Once you login, your dashboard will show you all of your properties published & unpublished on TripsIN.

The directions below take you start to finish on how to add a property but can also be used as a guideline to make adjustments to existing listings.

1. Add Property Name

2. Click Radio Button next to Display this property

3. Input State from Drop Down Menu

4. Input City or Closes Area from Drop Down Menu

5. Input Area / Subdivision

6. Input Property Type from the dropdown menu. – Home, condo, townhome, hotel, etc.

7. Input Minimum Rate

8. Add Location Details for Google Map
   a. Street
   b. City
   c. State
   d. Postal Code
   e. Country

9. Input Latitude & Longitude.
   **Make sure you double-check the pin location on the map once this is put in to make sure the pin is in the right spot.

10. General Information
    a. Square Feet
    b. Bedrooms
    c. Bathrooms
    d. Sleeps

11. Amenities - Check mark fields that correspond to the amenities in the rental property

12. Bedrooms - List the Bedrooms
    Example: Bedroom 1: Queen Bed
                    Bedroom 2: King Bed

13. Description

14. Gallery Photos

   Please note photos that are too large will crash your listing – I suggest saving the work you've done this far before you try uploading photos. The ideal photo size for uploading is **1024 x 680. The maximum amount of photos per listing is 24.

   The order of photos on each of your listing's page is in order from top to bottom when you upload them. So the first photo will show on your page first (and be the featured photo) the second photo down, will be second, and so-forth. You can re-arrange the photos and their listing order by clicking on the move tool next to each image:


15. Availability - We have several options when it comes to updating your availability calendars:

   The first, is since we're a lead generating site and do not allow online bookings you technically do not need to show calendars at all. To hide calendars from your listings, simply un-check the *Enable the availability calendar* button, save, and the calendar for that property will be hidden.


   The second option, is to import your calendar using an iCal link from your operating system, Google Calendar, or other listing site. To do so, simply copy the iCal link from your main site/outside source, and paste it in the link section under the calendar.
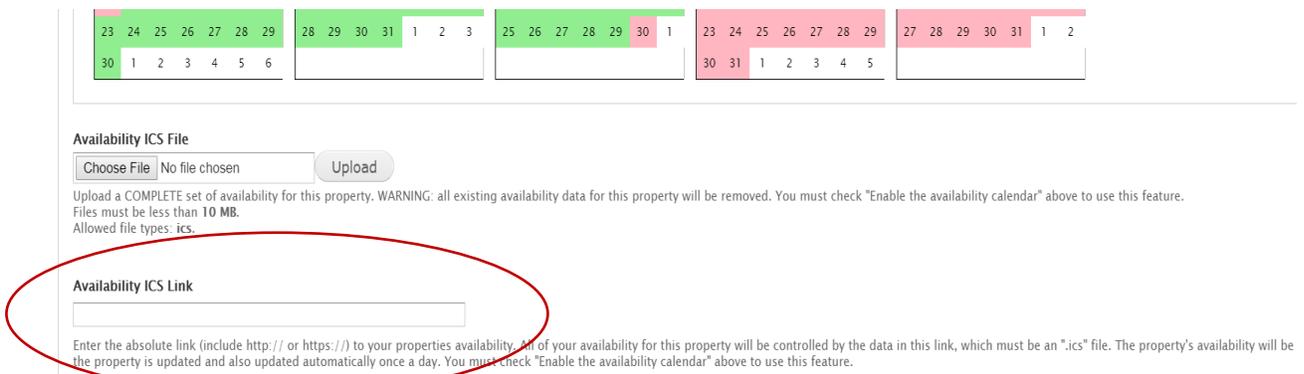
Using the iCal link, the calendar will sync with your system every night at midnight.

The third option, if your system doesn't offer an iCal link, is to feed your calendars to TripsIN.com by exporting the feed from your Homeaway/VRBO listing until we are able to integrate directly. To export from your Homeaway listings, simply follow the steps below:

From the calendar section of your property dashboard on Homeway click the arrow up/arrow down icon that symbolizes import/export calendar.
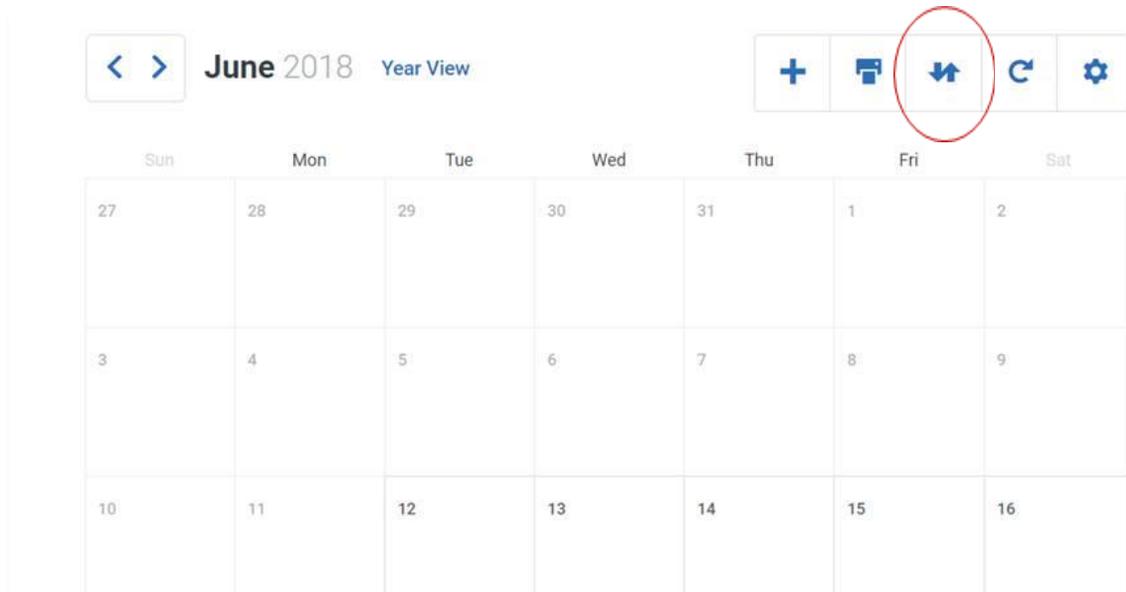
Next, copy the link:

And paste it into the calendar link section of your TripsIN.com property listing where it asks for you iCal link.

This should allow it to sync every night at midnight and be up to date!

The fourth option, is to go and input stays manually. I know this can be a bit of a pain and time-consuming, but it is a plan Z if all-else-fails option. Directions on how to do that are below:

a. On your property's page, under the availability tab, make sure the box next to *"Enable the availability calendar"* is checked. This will display a 12 month calendar on your listing.

b. In the following section simply click the circle next to *"Available or Booked"* to add reservations, or to free up dates. For example let's say we want to add an existing reservation and therefore block out the calendar, we have the circle clicked next to *"Booked"*

c. Fill in your calendar. Below I clicked on the 28th to start, then the 2nd to end, and it changed the color from green to pink – which will then show as booked on your listing!

The below screenshot is how it appears on your live listing:

To change it back to available simply click the circle next to *"Available"* and then re-click the 28th and the 2nd in the calendar and it will change it back to green.

16. Rates
    You do not need to put in rates, but if you have date ranges and corresponding rates simply input the start and end date as well as the rate for that time period, then *add another item* to add another date range and price. We suggest making a nod to tax rates, additional fees, and cancellation policies in your *description section*.

17. Publishing
    Click the radio button next to publish to have your listing "live" on the site, click un-publish to remove it from your site but it will stay in your dashboard should you wish to renew it in the future. If you need a listing deleted entirely please e-mail support@tripsin.com

18. When you visit your property's page for the first time please note the web address should you wish to send someone to your listing directly! Example: www.tripsin.com/colorado/beaver-creek/5279

19. Payment
    At the very end of the steps listed above the system will prompt you for payment in order to publish your listing and have it appear live on the site in searches. If you do not wish to provide payment right away, all of the property information and details you just entered will be saved and available from your owner dashboard. So the next time you would login, you would be taken to your owner dashboard (example below):
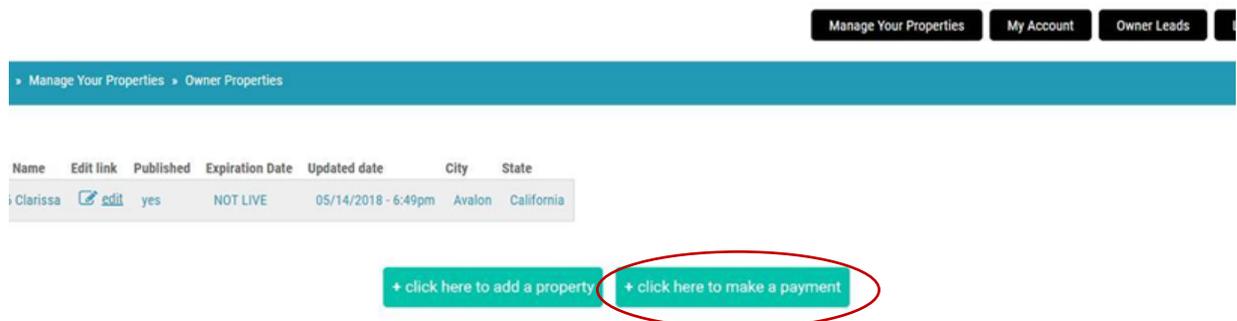
To pay for your listing and have it go live on the site, simply click on the **+ click here to make a payment button** and on the next screen, click the satellite button next to your property and enter your credit card details.

Payment Form

Check the Properties that you wish to publish/renew. *

☐ 126 Clarissa - Not Live

Your rate per property is: $250.00
This rate will publish a property for 1 year on the website.
Renewing an already published property will extend the expiration date for 1 year.

VISA MasterCard DISCOVER AMERICAN EXPRESS

Credit Card Number

Expiration Date
May ⌄   2018 ⌄

CVV Code

Billing Zip

Your 3 or 4 digit security code
on the back of your card.

REVIEW YOUR PAYMENT >>

Once you input your credit card details, you can review payment and then finalize. The expiration date for your property will then be set to 12 months out and the payment receipt will show up in your owner account profile as well!

Remember, TripsIN.com isn't just about the property managers and owners, it's about the traveler too; helping them to take back their vacation and avoid all those fees and additional charges. So help spread the word on where your future guests should look to find your properties and the next best way to book!

Share the story & page on Facebook: https://www.facebook.com/TripsInRentals
Follow and re-post on Instagram: https://www.instagram.com/tripsinrentals
Check-out and share our commercial: TripsIn Commercials