

Check Availability Button – “How To”

TO GET STARTED...THE PROPERTY NEEDS TO...

Each lodging property needs a unique user name to access this online application. If you do not already have a user name please email Kathy Berghorn at Kathy@lakeplacid.com Be sure to type “Check Availability User Name” in the subject field.

Once you have chosen a user name:

STEP 1)

Log in to the Check Availability application at:

<http://www.lakeplacid.com/availability/admin/>



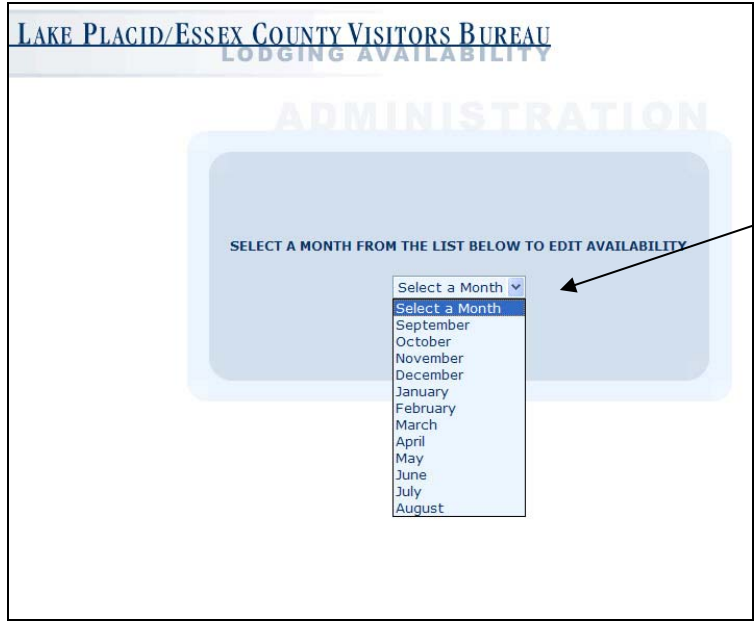
STEP 2)

Enter your user name in this box and then press the submit button.

STEP 3)

Click on the link that says "Click here to edit your property availability"

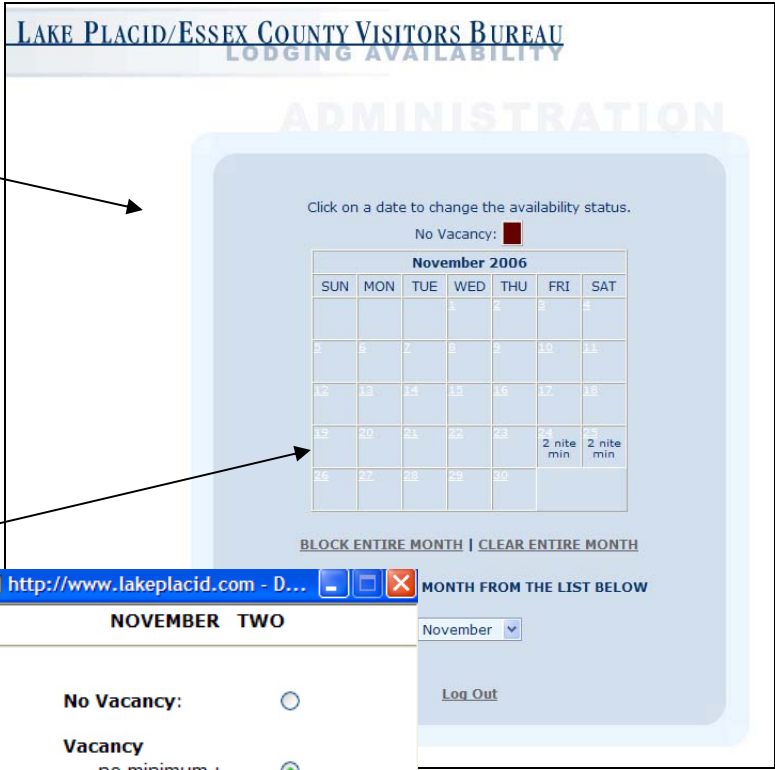




STEP 4)
 Select a month to edit,
 starting with the current
 month.

STEP 5)
 A calendar will appear for the
 month.

NOTE
 From this page you can change
 the availability and minimum
 length of stay for each date of the
 calendar.



STEP 6)
 Click on any of the dates of the
 month and a pop up window will
 appear that allows you to alter
 this information.

Once you have made
 any changes for the
 date selected, just
 click the "save"
 button and move on
 to the next date.

STEP 7) Repeat STEP 6 for 12 months into the future. Click on each month **even if all dates are currently available**. This lets the system know that the month has been updated. If you miss a month or forget to go to each month's calendar, those months will show a "Call for Availability" message on the LakePlacid.com web site.

STEP 8) Log Out

STEP 9) After the initial set-up, you should send an email to kathy@lakeplacid.com, and indicate in the subject field "Go Live with Availability Calendar." Kathy will then "turn on" Check Availability button within 24 hours of receiving email notification. When the Check Availability button has been turned on, you will receive an email from Kathy letting you know.

Ongoing Maintenance By The Property Is Required...

- It is your responsibility to keep the Availability Calendar updated by repeating STEPS 1 through 7 above and updating the Available or No Vacancy status for your Property.
- At the beginning of every month the system automatically adds a month to the calendar so that it always shows 12 full months. Each month you should log on to your calendar and "Visit" the last month in the system to set all dates to Available. Example: When January 2006 is over, a new calendar for January 2007 will appear etc.