



Creating your listing

Step-by-step instructions for setting up your listing on Panama City Beach Rental by Owner.com



Start by clicking Submit Property on the home page. Follow the steps below and *create your account when prompted to do so.*

Page 1 - Description

When you begin, you'll start with your headline. Enter a simple title b/c this will become your url.

ie use "Bluebird condo at Splash" vs "2/2 condo with private balcony and gorgeous views at Splash".

Once saved with an easy URL, you can go back and revise the headline as you'd like and the URL will not change.

Description

<p>Title</p> <input type="text" value="Sun and Sand Villa @ Edgewater"/>	<p>Title</p> <input type="text" value="Sun and Sand Villa @ Edgewater"/>	
<p>Category and Listed In/Room Type</p>	<p>Property Type</p> <input type="text" value="Condo"/>	
<p>Guest No</p>	<p>Guest No (mandatory)</p> <input type="text" value="8"/>	
<p>City and Neighborhood</p>	<p>City (mandatory)</p> <input type="text" value="Panama City Beach"/>	<p>Neighborhood / Area</p> <input type="text" value="Edgewater Golf Villas"/>
<p>Country</p>	<p>Country</p> <input type="text" value="United States"/>	
<p>Property Description</p> <input -="" fl."="" jacksonville,="" n.,="" samantha="" type="text" value="This condo was amazing. The pictures do not do it justice...spotless...the location is great, food and shopping within walking distance. Megan has been amazing"/>		
<p>Affiliate Link</p> <input type="text" value="Affiliate Link. User will be redirected to this link when he wants to make a booking."/>		
<p>Private Notes</p> <input type="text" value=""/>		
<p>Owner Rez Booking/Inquiry widget</p> <input data-propertyid="be0aec302dc5469b82f5730ea7654b4c" data-widget-"="" data-widgetid="bf6e054236f44c99110381c7a67074c" ownerrez-widget"="" type="text" value="<!-- OwnerRez Booking/Inquiry widget for Edgewater Sand Dollar Villa --> <div class="/>		

Save

Enter

- **Title** - this should be a SIMPLE name b/c it will be your url (ie Bluebird condo at Splash)
- **Property type**
- **Guest no** - maximum allowed guests
- **City**
- **Neighborhood** - your resort or "house"
- **Country**
- **Property Description**
- **Owner Rez booking/Inquiry widget** - highly recommended if you use Owner Rez so that bookings and inquiries come right into your software with zero effort from you.
- **Affiliate link** - if you do not use Owner Rez, you can add a link here to any booking website such as a personal website, VRBO or Airbnb

Click Continue

Listing Price

Price per night \$ (only numbers)	Price per night	Before Label	After Label
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Price per night if the item is rented for more than 7 nights or more than 30 nights	Price per night (7d+)	Price per night (30d+)	
	<input type="text"/>	<input type="text"/>	
Price per weekend (Friday and Saturday) in \$ (only numbers)	Weekend Price		
	<input type="text"/>		
Cleaning Fee	Cleaning Fee in \$ (only numbers)	Cleaning Fee calculation	
	<input type="text" value="258"/>	Single Fee <input type="text"/>	
City Fee in \$ (only numbers)	City Fee in \$ (only numbers)	City Fee calculation	<input checked="" type="checkbox"/> City Fee is a % of the daily fee
	<input type="text" value="13"/>	Single Fee <input type="text"/>	
Minimum nights of booking	Minimum nights of booking		
	<input type="text" value="3"/>		
Security Deposit in \$ - will be refunded if no complaints are received from the owner	Security Deposit		
	<input type="text" value="0"/>		
Extra Options	Extra Options		
	<input type="text" value="name"/>	<input type="text" value="value"/>	Single Fee <input type="text"/> <input type="button" value="Add Option"/>

Enter

- **Price per night** - this is your base rate; you can customize by night below.
- **Before label & After label** - disregard
- **Price per night (7d+)** - weekly rate if you offer one; if not, leave blank.
- **Price per night (30d+)** - monthly rate if you offer one; if not, leave blank.
- **Weekend price** - if your base rate for Fri/Sat nights is different; if not, leave blank. *If you set a weekend price, it will override your 7 day and 30 day rates.*
- **Cleaning fee** - include your tax in this number
- **City Fee** - this is your bed taxes; commonly 12-13% in PCB; check the box for %
- **Minimum nights** - standard; you can customize by night below.
- **Security Deposit** - if you collect funds that get returned later with no damages; otherwise, leave blank.
- **Extra Options** - additional fees you charge automatically such as a resort fee, parking fee, etc. Include tax in your figure.

Click Save

Page 2 - Custom Nightly Prices



Price Adjustments
*(Click to select multiple days and modify price for a certain period)

September 2022

S	M	T	W	T	F	S
				1	2	3
				\$ 225	\$ 200	\$ 200
4	5	6	7	8	9	10
\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 200	\$ 200
11	12	13	14	15	16	17
\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
18	19	20	21	22	23	24
\$ 200	\$ 300	\$ 200	\$ 200	\$ 200	\$ 200	\$ 225
25	26	27	28	29	30	
\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	

October 2022

S	M	T	W	T	F	S
						1
						\$ 225
2	3	4	5	6	7	8
\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225	\$ 225
9	10	11	12	13	14	15
\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200
16	17	18	19	20	21	22
\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 300	\$ 200
23	24	25	26	27	28	29
\$ 200	\$ 300	\$ 200	\$ 300	\$ 200	\$ 300	\$ 200
30	31					
\$ 200	\$ 200					

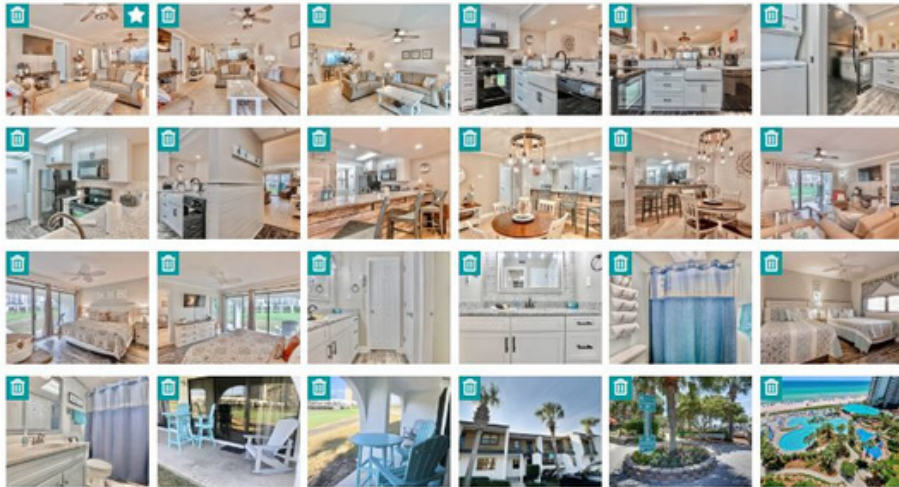
Period	Price per night	Price per night (7+)	Price per night (30+)	Minimum nights of booking	Price in weekends	
From 09-01-22 To 09-01-22	\$ 225	-	-	4	\$ 225	delete period
From 09-02-22 To 09-23-22	\$ 200	-	-	3	\$ 200	delete period
From 09-24-22 To 10-08-22	\$ 225	-	-	4	\$ 225	delete period
From 10-09-22 To 10-31-22	\$ 200	-	-	3	\$ 200	delete period
From 11-01-22 To 11-01-22	\$ 135	-	-	2	\$ 150	delete period

***If you use Owner Rez software, it is recommended that you set your calendar widget to reflect nightly rates rather than customize here. [See how, CLICK HERE.](#)**

To customize nightly rates:

- Double click on any date you wish to modify from your base rate; a pop up will appear.
- Choose your start and end dates for the rate you are editing.
- Add your rate in the New Price in \$ field AND in the Price per weekend in \$ even if it's the same amount--you must fill in both.
- Update your minimum days of booking (for minimum nights)
- Click Set Price for Period; confirm accuracy in the table below the calendar.
- Repeat for all dates you wish to modify (up to 13 months in advance)

Listing Media



Drag and Drop Images or

Select Media

*Double Click on the image to select featured.
**Change images order with Drag & Drop.

Video from: vimeo

Video id:

Save

To add photos/video:

- Drag and drop images from your computer and choose the green "Select Media" button to locate them on your computer and add.
- 35 images are allowed.
- Double click the image you'd like to be your primary images; a star will appear in the top right corner.
- Add your ID from Vimeo or YouTube for video.

Click Save

Page 4 - Details

Listing Details	Size in ft ² 1200	Rooms
	Bedrooms 2	
	Bedroom 1	<input type="button" value="open/close"/>
	Bedroom 2	<input type="button" value="open/close"/>
	Bathrooms 2	Check-in time (*text) 4
	Check-Out time (*text) 10	Outdoor facilities (*text) 11 pools, 4 hot tubs, splash pad, golf c

Enter

- **Square footage**
- **Rooms** - leave blank
- **Bedrooms**
- **Open each bedroom with the green open/close button and complete bed types**
- **Bathrooms**
- **Check in and out times**
- **Any outdoor facilities offered**
- **Cancellation text** - leave blank here (you'll add it lower on the page)
- **Bed quantity** - leave these all 0 (you filled them out in the above bedroom configuration)
- **VRBO/Airbnb/Facebook links** if you have one and wish to include
- **House rules** - leave blank (you'll add these lower on the page)
- **Your personal website if you have one.**
- **Payment terms**
- **Contact phone number**
- **Custom details if you'd like**
- **Cancellation policy.**
- **Options for Smoking, Pets, Party and Children**
- **Other House Rules**

Click Save

Page 5 - Location


Listing location details

Address: 520 Richard Jackson Blvd #504 Zip: 32407

State: Florida

Place Pin with Address

Place the listing pin on the map



Latitude (for Maps Pin Position): 30.186503295555 Longitude (for Maps Pin Position): -85.820350951065

Save

[Go to Amenities settings.](#)

Enter

- **Address / zip / state**
- **Map pin** - move the map to position your location

Click Save

Page 6 - Amenities

- **Check applicable amenities**

Click Save

When is your listing available

*Click to select the period you wish to mark as booked for visitors.

September 2022

25	26	27	28	29	30
----	----	----	----	----	----

Today Dates Booked

Paste in your Owner Rez Calendar Widget OR utilize iCalendar feeds below

```
<div class="ownerez-widget" data-widgetId="45f8c1e7e6ee46839dc48f666807c50b" data-propertyId="be0aec302dc5469b82f5730ea7654b4c" data-widget-type="Multiple Month Calendar"></div> <script type="text/javascript" src="https://secure.ownerezervations.com/widget.js"></script>
```

Import/Export iCalendar feeds

This is the listing iCalendar feed to export : ?ical=bbc6b030265fa85d70138b452d84df4e

iCalendar import feeds (feed will be read every 3 hours and when you hit save)

feed name

feed url

Add new feed

- **If you have Owner Rez software, it is highly recommended that you add your Calendar widget. [See how, CLICK HERE.](#)**
- OR you can add an iCal link from any external calendar
- OR you can manually block dates on the calendar in the listing set up
 - Double click any date to begin manual blocking and a pop up will show.
 - Complete the check in/out date and click "Book Period"
- You will not collect bookings through the PCBRO.com site; therefore, the export iCalendar Feed link is not necessary to use anywhere.

Click Save

Follow the instructions on the Thank You page to submit your \$99 payment.