How to create your profile

Hotel information:

1. Hotel Information
Fulfill the hotel information page with all the details.

2. Taxes
Tell us which taxes you have, then we'll set it up for you.

3. Photos
Accommodation & Facilities Photos: (you'll have to upload pictures before you can go to the next step)
Upload general pictures of the property, facilities, rooms, pool etc. (Between 20-50 pictures).

4. Descriptions
Story: Write a story/description of your property. You may include sustainability/what you do for the environment in this text.

Choose tags: Choose a maximum of three tags of the main features that your property offers.

Short description: Write a short description of the hotel.

5. Facilities
Fulfill which facilities you have at your property, including all the sustainable initiatives you have.

6. Certificates
Upload your certificate(s)

Rooms:

Click "add room" in the top right corner.

1. Information
Fulfill the general room information: Name, size, description etc.
Sort order, is the order the rooms will be shown on EcoHotels.com website.

2. Occupancy
Fulfill the occupancy details.
Choose bed and number of beds, then click "add bed" (you'll need to click "add bed" before going to the next step).

3. Room facilities
Choose facilities, then click "add facility".

4. Pictures
Upload pictures of the room. (minimum 2 pictures)

5. Confirmation
Click "confirm"

Sell Additional Items:

This section is for selling extras such as access to fitness center, breakfast, spa access etc.

Click "add new" in the top right corner.

1. Information
Fulfill the information.

Example:

Name: Breakfast
Description: Breakfast for adults -18 years old and above
Order: 1 (if it's the first extra you are adding)
Price: 20 EUR
Daily limit:
Type: Choose if it's a daily or one-time type of extra. In this case it's breakfast, so you'll choose daily, as the client needs to pay 20 EUR, per day for the breakfast.
2. Confirmation
Click "confirm"

Rate Plans

Click "add rate plan" in the top right corner.

1. Choose Rate Type
Fulfill the general rate plan information.

Meal plan, which kind of rate plan is it (flexible, non-refundable etc.), cancellation policy, late cancellation condition and no-show condition.

Short description example: Flexible Rate - Room only

2. Settings
In this section, you'll have to select which period the given rate plan should be active.
You can also create special offer rate plans, where you can adjust: Early booker rate plan, Last minute rate plan etc.

3. Rooms
Select which room types should be attached to the rate plan.

4. Rate Add-Ons
Select which items/services that are included in the rate plan.

Click "Create rate plan".

Now the profile creation is complete. You are now ready to contact your respective channel manager and make the connection.

If you do not have connection to any of our channel managers, but wish to be a part of EcoHotels.com

Rates/Availability
If you wish to become a part of EcoHotel.com, but do not have connection to any of our channel managers or simply do not have a channel manager, there is still hope!

Through our extranet you can manage rates/availability manually.

In the section called "Rates/Availability you can choose "Load Rates & Availability".

Step 1:
In the top left corner you can choose which time of period you would like to upload prices from/until.

Step 2:
Click on the arrows in front of the room name.
Enter the prices for the room, and enter the availability for the room. If there are 15 rooms of this room type, write 15 in the availability field.
You'll then continue to do this with all the different room types until everything is fulfilled.

Step 3:
Click "Save" in the bottom right corner.

Step 4:
Continue doing this with other dates, for example if you have a high and low season where there is a price difference.

Overview/Calendar
When the prices have been uploaded you can enter the section called "Overview/Calendar".

Here you can manage open/close the rooms. So, when a room is booked you can change the availability and if the room is sold out at a given date, you can change the availability to 0, and then the room will turn orange (sold out). If you want to close the room for bookings, just click on it and it will turn red (closed for bookings). Click on it again and it will turn green (open for sale).

Green: Open
Orange: All sold
Red: Closed

Open/Close
If you wish to close/open for sale again for a longer period of time, here is the place to manage such things.

Step 1:

Choose the period of time in the top left corner.

Step 2:
Choose the days, rate plans and rooms you would like to open/close.

Step 3:
Click "Update".

Restrictions
If you wish to activate restrictions to a rate plan, this is where it's managed.

Step 1:
Choose the period of time in the top of the page.

Step 2:
Choose which days, rooms and rate plans you would like to activate/deactivate the restrictions.

Step 3:
Set restrictions.

Step 4:
Click "Save Changes".

If you should have any questions or trouble regarding the profile creation, please reach out to:
support@ecohotels.com, and we'll help you as soon as possible.