



Holidayrentsabroad.com,
Bettystown,
Co. Meath,
Ireland.

Email: support@holidayrentsabroad.com

Step by Step Guide to Ad Creation and going live on the Internet

1) Logging In

Having completed the registration process you will have received an email confirmation of your registration with an activation link back to the holidayrentsabroad website which you **must** click in order to activate your account. Once activated, you may then log in using the USERNAME and PASSWORD you provided during the registration process.

2) My Home

Once logged in you will be directed to an area called 'MY HOME' which is the administration tool required to:

- Add an advertisement
- Edit or Delete an advertisement
- Add/Change Pictures
- Record any bookings which will appear in the on-line availability calendar
- Add special offers
- Pay/renew annual subscriptions
- Check rental enquiries
- Change registration details
- Request an invoice

3) Add an Advertisement

Next, click on the 'Add Advertisement' button to create an ad for the first rental property you want to upload. You will need to expand certain areas of the ad template by clicking on the (red) headings. Next, tick all the relevant boxes and add appropriate text in the text boxes provided which should include details/description of the rental property, any additional pricing information you want to add and, of course, some information on rental conditions. Next, add

prices. These can be seasonally based such as spring, summer etc or sub divided into low, medium or high season. The idea is to fill in as much information as possible until you have at least completed all the compulsory areas which are marked with a **red** asterisk * The more information you provide about the property the better are its chances of standing out and being selected.

4) Primary Image

Next, you will come to the Primary Image (picture) upload area where you will be required to load just one picture from your files (see below). The remaining eleven pictures may be uploaded later using the PICS feature in the 'My Home' administration area when the add goes live on the system. All pictures when loaded will form into a continuous slide show for the viewer which, together with the completed ad, may be downloaded to a printer to create a brochure for later viewing or for distribution.

5) Picture Loading Process

To load a picture, click the browse key and you will immediately be taken into the 'My Documents' file on your computer. Your 'My Documents' file or sub folders should contain all the pictures you want to use for this advertisement. If not, then you will need to arrange to have some new pictures of the property delivered and saved into the 'My Documents' file or sub folder on your computer.

Next, select and double click on the first picture you want to use from the 'My Documents' file or sub folder. This picture will now transfer over to the primary image location on the ad template. Later, you can repeat this process for position 2, 3, 4 etc until you have up to 12 pictures saved. It is important to note that individual picture sizes must be no larger than 3 MB. If you have any difficulty please contact the holidayrentsabroad support team at support@holidayrentsabroad.com.

5) Saving Your Advertisement

Next, and **MOST IMPORTANTLY**, you must click on the 'SAVE YOUR AD' key at the bottom of the page to complete the process and retain all the information you have entered. The 'SAVE YOUR AD' key must always be clicked when **any** changes have been made to the advertisement.

6) Payment Process

Once the 'SAVE YOUR AD' key has been clicked and the advert successfully loaded (can take a minute or two depending on picture size) you will move automatically to the 'PAYMENTS' screen where you will complete the process to pay your annual subscription fee. This fee will be the full price agreed during registration based on the number of property advertisements selected and will be

applied to your account once the first property advertisement goes live on holidayrentsabroad.com.

7) Payment on Invoice

At this point, multiple payment options are offered including Credit Card, Laser Card and payment on Invoice. If payment on Invoice is selected, the next screen will provide details about payment methods including, Funds Transfer/Internet Banking (EFT), payment by EURO Cheque or by Banker's Draft. Once you have selected your preferred payment method you simply add you're billing details or tick the box if your billing details are the same as your account registration details. Once completed, you will be returned automatically to the 'MY HOME' (administration) area where you may edit your advertisement, add more pictures, make a payment, print an invoice, etc.

Remember, all saved ads will immediately go live on the system pending completion of the payment process. If payment on Invoice is selected, then payment must be received by holidayrentsabroad.com within 10 days from date the first ad goes live. Failure to make payments on time or advise the holidayrentsabroad.com team about impending delays will result in all live advertisements being automatically 'Switched Off'.

8) Payment by Credit/Laser Card

If payment by Credit Card or Laser Card is selected you simply add your billing details or tick the box if your billing details are the same as your account registration details and click on the continue button. This will take you to the 'Payment - Confirm Details' screen where you will check that all your payment details are correct. Now, click the 'Make Payment' key ensuring to enter your card details such as, card number, security code if applicable, expiry date, cardholders name etc. Once entered, click the 'Pay Now' button and wait for your payment to be accepted. Once accepted, all advertisements as they are added will immediately go live on the system.

9) Conclusion

Remember, you may log into your account at any time with your username and password and edit, update, make payments, add/change pictures, add special offers etc. That's it. If you do not wish to use the 'My Home' online administration system then we will be more than happy to place your properties on the site for you. Please contact support@holidayrentsabroad.com for further information and details.

Important! Your information is NEVER passed on to third parties! Please see our Privacy Policy for details.