

## 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.

**Maintain Price Periods**

This screen allows you to create and edit the price Groups effective for each year.  
These groups are used to derive the booking fee due based on the periods for which the group applies.

Location	Riverboat Stairhe ▾								
Year	2022 ▾								
	Add new price period								
From Date 📅	Supersaver %	Midweek	Long break %	Extended Break	Available to agent	Short break	Override	B/H Profile	Available online
01/01/2022	0.00	0.00	0.00	Use S/B	✖	✔	0	✖	✔
	Add new price period								

Choose Add new price period...

From Date  

Supersaver discount  Apply as percentage? ☐

Midweek discount  Apply as percentage? ☐

Long break discount  Apply as percentage? ☒

Extended break discount  Apply as percentage? ☐

Leave as Zero to use short-break price

Available to agent ☒

Allow short breaks? ☒ Short break exception (days)

Available on-line ☒

Price band

In this case I have chosen 7<sup>th</sup> 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.

Maintain Base Prices

This screen allows you to maintain the base prices effective for each year.

Each date has 2 columns. The first columns is the weekly price, the second column is the short-break price.

Location

Narrowboat Wharf

Year

2022

Export to Excel

Export

Import file

Choose a file to upload: Browse

No file selected.

Upload File

	01/01/2022		25/02/2022		08/03/2022		13/05/2022		17/05/2022		22/07/2022		05/08/2022		09/09/2022		07/10/2022		18/10/2022		02/12/2022	
	Week / Midweek	Short-Break / Weekend	Week / Midweek	Short-Break / Weekend	Week / Midweek	Short-Break / Weekend	Week / Midweek	Short-Break / Weekend	Week / Midweek	Short-Break / Weekend	Week / Midweek	Short-Break / Weekend	Week / Midweek	Short-Break / Weekend	Week / Midweek	Short-Break / Weekend	Week / Midweek	Short-Break / Weekend	Week / Midweek	Short-Break / Weekend	Week / Midweek	Short-Break / Weekend
Aphrodite 4	0	0	655	460	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	790	420
Aphrodite 6	0	0	720	506	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	813	437
Aphrodite 8	0	0	820	606	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	900	537
Apollo	0	0	900	700	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	800	500
Ares	0	0	739	650	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	800	600
Artemis	0	0	899	630	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	800	530
Athena	0	0	500	450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	430	330
Demeter	0	0	599	450	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	510	420
Dionysus	0	0	699	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	630	410
Drummer Boy	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Hades	0	0	655	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	630	480
Hermes	0	0	599	500	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	530	410
Poseidon	0	0	899	630	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	820	530
Zeus	0	0	655	530	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	610	470

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>