that have already been uploaded, select the Check Uploaded button on the Rate Rules screen.
- All rate rules already uploaded will display for the room type selected from the dropdown.



Channel Management – Channel Extra Net

Extra Net:

The property's Booking.com extranet can be signed into from this screen.



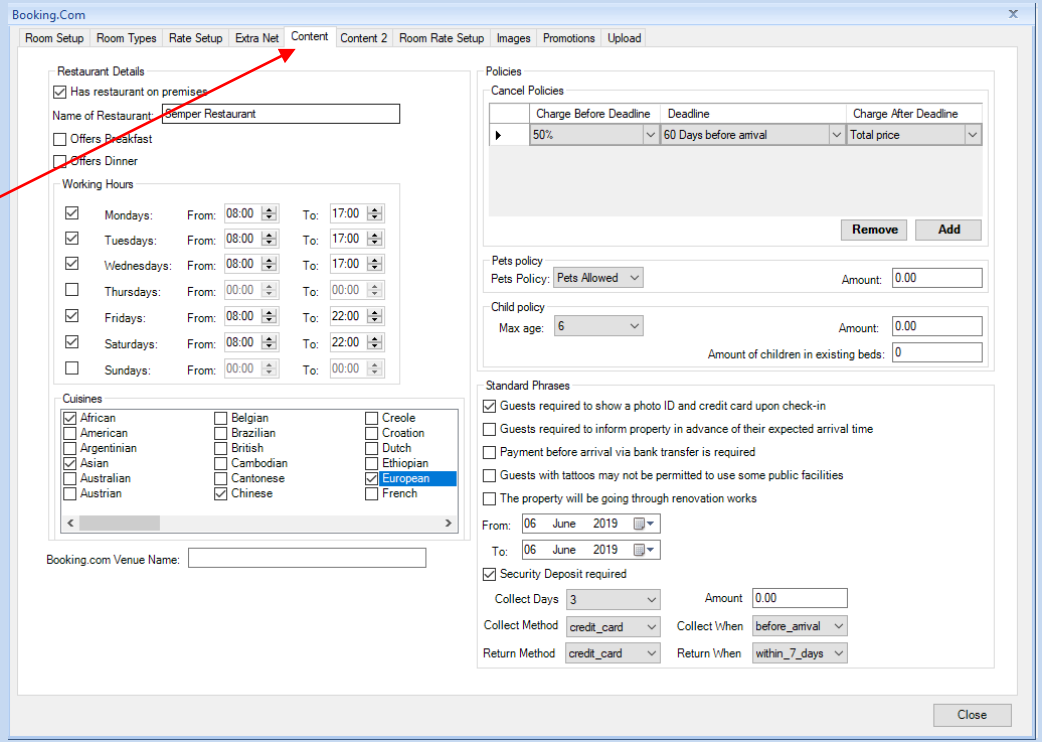
Channel Management – Channel Content

Step 7

Content:

- The property's information will need to be filled in here. This information will display on the extranet and Booking.com page. Please fill in the required fields in detail.
- Booking.com Venue Name – The name that will display on Booking.com as well as on Booking.com's extranet.
- Policies – Cancellation policy which should apply when a guest cancels their booking.
- If the property has a restaurant, the Restaurant Details section is required.
- Standard Phrases need to get filled in if applicable.

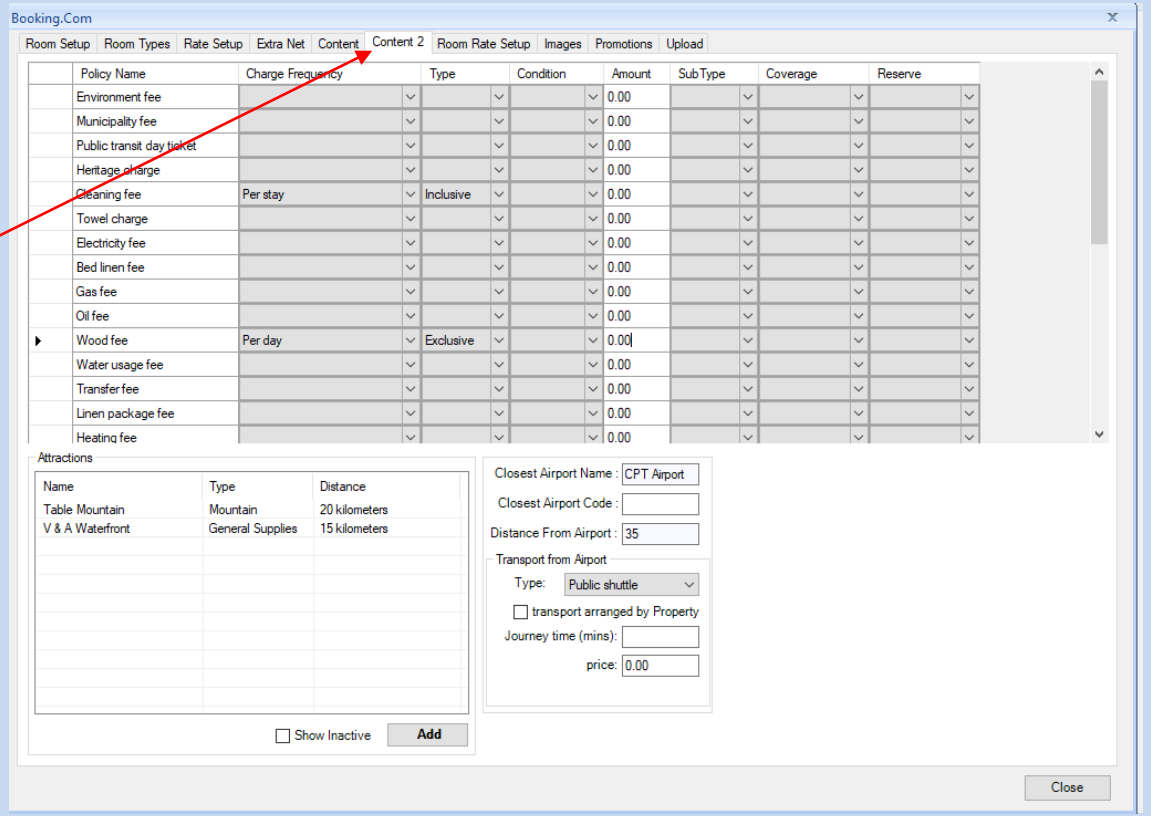
Tip: Content score will increase if more information is uploaded.



Step 8

Content 2:

- All policies must be setup which are applicable to your property.
- The nearby attractions and the closest airport details are required.

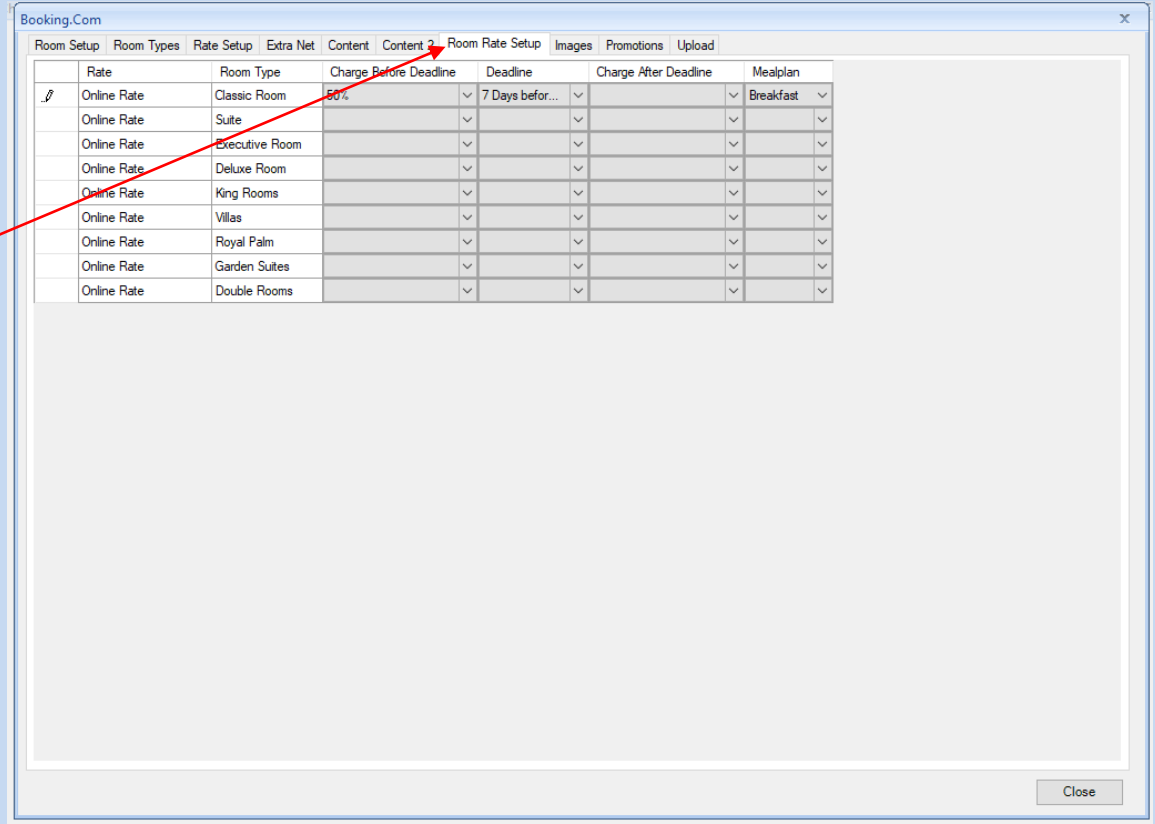


Step 9

Room Rate Setup:

- A cancellation policy can be setup for each room type.
- A Mealplan can also be setup for each room type.

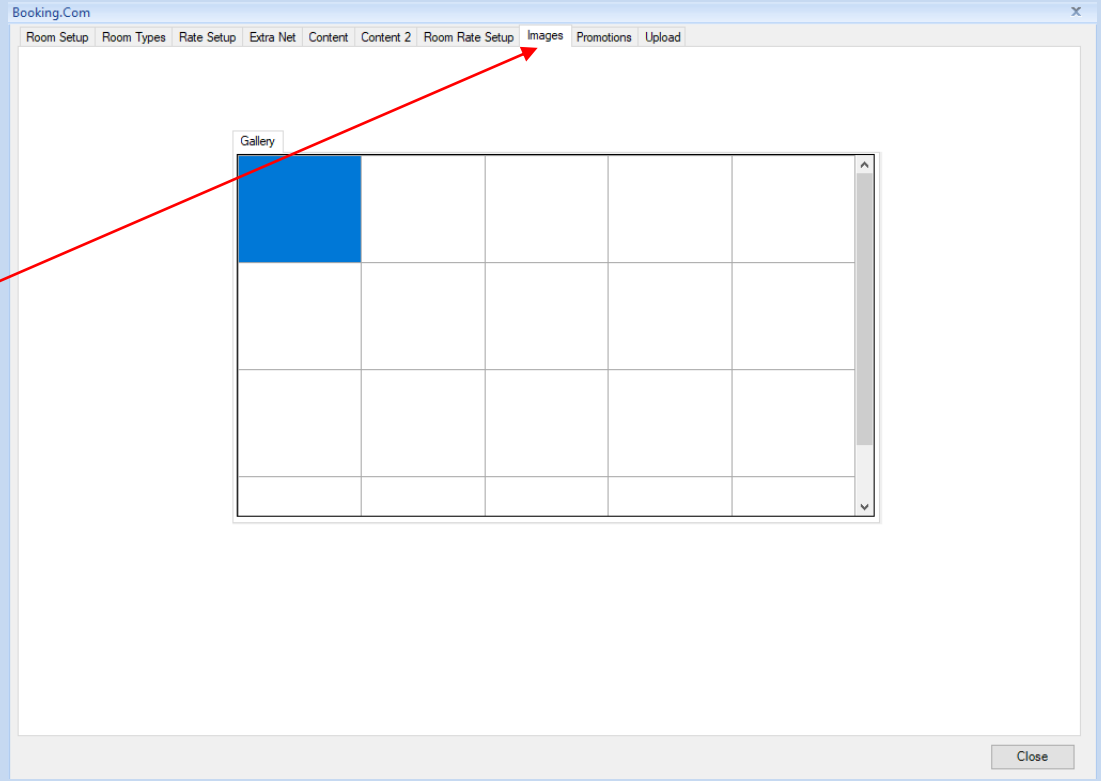
Tip: If there is a cancellation policy set for a specific room type, this cancellation policy will apply instead of the cancellation policy inserted under the Content page.
If there are no cancellation policies setup here, it will automatically apply the cancellation policy set on the Content page.



Step 10

Images:

A maximum of 16 photos can be uploaded. Image size must be below 150KB.



Channel Management – Channel Upload

Step 11

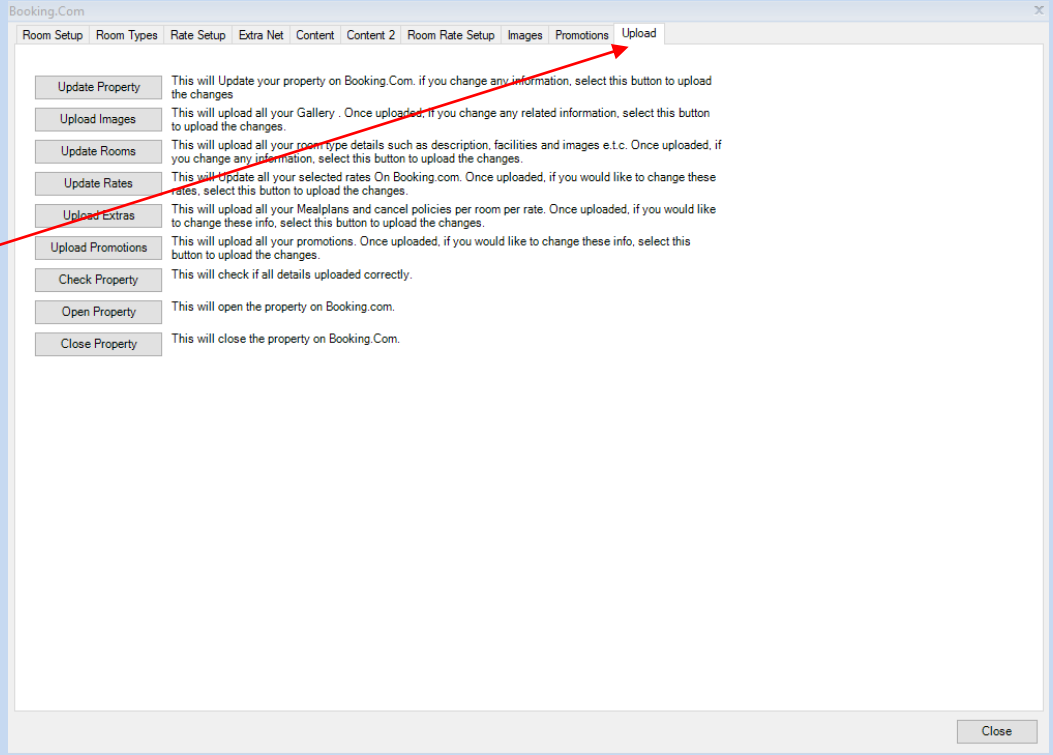
Upload:

All upload functions are found under the Upload tab.

Once everything has been set up correctly, it is important to upload these changes otherwise they will not be saved.

Each button has a description explaining its function.

PLEASE NOTE: When clicking on the upload buttons it will override everything setup on Booking.com.



Semper

Booking.com Setup

How to upload Promotions to Booking.com

Channel Management – Channel Promotions

Step 1

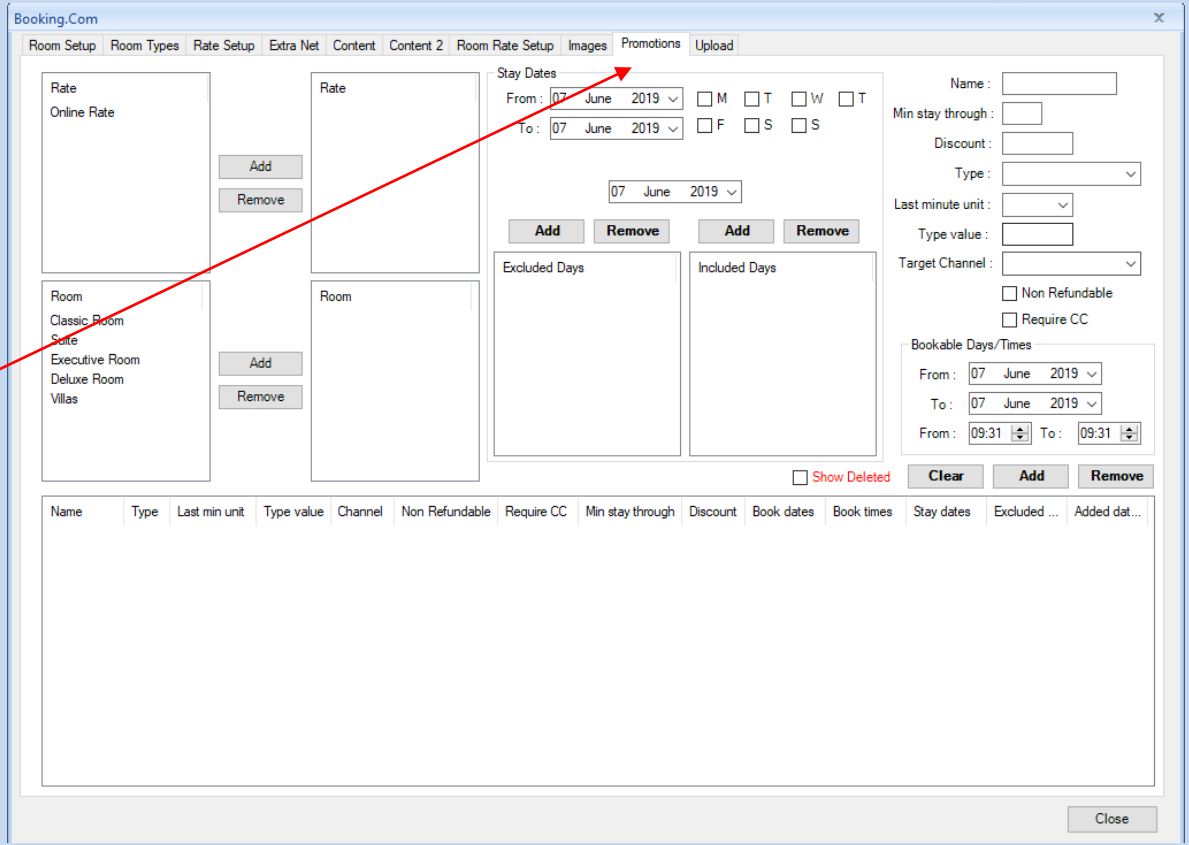
Reservations→ Channel Management→ Channels→ Booking.com Setup

Promotions:

All promotions are set up under the Promotions tab.

Basic deal: Customizable guest discount.
Last-minute deals: An easy way for properties to fill up empty rooms, appeal to bookers searching for properties up to seven days in advance – or closer to Arrival.
Early booker: Helps properties attract those guests booking way ahead of time and fill up rooms during low season with discounted deals.

- Select the rate and the room types that the promotion should be applied to and fill in the promotion details on the right-hand side of the screen.
- The including and excluding dates can be select for when the promotion is valid.
- The active promotions will display on the bottom of the screen.
- The promotion can be deleted by clicking on the Remove button.



Channel Management – Channel Upload

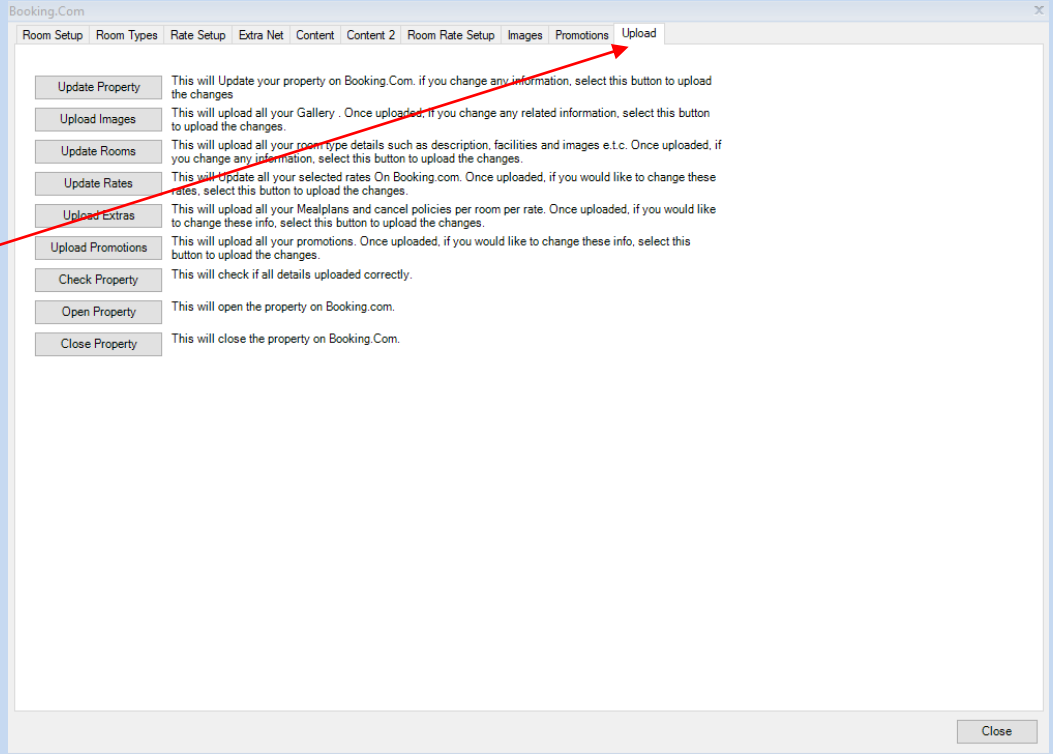
Step 2

Upload:

All upload functions are found under the Upload tab.

Once everything has been set up correctly, it is important to upload these changes otherwise they will not be saved.

- Select the Upload Promotions Button



End of training module

Booking.com New Content API