

# Sanibel & Captiva Chamber of Commerce “DAILY VACANCY” Lodging Instructions January 2017

## Overview

The Daily Vacancy Lodging application provides accommodation members the ability to post daily room availability on our website and handout in our Visitor Center.

The new system requires that you log on to your ‘[Business Member Login](#)’ web page “each day” that you want your availability to be active on the website. “Each Day” is defined as a 24-hour period. You may log in anytime within a 24-hour period and your vacancy will be active for the next 24 hours.

Even if you have no changes to your availability information you must ‘re-activate’ your listing each day by logging on and clicking on the Lodging / [Vacancies](#). Your information from the previous day will still be stored in the application; you won’t need to reenter anything unless there are changes.

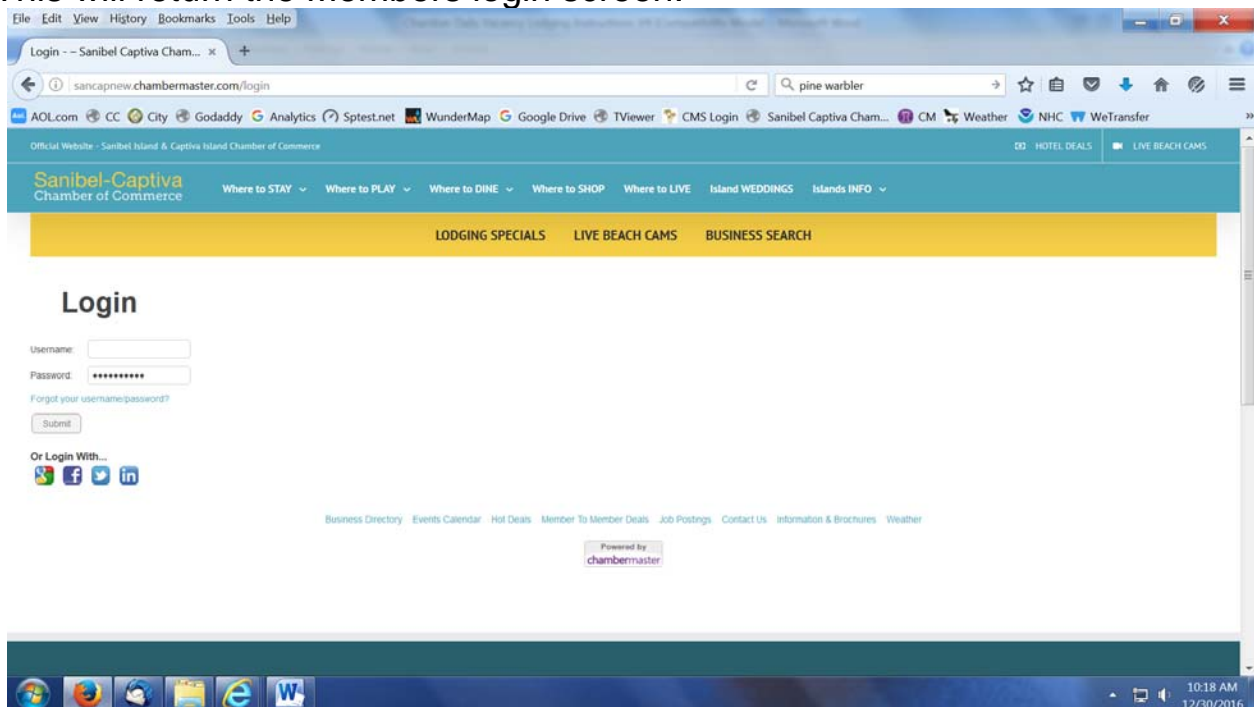
All accommodation members using the application are required to follow the Chamber’s Daily Vacancy policy. If you are not familiar with the policy, please see the last page of this document.

## Getting Started

You must first go to the Chamber web site at: [www.sanibel-captiva.org](http://www.sanibel-captiva.org)

Click on ‘[Business Member Login](#)’ at the top right side of the Home page.

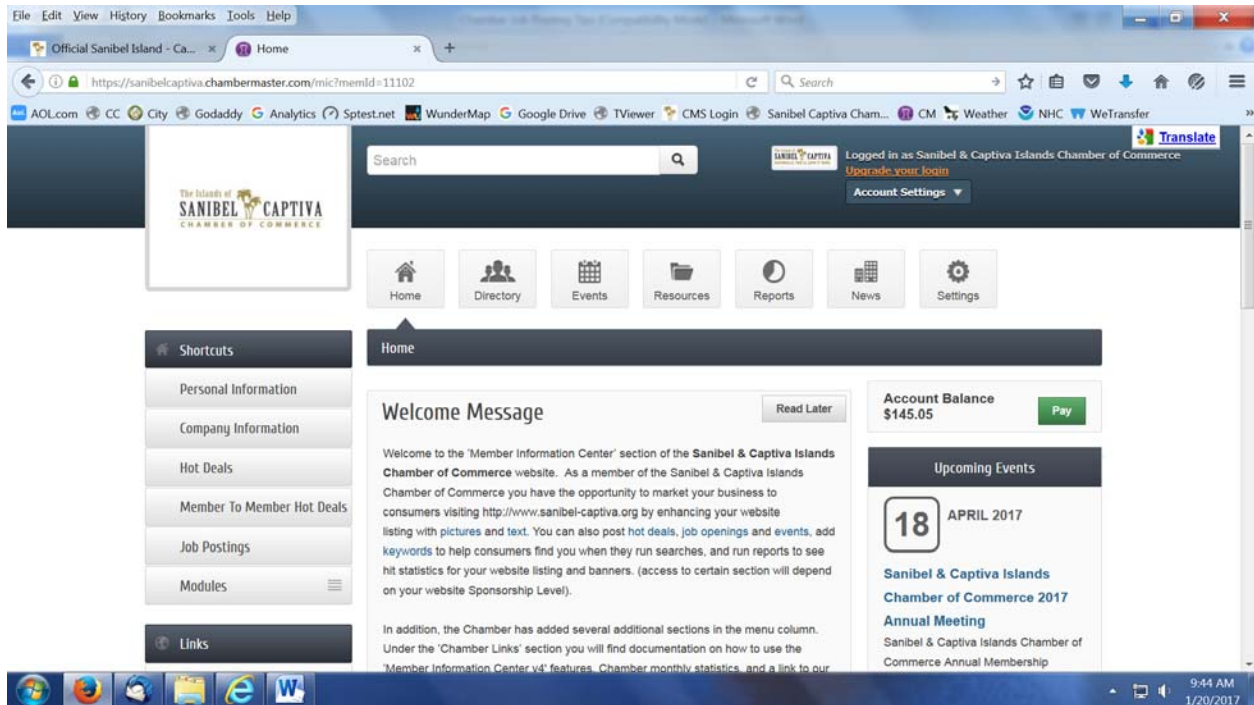
This will return the Members login screen.



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Enter your login (your assigned Member Number)  
Enter your Password. (the same one you have been using).

[The next screen you will see is the Welcome screen](#)



The first time you use the Daily Vacancy Lodging application, you are required to setup your accommodation information. The Daily Vacancy Lodging application has been pre-populated with the information. However, we recommend that you review this information.

## **Setting up your accommodation information**

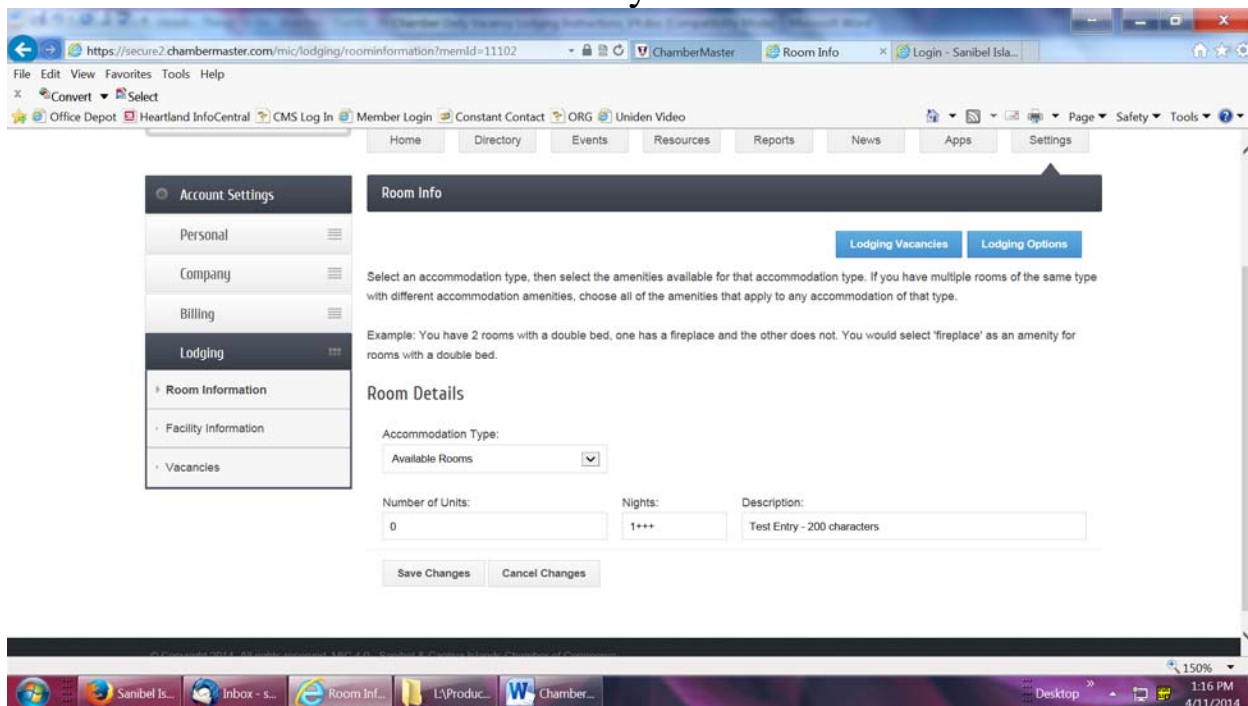
When you have logged on to the Welcome screen, look for the **‘Modules’** heading on the left hand side of the screen.

Click on ‘Modules’ and a drop down entry named ‘Lodging’ will appear.

Click on ‘Lodging’.

You will now see this screen

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## Under **Room Details**

You will see the following fields:

‘Accommodation Type’ – this is NOT Used

‘Number of Units’ – this is NOT used

‘Nights’ – this is the number of room nights you have available

Most members use some like – 2 – 7 or 1+++++

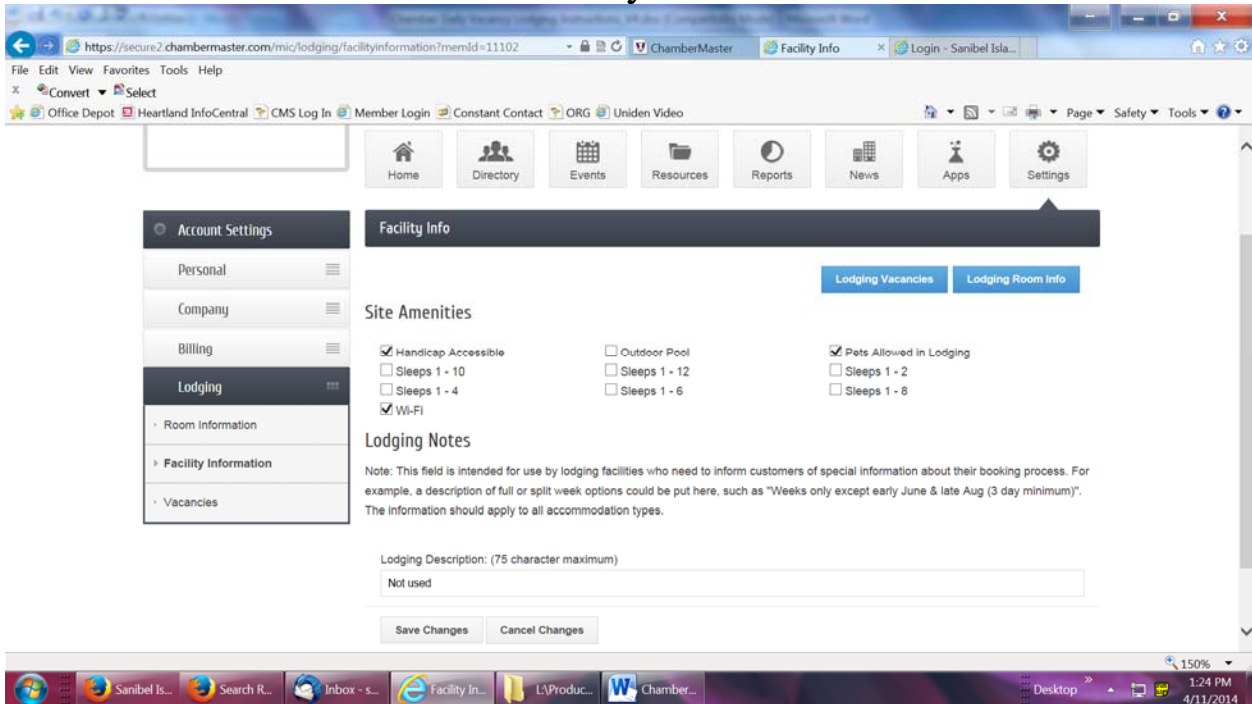
‘Description’ – Enter a short description of your accommodation and / or specials you are running (no rates please). You can change this as often (or not) as you like.

Make sure you click ‘Save Changes’ if you made any.

Next click on ‘Facility Information’ on the left side.

You will see this screen

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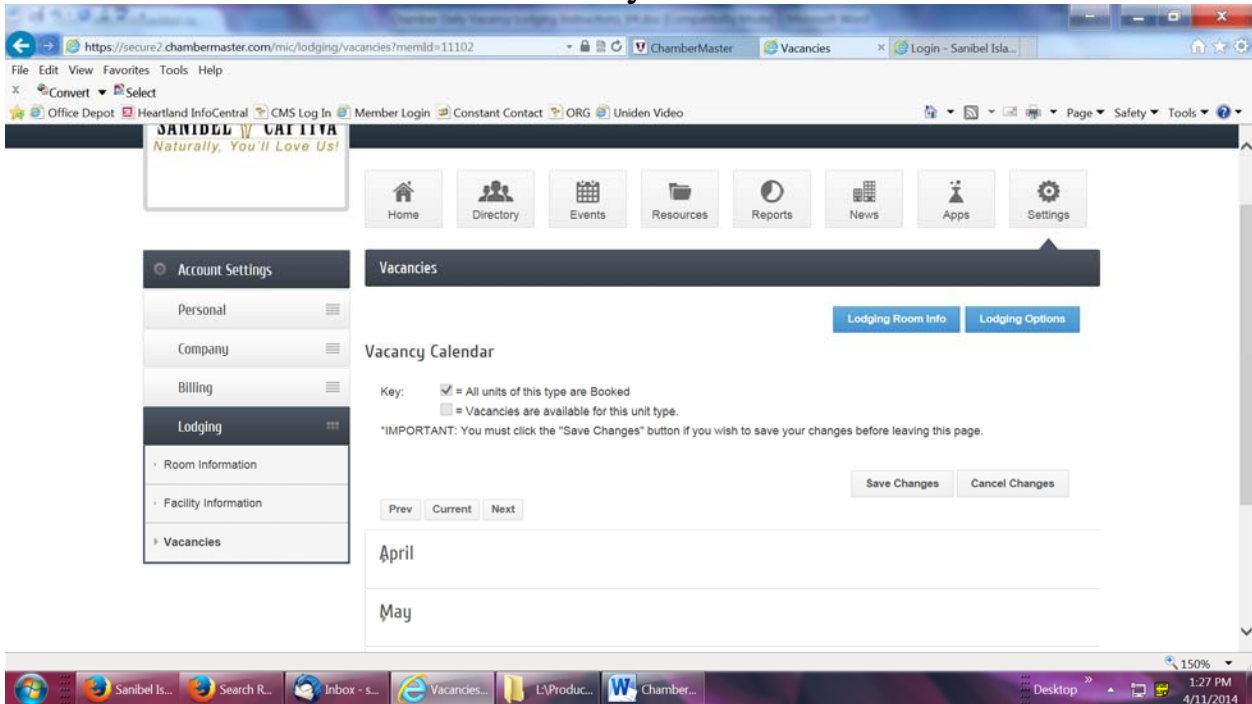
A default set of Site Amenities has been selected for you.

You may change and/or select all that are appropriate and click on ‘Save’.  
*Note:* you may select multiple sleep groups (this field is used on the Daily Vacancy selection screen by on-line visitors). If you think checking both Sleeps 1-2 and 1-4 will help on-line users find your business, then do so.  
Currently the ‘Lodging Description’ field is NOT used.

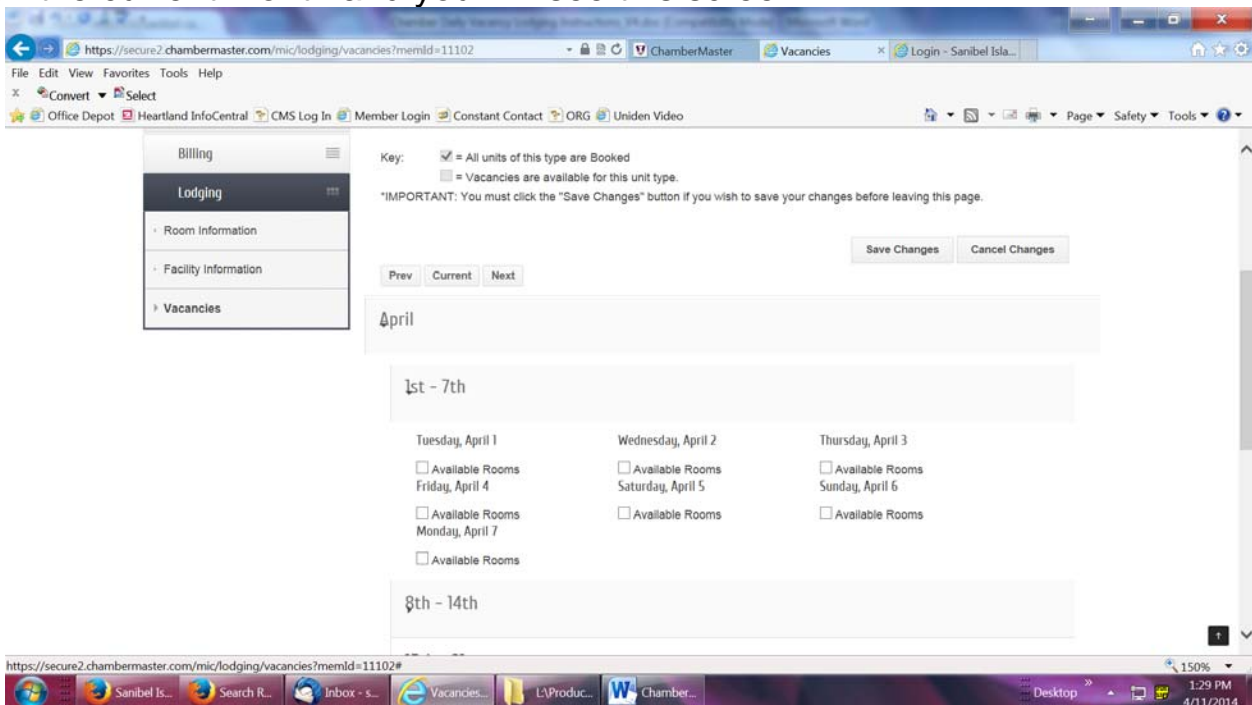
If you make any changes, make sure you click the ‘Save Changes’ button.

Next click on ‘Vacancies’ on the left side.  
You will see this screen.

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Click on the current month and you will see this screen



In this example, all rooms are 'available'.

By default, all days are 'available' (unchecked). You only need to check a box for any day for which you have **no** vacancies. Make sure you press 'Save Changes' if you make any changes.

Please note: you **must still log on each day to activate your availability for the day.**

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You can now log off by clicking the ‘Account Settings’ in the upper right hand portion of the screen and the drop down will have ‘Log Out’ at the bottom of the list.

Your listing will now appear on the Chamber web site on the Daily Vacancy screen. In addition, the staff at the Chamber Visitor Center will have a printout of all active listings to assist walk-in visitors.

### **Updating your daily availability information**

Each day (at any time during the day) you can log on and make any necessary changes. You must log on each day and click on “Modules / Lodging / Vacancies’ in the menu list to force activation of your availability.

If there are no changes to your settings, you can just log off. Your accommodation listing will be active for 24 hours.

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**Chamber Daily Vacancy Lodging Application Policy**

The Chamber ‘Daily Vacancy’ Application Policy is intended to provide all accommodation members the guidelines for proper use of this application. Failure to follow this policy could result in being excluded from participation and use of this 'courtesy' application.

Each participating business will receive a ‘user name and password’ from the Chamber. It is your responsibility to keep this user name and password secure. The Chamber will maintain all user names and passwords and will change or reset passwords as required, during normal business hours. Chamber Visitor Center staff will not provide user name and password maintenance. Each participating business may have only one lodging accommodation listing.

The description field on the entry form can contain any appropriate description about the accommodation with the exclusion of specific rates. The accommodation description is limited to **200 characters or less** (characters are defined as letters, number, special characters and spaces).

The Daily Vacancy lodging application is open to participating businesses for entering their daily vacancies at any time. It is the responsibility of each business to update and ‘re-activate’ their vacancy entry each day and to deactivate any entries no longer valid during the day.

**The Chamber reserves the right to modify or remove any listing that doesn't conform to these standards.**