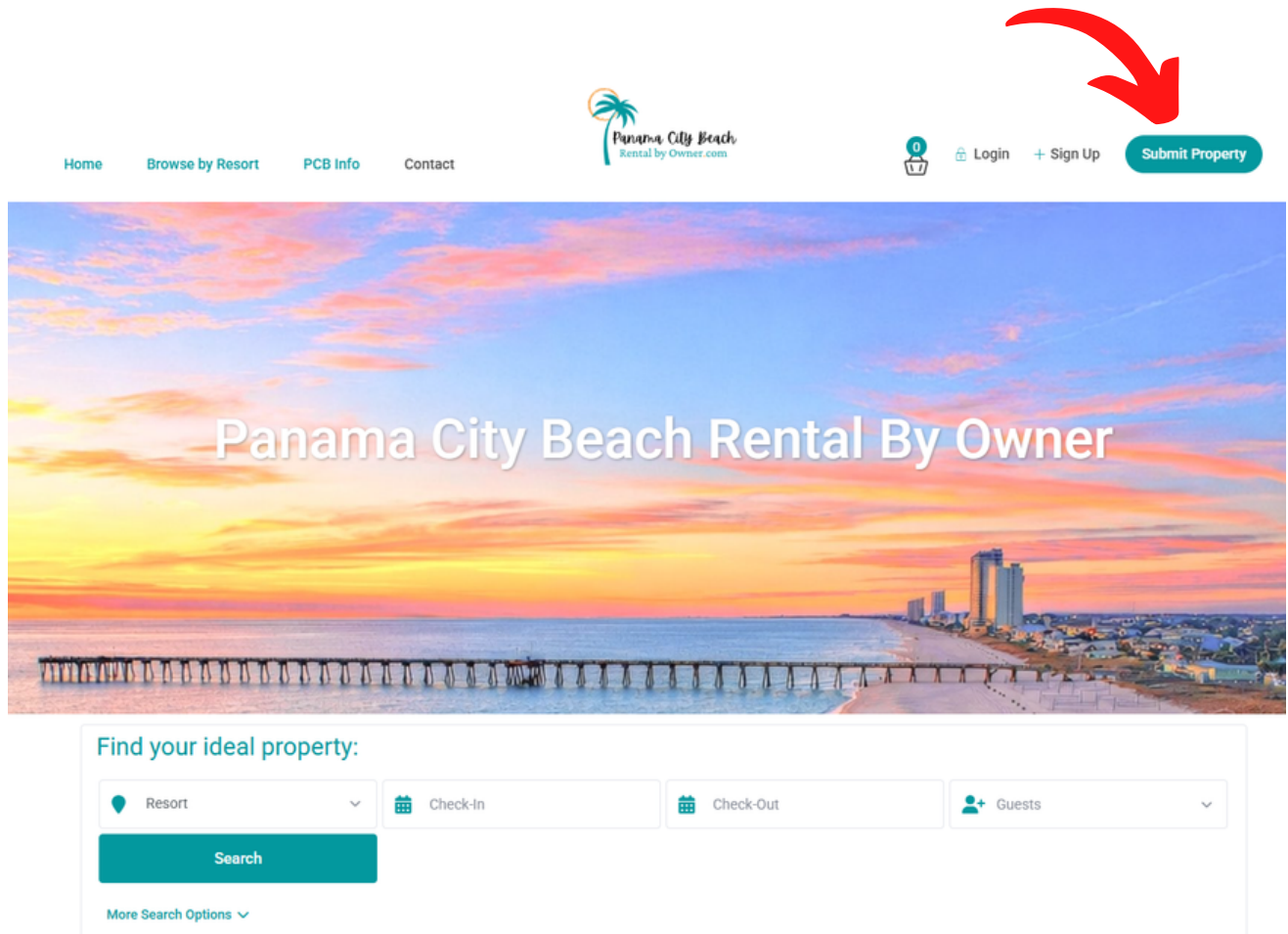




Creating your listing

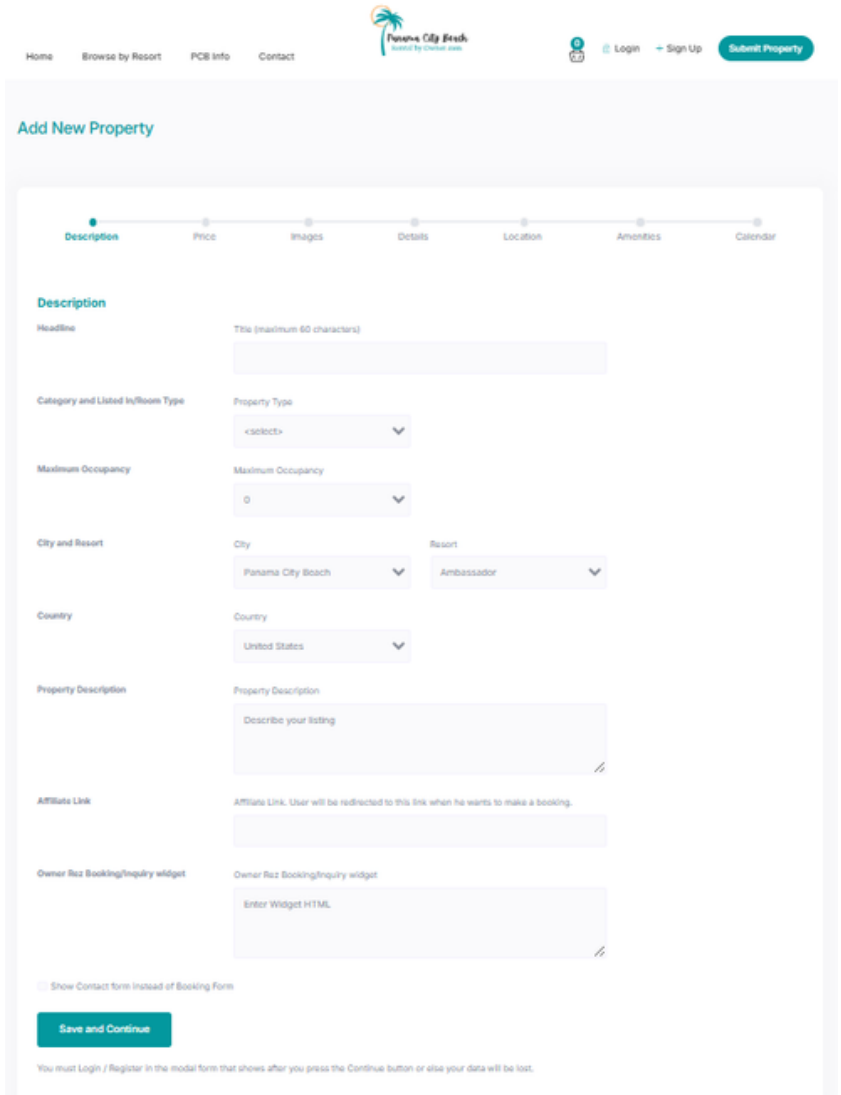
Step-by-step instructions for setting up
your listing on
PanamaCityBeachRentalbyOwner.com



Start by clicking Submit Property on the home page.

Page 1 - Description

When you begin, you'll start with your title. **This will become your url.**



Enter the following:

- **Title** - 59 characters or less
- **Property type**
- **Maximum occupancy**
- **Resort** - your resort or "house" if applicable
- **Property Description**
- **Affiliate Link** - any link where guests can click to book your property
- **Owner Rez booking/Inquiry widget** - this takes the place of the affiliate link if used. If you use Owner Rez, using a widget here allows bookings and inquiries to come right into your software just like booking on your direct website. See how to generate widgets in Owner Rez at the end of this Set up sheet.
- **Show Contact form instead of Booking form** - Optional if you do not have an affiliate link for guests to book or an Owner Rez widget.

Click Save and Continue - create your account or log in. When you return to this page, select Save at the bottom.

Page 2 - Price

Listing Price

Price per night \$ (only numbers)	Price per night	Text shown before your price per night (optional)	Text shown after your price per night (optional)
Price per night if the property is rented for 7 nights or more (optional)	Price per night (7d+)		
Price per weekend (Friday and Saturday) in \$ (only numbers)	Weekend Price		
Cleaning fee (enter numbers only without a dollar sign)	Cleaning Fee in \$ (only numbers)	Cleaning Fee calculation	
		Single Fee v	
Total property tax percentage \$ (only numbers)	Total property tax percentage \$ (only numbers)	City Fee calculation	☐ Check this box for tax number to be reflected as a percentage.
		Single Fee v	
Minimum nights of booking	Minimum nights of booking		
Select if you limit checking in or out to certain days of the week.	Allow only bookings starting with the check-in on:	Allow only bookings with the check-in/check-out on:	
	All v	All v	
Any additional fees/surcharges (pet fee, resort fee, etc) - the "value" is the \$ amount of the fee.	Any additional fees/surcharges (pet fee, resort fee, etc) - the "value" is the \$ amount of the fee.		
	name	value	Add Option

Enter

- **Price per night** - average, base, low or high or can be left blank.
- **Before label & After label** - language that appears before or after your price per night (ie "From" \$200 or \$200 "and up". This is optional.)
- **Price per night (7d+)** - weekly 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 price.**
- **Cleaning fee**
- **Total property tax percentage** - commonly 12-13.12% in PCB; check the box for %
- **Minimum nights** - you can customize by night below.
- **Day of the Week check in/out limitations**
- **Additional fees/surcharges** - enter the name of each and the amount goes in the value field.

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

October 2022

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

Period	Price per night	Price per night (7d+)	Price per night (30d+)	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

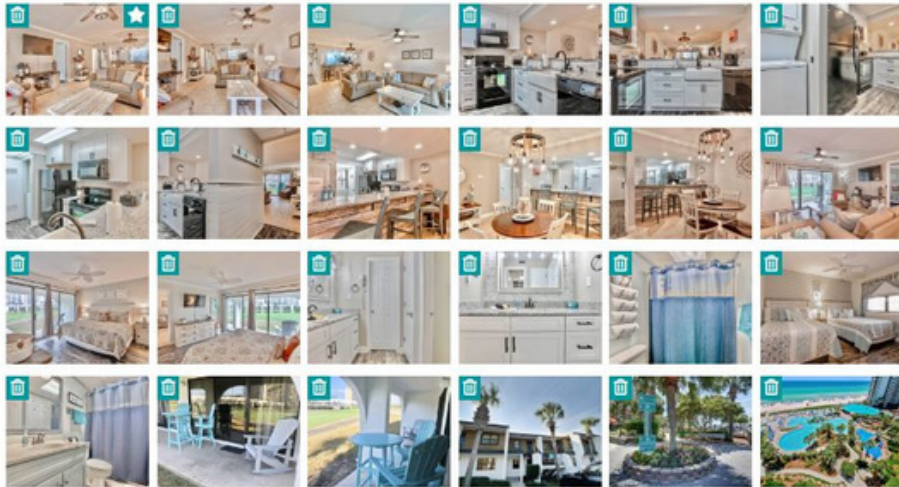
***If you use Owner Rez software, it is recommended that you set your calendar widget to reflect nightly rates rather than customize here. See how on the Final Pages of this Set Up List.**

To customize nightly rates:

- Double click on any starting date you wish to modify and then the ending date for the rate you are adding; a pop up will appear.
- 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 nights & check in/out days.
- 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)

Click Save to continue the set up

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:

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.
- Drag to reorder. The first 5 images will appear on your listing main page so it is recommended to have a variety of your property in those first 5.
- Double click the image you'd like to be your primary images; a star will appear in the top right corner.
- Add your iframe code for a video (this can be found on YouTube if your video is loaded there; it is NOT your YouTube link. Rather, look for Share and copy the iframe code.

Click Save

Page 4 - Details

Listing Details

Listing Details

Size in ft²

Bedrooms

Bedroom 1

open/close

Bedroom 2

open/close

Bathrooms

Additional beds or custom details to share

Extra Details

Name

Quantity

Add Detail

Cancellation Policy & House Rules

Cancellation Policy

Smoking Allowed

☐ Yes ☒ No

Pets Allowed

☐ Yes ☒ No

Party Allowed

☐ Yes ☒ No

Children Allowed

☒ Yes ☐ No

House Rules

Save

[Go to Location settings.](#)

Enter

- Square footage
- # of Bedrooms
- Open each bedroom with the green open/close button and select quantity of bed types
- # of Bathrooms
- Additional beds or custom details to share - such as bunk rooms, sleeper sofas
- Cancellation Policy & 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

Map

Satellite



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** - select Place Pin with Address OR enter the latitude and longitude

Click Save

Page 6 - Amenities

- **Check applicable amenities**

Click Save

Page 7 - Calendar

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.ownereservations.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 on the Final Pages of this Set Up List.**
- **Add an iCal link from any external calendar** - imperative for showing guests your accurate availability; obtain an ical link from Airbnb, VRBO, or management software.
- Optionally, 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 PCBRBO.com site; therefore, the export iCalendar Feed link is not necessary to use anywhere.

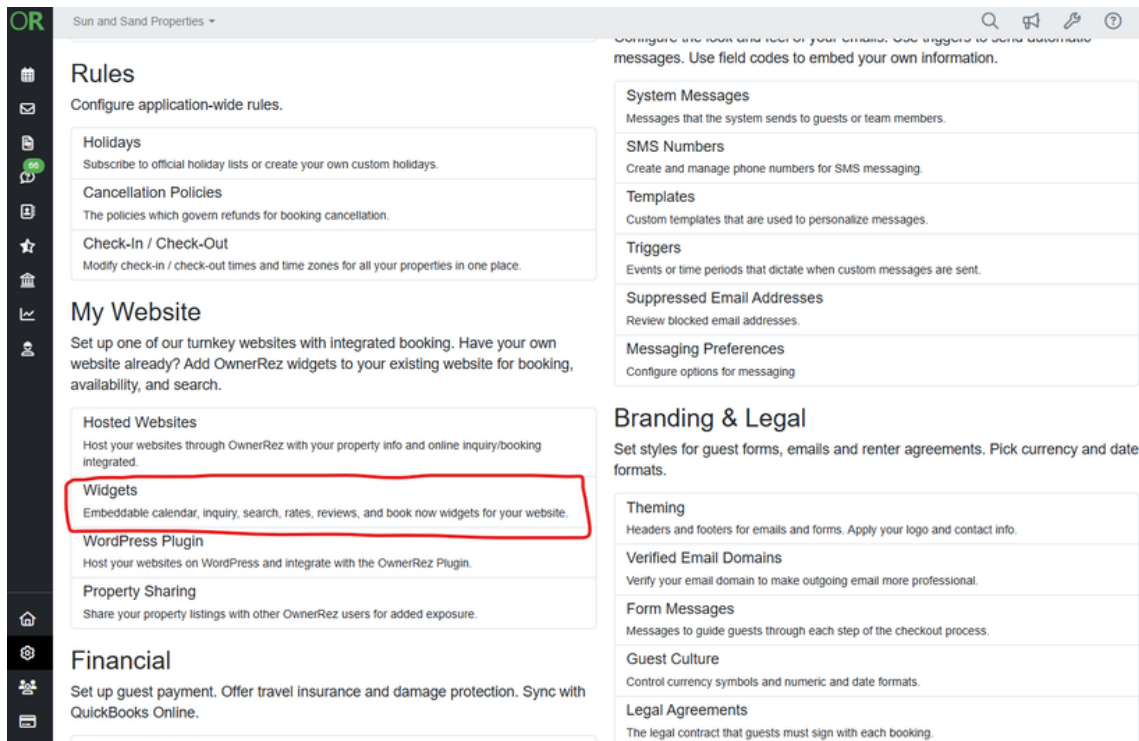
Click Save

From the My Listings page, click the green “Publish or Upgrade” button to complete payment and take your listing live, just \$99/year.

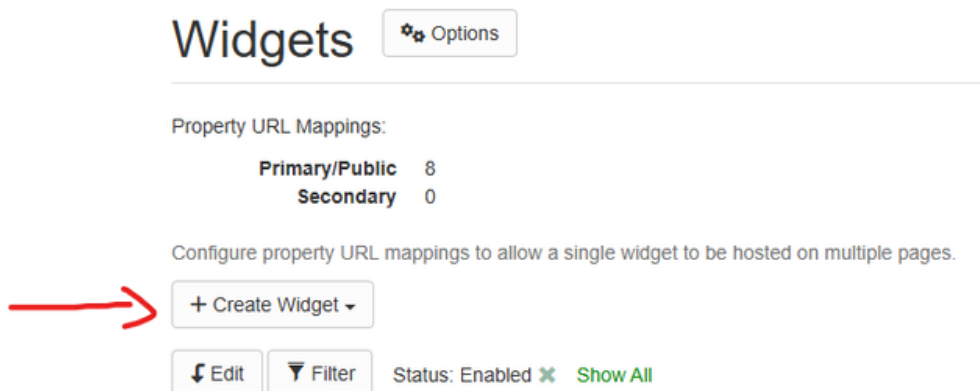
Owner Rez Widget Creation

Book Now/Inquiry form from Owner Rez

1. Log into your Owner Rez software
2. Click Settings (gear icon)
3. In Settings, Click Widgets



4. Click the "Create Widget" button.



5. From that dropdown, select "Booking/Inquiry"

6. Customize this as you'd like (ie remove the pets field if you do not accept pets, click to "Quote without occupancy" if you do not charge by the number of guests, update colors, etc)

7. Click to Save.

Create Booking/Inquiry Widget

Mode ☒ Book Now/Inquiry ☐ Inquiry Only
Allow book now if property rules match, with a fallback to inquiry if not. Or only allow inquiries.

Fields

☐ Show Property Selector

☒ Show Children Field

☐ Show Pets Field

☐ Allow Inquiries Without Dates

Name Field ☒ One Full Name Field ☐ Separate First Name and Last Name Fields

Display

Adult Term ☒ Adult ☐ Guest
Should adults be referred to as "Adults" or "Guests"?

Booking Button Text

Inquiry Button Text

Text Color

Unavailable Color

Today

Holiday Color

Validation

☐ Require Phone

☐ Validate Inquiry
Validate inquiries, or allow inquiries with invalid data. Book Now is always validated.

Quoting

Quote Price ☐ Never Quote ☐ Hide Errors ☐ Show Errors ☒ Allow Quote and Show Errors
Control quote price display and error handling. Quoting can be disabled entirely by choosing "Never Quote". The other options will show a quote if no rules or violations, and the options control how to show rule violations or errors.

☐ Quote Is Approximate
If enabled, will show "From... Amount" language in the quote area to let guests know that the quote may change.

☒ Quote Without Occupancy
Generate a quote based on 1 adult if nothing was specified. Only recommended if you have flat rates that don't depend on number of guests.

8. Once you create the widget, click the copy button under "Embed Code."

Generate Code

[Need help getting widgets into your website?](#)

For Property

If you choose "All Properties", the generated code will detect the correct property based on the URL of the page where it is hosted.

Embed Code

Copy/paste this code into your website where you want the booking/inquiry widget to appear:

 Copy

```
<!-- OwnerRez Booking/Inquiry widget for Sand Dollar Villa 504 -->
<div class="ownerrez-widget" data-widgetId="bf8e054238f441c99110381c7a87074c" data-
propertyId="be0aec302dc5469b82f5730ea7654b4c" data-widget-type="Booking/Inquiry"></div>
<script type="text/javascript" src="https://app.ownerrez.com/widget.js"></script>
```

9. Paste that code into the widget box in your listing set up:

Owner Rez Booking/Inquiry widget

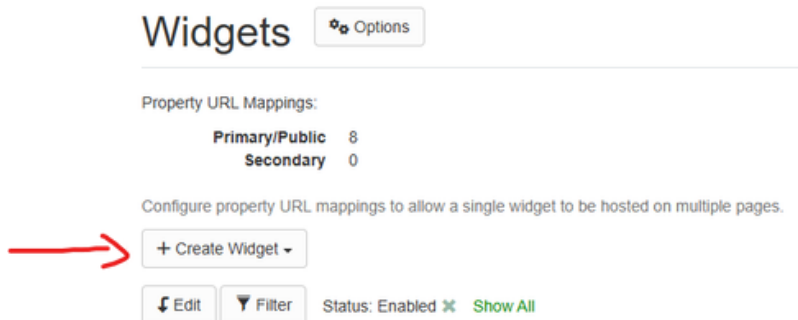
Owner Rez Booking/Inquiry widget

```
<!-- OwnerRez Booking/Inquiry widget for Edgewater Sand Dollar Villa -->
<div class="ownerrez-widget" data-widgetId="bf8e054238f441c99110381c7a87074c"
data-propertyId="be0aec302dc5469b82f5730ea7654b4c" data-widget-
type="Booking/Inquiry"></div>
```

Owner Rez Widget Creation

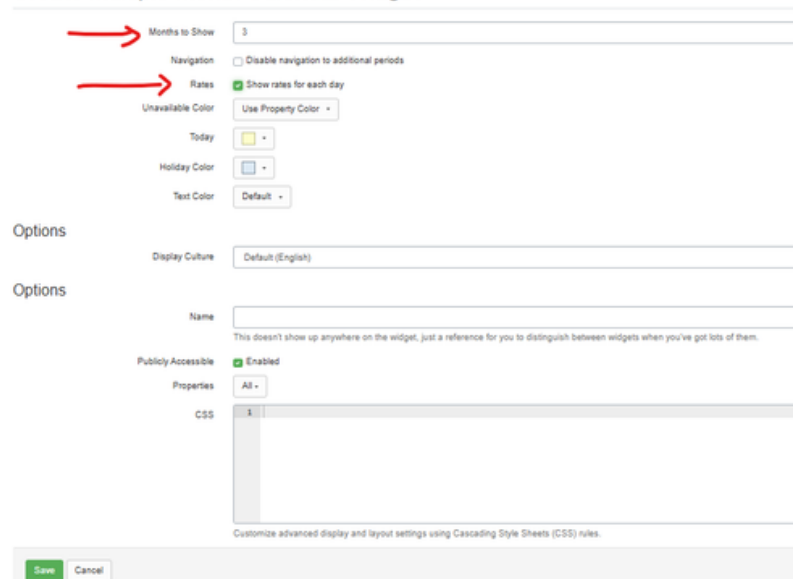
Calendar from Owner Rez

1. Repeat steps above to get to the Widgets section of your Owner Rez software.
2. Click the "Create Widget" button



3. From that dropdown, select "Multiple Month Calendar (Single Property"
4. Select the number of months you'd like to display (3 or 4)
5. Click to "Show rates for each day"
6. Save the widget.

Create Multiple Month Calendar Widget



Months to Show: 3

Navigation: ☐ Disable navigation to additional periods

Rates: ☒ Show rates for each day

Unavailable Color: Use Property Color

Today:

Holiday Color:

Text Color: Default

Options

Display Culture: Default (English)

Options

Name:

This doesn't show up anywhere on the widget, just a reference for you to distinguish between widgets when you've got lots of them.

Publicly Accessible: ☒ Enabled

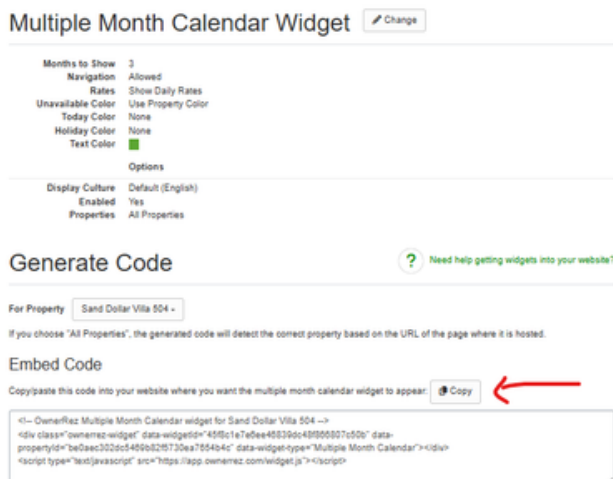
Properties: All

CSS:

Customize advanced display and layout settings using Cascading Style Sheets (CSS) rules.

Save Cancel

7. Once you create the widget, click the copy button under "Embed Code."



Multiple Month Calendar Widget Change

Months to Show: 3

Navigation: Allowed

Rates: Show Daily Rates

Unavailable Color: Use Property Color

Today Color: None

Holiday Color: None

Text Color:

Options

Display Culture: Default (English)

Enabled: Yes

Properties: All Properties

Generate Code Need help getting widgets into your website?

For Property: Sand Dollar Villa 504

If you choose "All Properties", the generated code will detect the correct property based on the URL of the page where it is hosted.

Embed Code

Copy/paste this code into your website where you want the multiple month calendar widget to appear: Copy

```
<!-- OwnerRez Multiple Month Calendar widget for Sand Dollar Villa 504 -->
<div class="ownerrez-widget" data-widgetid="450c1e7e0e4e8306c4080007c020" data-propertyid="be0a0c302dc450b825730ea7554b4c" data-widget-type="Multiple Month Calendar"></div>
<script type="text/javascript" src="https://app.ownerrez.com/widget.js"></script>
```

Paste that code into the widget box in your listing set up, calendar tab:

Paste in your Owner Rez Calendar Widget

```
<div class="ownerrez-widget" data-widgetId="45f8c1e7e6ee46839dc48f866807c50b" data-propertyId="be0aec302dc5469b82f5730ea7654b4c" data-widget-type="Multiple Month Calendar"></div> <script type="text/javascript" src="https://secure.ownerreservations.com/widget.js"></script>
```

Save.