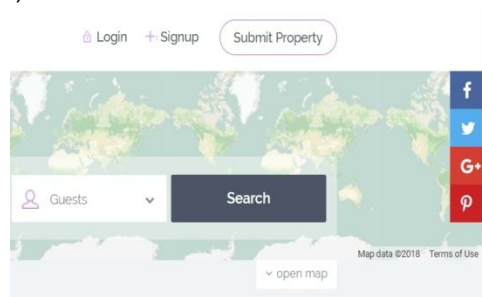Thank you for signing up with Owners Properties Direct.

Please follow these set-up instructions in the order shown, this will eliminate common errors.

Basics set-up.

1. Go to https://owners-properties-direct.uk and **signup** for an account. (If you experience problems, try a different browser such as IE or Chrome)

Username: Enter a unique username of your choice. (do not use special characters or spaces)!
Email: Your preferred email address for all correspondence from the system and guests.

> Please note that all .AOL email accounts will be filtered by .AOL and will cause considerable delays in receiving your email replies.
> We suggest in this case that you use a free Microsoft or Google email address as these use push / active sync systems that allows you to receive emails the second they are sent, provided you have your PC on, or the appropriate APP for you smart phone installed.

Make sure as someone wanting to rent their property you select the second option from the options below. "**I want to rent my property**"
Click I Agree with terms & conditions (Hover over **terms & conditions**, click to see them)
Click on Create an account

2. The system will email you a strong password along with your username. (This also confirms your email address) You may change this password once logged in, but please keep it strong, if your account is hacked, then your guests may be subject to fraudulent activity.

3. Log into your account using the username + password sent, remember if copying the details from your email, make sure that you haven't inadvertently added any spaces to the highlighted section as the system will reject your details.

4. Once logged into your account you must first complete your profile page in full… enter as much detail as possible including a little about yourself and make sure all of your phone numbers are entered, potential customers cannot get in touch without your basic details being entered. Include your profile picture in the box provided, the picture ID (Optional), is used to validate you and is shown to guest as a valid owner. This ID may be a passport or driving licence that shows your photograph matching your profile picture. You should only update your ID through the system, do not email ID as this is not secure.
Remember that your listing will not go live until your profile is complete.

   Remember to update your profile page before moving on, by clicking on the Purple [<mark>Update Profile</mark>] button.

Creating your first Property listing

5. From the menu on the left had side, click **Add new Property**.

6. **Description:** Make this meaningful, use something that people may actually search for on Google, use your Villa name and then its main features, such as "with private swimming pool" and location. This will make it easier to be found in search engines… you can add all of the other important details later, get them interested on the main title first.

7. **Category:** Select the mandatory item, one that best fits your property.

8. **Listed in/Room Type:** Select the mandatory item, eg. Entire Home.

9. **Guest No:** You would normally enter here the full amount of room for x amount of guests. (Home capacity) However if your pricing for two guests only but wish to give them the option to add two more, then enter (2) here, then…. See item **30, Property Price tab.**

10. **City and Neighbourhood:** this option uses Google to accurately select the correct City, select the appropriate city from the drop down menu… failing to do this will leave your properly "Not Found" when people search for your location. (Do not duplicate City/Area/Neighbourhood in other boxes as this causes multiple options for guest to search)

11. **Neighbourhood name:** Type here the name of a village or other location that will help narrow down the search for your location.

12. **Property Description:** Self explanatory, you may also simply copy and paste your details from any other listing that you may have… eg Owners Direct or your own website.

13. **Allow instant bookings:** We do not use this option, please leave un-ticked.

14. **Click on the Purple [Continue button].** (If still greyed out, please check your details again)

15. You will receive a green "Congratulations, saying you have just added a new listing" The Purple box at the bottom of the screen will now say **[SAVE]** ALWAYS save each screen before moving on.

16. After saving the above page, the next screen will be presented automatically and an email generated to confirm the same.
Provided your listing and profile is complete, your listing will also be published by OPD (made live) and again an email sent to verify the same.
If errors are found within your listing an email will be sent asking if you need help;

Please do not ignore this email as your listing may be removed, assumed no longer required.

Property Price: Example.

Help for this section is also on our youtube chanel here.

[OPD Help videos.](#)
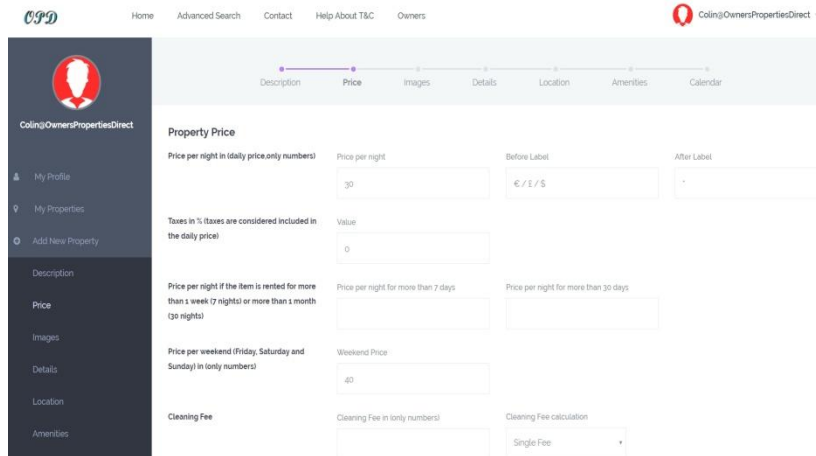
17. Enter the daily rate for your property, (This will show on the top of your listing) Even though you may stipulate a seven day period, you must divide your lowest weekly price by seven (Or your minimum days stay) in order to obtain this daily figure.
18. **Before Label:** This is where you now stipulate your currency label, £, $ or € (Copy & paste any of these if you don't have them on your keyboard) this will then show your preferred currency…
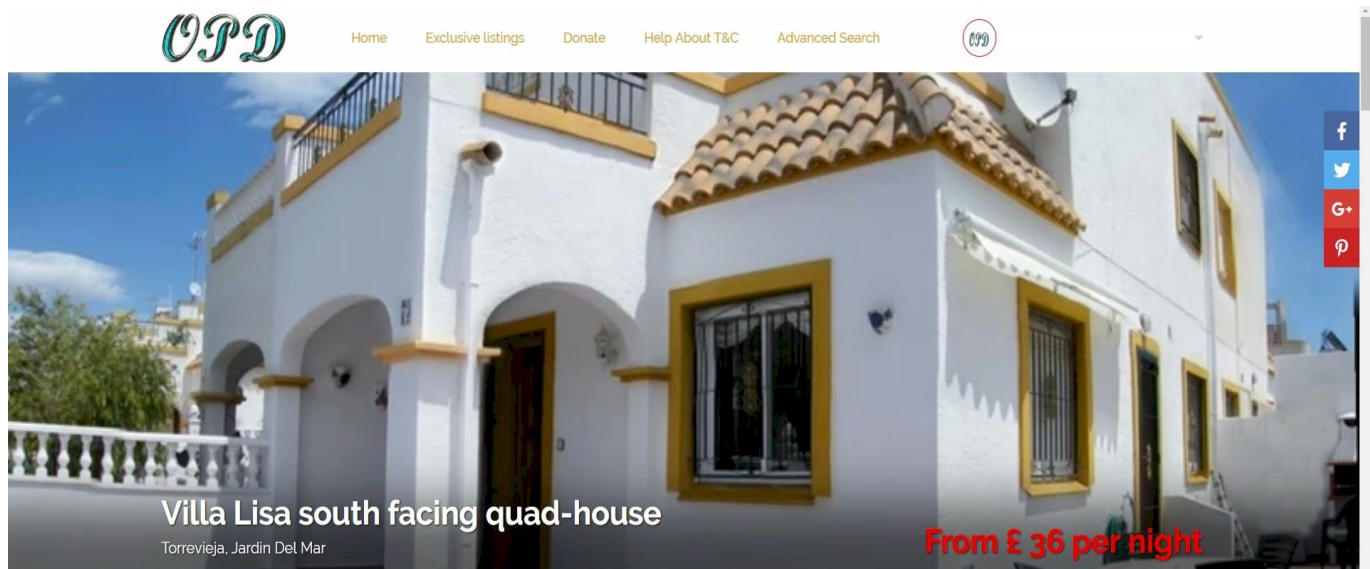eg. €30 per night on your listing.

Example: - Normal Rental.

100	From £	

Example: - Long Term Rental. £450 per calendar month.

	£450	PCM

Price as seen on front page by guests.

19. **After Label:** Enter PCM for long term rental, otherwise leave blank.
20. **Taxes in %**: OPD allows you to enter a local tax; you must carefully enter this value if required as most countries require a tourism registration number.
    The "Details" tab has the option for showing your official tourist registration number.
21. **Price per night > 7 days** (Normally left blank as price adjustment caters for this.)
22. **Price per night > 30 days** (Normally left blank as price adjustment caters for this.)
23. **Price per weekend:** (Normally left blank)
24. **Cleaning Fee:**
25. **Cleaning Fee calculation:** Select Single or per guest etc.
26. **City Fee:** (Normally left blank) if you do stipulate a price, select also if a single price or per guest etc.
27. **Minimum Days of booking:** If you leave empty it will default to any day or number of days. If you only want a booking of 7/14 days then enter the value here.
28. **Security Deposit:** Enter the value required... numbers only.
29. **Early Bird Discount**: Leave it with you.
30. **Extra Guests:** As at item 9 above, you may enter the number of guests other that two in this section. So you want to add over capacity to your listing and want to charge £50 PP Per week. Divide the weekly price by the number on minimum days (say seven) then enter the daily rate here such as 7.15.
31. **Allow guests over capacity:** Select over capacity if using the above option.
32. **Pay by the number of guests.** Selecting this check-box will change all prices to the number of guests… not normally used, but leave it with you.
33. **Check in/out days…** select only one box leaving the other as All.
34. **Extra Options:** Example, allow pets but charge a cleaning fee. Enter a name (Dog Fee) Value (10 (£10) then select either Single, per night etc. This will then show up on the total price box allowing the guest to tick this option if required.
35. **SAVE** the price page, then re-enter to make price options as below.

36. **SAVE or scroll down for more options on variable prices on your calendar.**

37. **Price page continued…: Price Adjustment:**
At the bottom of the price page you will see a calendar where you may add different prices for other than the base price mentioned at the top of the page. Simply scroll through the months and days, find the start date where your price changes and click, the date now turns RED, now select the end date where your price change ends, clicking this date turns all dates RED and opens a new Custom Price box.
You will see top of the box, the start and end dates in the order YYYY-MM-DD

New Price: Enter the new price for this period in number only.
Extra Price per guest per day: If used, enter the price per guest per day in £
Price Per night for 7 nights +: If used, enter the price for more than 7 nights
Price Per night for 30 nights +: If used, enter the price for more than 30 nights
Price Per weekend: If used, enter the price for a weekend
Minimum Days of booking: If you want a minimum 7 days then enter 7 here.

Select only one of the following, leave one as **ALL**
Allow only bookings starting with the check in on changeover day:
Select as needed

Allow only bookings with the check in / checkout (Changeover) days/night:
Select as needed

save this section by clicking on "**Set price for this period" button**

Images:

38. **Select Media:** Click here and highlight up to 50 pictures, we recommend 1920 X 1080 (HD) and allow the software to upload the files. Once uploaded, double click the picture that you want as your feature picture. Arrange all other pictures in the order you want them seen by dragging and dropping them into the correct order.
If any of your pictures are too large or too small they will be adjusted for speed and aesthetics. (Small pictures used as the main feature will cause overlapping text on the description page, for this reason, please use 1920 x 1080 (or there about) you will see your listing live, so adjust as necessary.

Note: if your pictures are too large or your broadband is too slow, there may be a time out on the server, try reducing the size of your pictures so that they upload faster... Remember that over 90% of viewings on your listing will be from a mobile device, having files that are too large will not be appreciated and the time taken to see the picture will be very slow.

39. **Video From:** You may link your videos to the main feature by inserting the links here.
Select either Vimeo or YouTube, and then enter the video name. Not full link.

EG, https://youtu.be/A_zlgkJtPVo **(only use the last section A_zlgkJtPVo)**

Another way of obtaining the URL address is to right click your YouTube video, then select copy video URL.

Villa Hacali (Villamartin / Campoamor Golf)

56 views
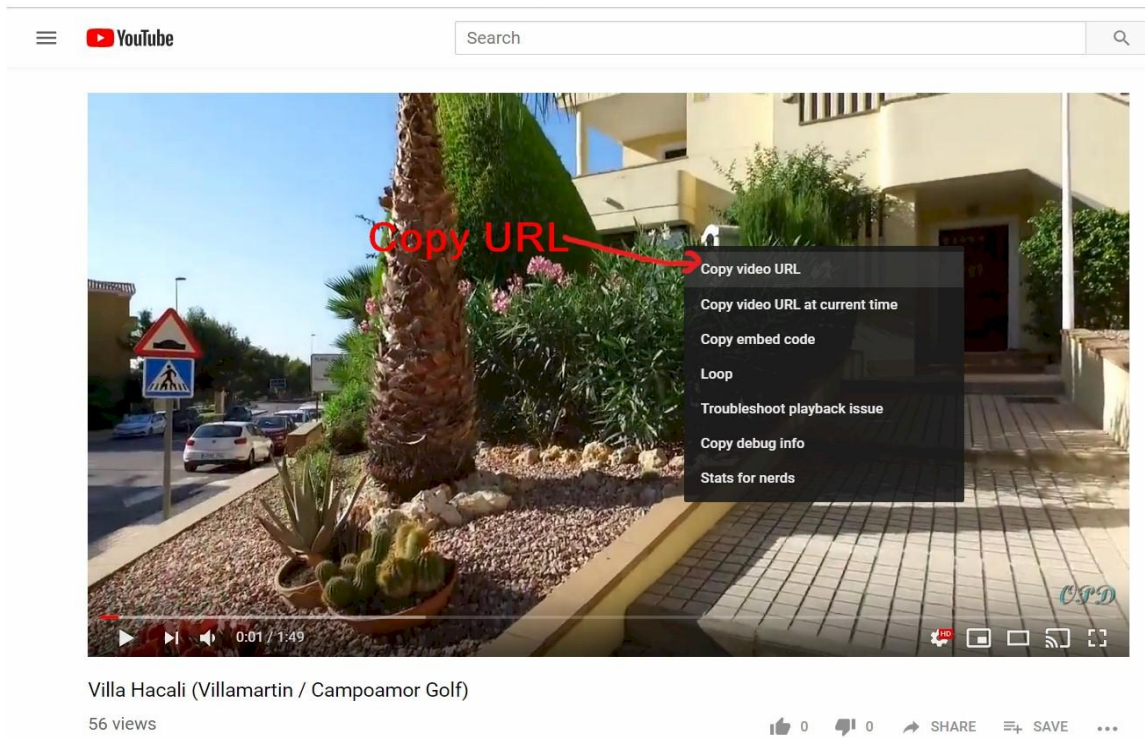
(If you use a video, this will also be the feature shown on your listing, not the feature picture that you may have selected.)

Remember to save this page by clicking the purple save button

Details:

40. **Pretty straight forward:** Enter here all the details such as size of the property in square meters, total amount of room, including living room, bedrooms, bathrooms etc. Number of Bathrooms.
   Booking notes: Use this text box to display on the main listing what your booking conditions are.

   Optional services: perhaps you would like to offer shopping requirement for late arrivals, or a bottle of wine.
   Its recommend that you also enter your contact details in the fields provided for Phone: Mobile: and Email: should you wish direct contact.
   There are a number of text boxes for your own personal use on the description page for getting your message across, please use them fully.
   You may also enter your own website link (text only, not HTML), please do not mention other websites that you may be linked to, such as homeaway airbnb etc. we are trying to encourage direct contact with you and not to pay them up to 16% for a booking fee.

   **SAVE this page by clicking the purple SAVE button.**

Location:

41. **Enter the correct address & Post/ ZIP code, do not enter your country again where is asks for county!**

42. Place Pin with Address:

Either expand the map to full by clicking on the square box, top right hand side of the map, then find your property on the map…
Or enter the known coordinates of your property into the Latitude / Longitude boxes below.
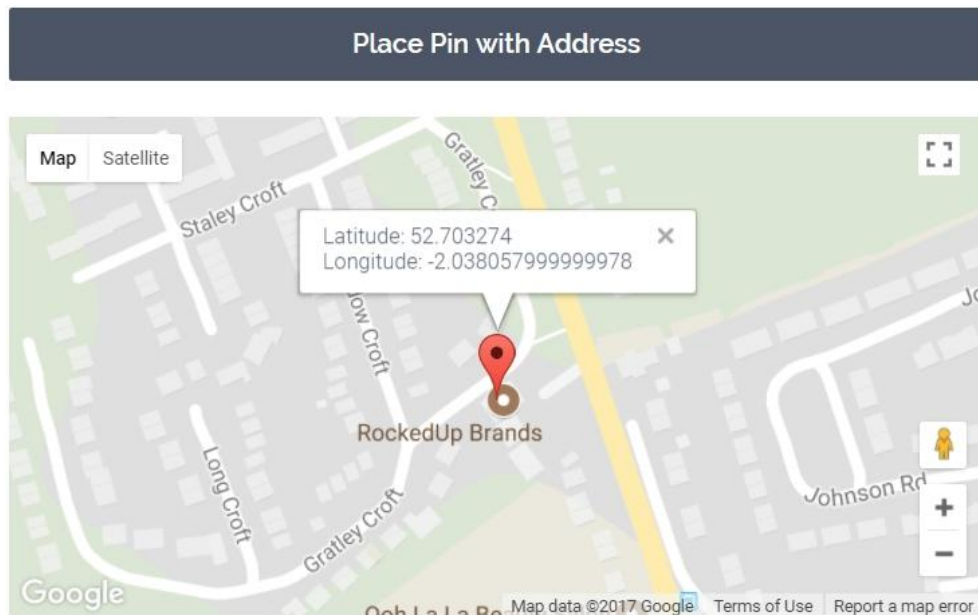
Latitude (for Google Maps Pin Position)	Longitude (for Google Maps Pin Position)
52.703274	**-2.038058**
Street View - Camera Angle (value from 0 to 360)	

Another way of finding your location is to open Google maps, find your property on the map, right click the screen over your property, then select "What's here?".. Your Latitude & Longitude will be shown under the address bottom of the maps page, copy and paste these into the appropriate boxes... **Remember to save this page so that the coordinates are updated.**

Street View: leave at zero.

Amenities:

43. Click on each of the amenities that you have in your property and available to guests.
Only those items ticked will show on your listing... if you have paid WiFi then mention this on your Details page / tab using one of the available text boxes.
If you have something that's a little special and the options are not listed then use the Custom Details box, enter the title, then description and then click add details. Remember to save the page.
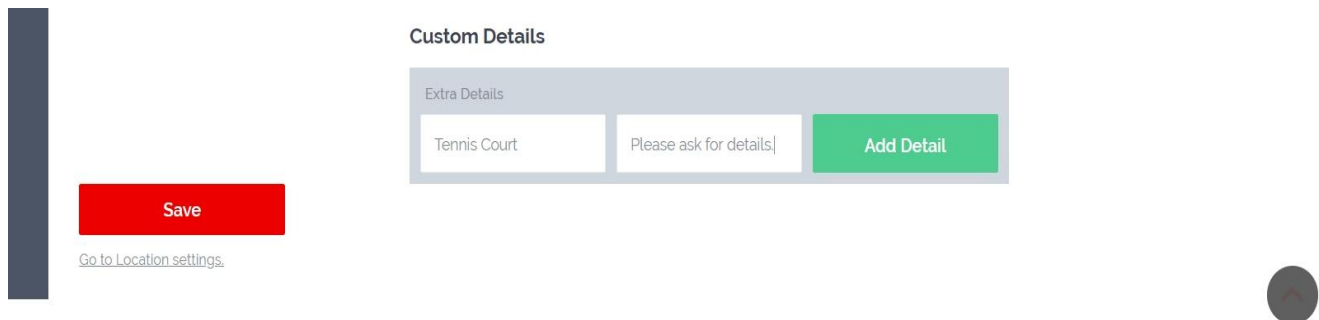
Press the purple SAVE button to continue.

Calendar:

44. Scroll through the months and click the start & and end dates for each booking, the change over dates will show automatically providing you do then as individual dates eg, 1st to 8th Jan… filling in a complete month will simply show as being booked all in purple with no change over days being shown.

45. **Import / Export iCalendar feeds:**

    See separate video showing how this is done using a free Gmail.com account.

    Owners-Properties-Direct YouTube Channel.
    https://www.youtube.com/channel/UCo72Q27cZBSiUwWuWg-zujA

    Press the purple SAVE button to continue.

    End.

    Please remember that should you want to edit your listing at any time, go to your Properties, select the picture for your property, click the pencil at the bottom of the picture, then edit each section as required.

    If you would like to contribute to this help file including errors then please feel free to send your information to me.