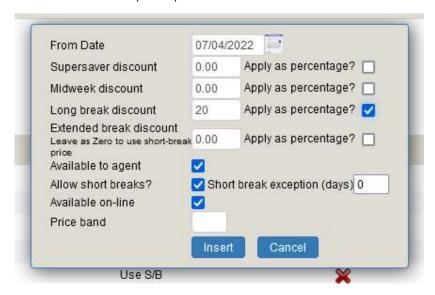
Setting Price periods and Prices

Go to the Pricing tab – Maintain price periods.

Choose the location and the year you want to set the price periods for.



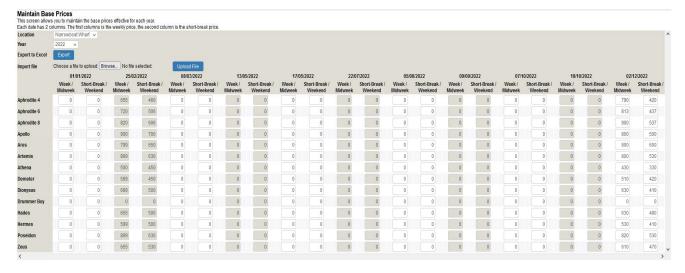
Choose Add new price period...



In this case I have chosen 7th April 2022 and added a long break discount of 20%. Click insert and it appears as a new price period. You can set as many price periods as you want.

When you have set your price periods and units you can set prices.

Go to Pricing – Maintain prices (scroll). Choose location and year.



In this case you can see many price periods but only 2 of them have prices set against them.

To set the rest of the prices we will need to go to Export – choose to open with excel. You will then have the prices as an excel spread sheet. Save it on your pc as a .csv file. Then add the new prices. Save it again under a new title (this is to give you a record of all pricing you set so that you can refer back to it as necessary).

Once saved, go back to the booking system page, and click Browse. Find your saved spreadsheet (remember to have saved it as a .csv file) and upload the file into your pricing page.

You can amend the prices within the booking system, but it does not record old prices and you may find that you want to either go back to earlier pricing or see what you did 'this time last year', so saving them is good practice.

What to do next year...

To amend the price periods for next year we have created a video to help you....

https://www.youtube.com/watch?v=-0YQ9pk75i8