



## Adding property details

You cannot add your details until you have paid by credit – debit card. Once you have paid you will be taken to the owners location so you can add your details. If you are unable to do this please follow this guide.



- 1) Go to Owners on Home page and log in using your email address and password you previously created.



- 2) Login and you will come to this page: (A)  
 3) Click on edit in centre left. You then come to Section to name your property



Add details Country region & submit

#### 4) Add General Information & submit



#### 5) Add Accommodation & submit



#### 6) Add Booking information & submit



7) Go back to page (A)



8) Finally add Images

Don't forget you can also add prices from page (A)

The details **do not** go live immediately as an email is automatically sent to our administration and this is the only part of the procedure that is handled manually. We make the ad go live and you can change the details whenever you want, change prices, photo – images etc as often as you like and this is all automatic. If however the property is in the wrong region, you must email us and we will change this. The reason is that we used to have advertisers adding regions with different spelling and confusing the internal search system and external search engines.

Thank you again for advertising with us. We will email a VAT receipt in due course.

