



1. GO TO **GH DASHBOARD HOME**
2. CLICK **CALENDAR** ON THE SIDE MENU
3. UNDER SUB MENUS CLICK **SYNC MY CALENDAR**
4. CHOOSE THE **ACCOMMODATION AND UNIT** YOU WISH TO SYNC
5. PASTE URL. **FOLLOW THE STEPS BELOW TO FIND YOUR URL**

## GOOGLE CALENDAR



1. How to export: On a computer, open Google Calendar
2. In the top right, click Settings
3. Open the Calendars tab
4. Click the **name of the calendar** you want to share
5. In the "Calendar Address" section, click **ICAL or HTML**
6. A window with your calendar's **public web address** will appear

## SUPERCONTROL



1. Log onto SuperControl
2. Click **Integrations**
3. **Channel Manager**
4. **International**
5. Select 'Glamping Hub'
6. Copy the **iCal link** for the property you'd like to sync
7. **Paste** relevant link into each accommodation on Glamping Hub

## BOOKING.COM



1. Log on to **extranet** and click '**Rates & Availability**' tab
2. Click on '**Calendar**' (or a particular room name to access its calendar)
3. Click on '**Sync Your Calendars**'
4. Under '**Step 1: Export your calendar**', click '**Copy link**' and paste link into **external calendar** (iCal, Google or Outlook)
5. To choose **how often** the calendar syncs, **check settings on external calendar**
6. Copy **URL link** from chosen **external calendar**
7. Go back to **Booking.com**, log in to **extranet**, and go to '**Rates & Availability**' tab
8. Click on '**Calendar**' (or a particular room name to access its calendar), then click on '**Sync Your Calendars**'
9. Under '**Step 2: Import other calendars**', paste in **URL link from external calendar**
10. Click '**Save changes**'
11. Wait for this message to appear: '**Your calendars are synced**'

## RESERVATIONS ONLINE



1. In the **User Update Area**, customers can find their unit ICS file addresses by going to **Configure > Bonus item > iCalendars**

## ANYTIME BOOKINGS



1. You can either grab the **URL reference** for the accommodation through the unit settings; go to **Setup > Configuration > Units > iCal Calendars**
2. **OR** if you need a full breakdown of all accommodations, including individual pitches (subunits), to go **Tools > Third Party API's > Syncing Calendars**
3. Every unit (and subunit, for camping) will have its **own URL reference**. We update these **iCal files every 15 minutes**, or when the **availability changes**, and the listing website will also have their set time to read the availability, **so always allow time between the two to update**.

## RENTALS UNITED



1. **Log on** to Rentals United account
2. Under '**Price and Availability**' there is an option called '**Import Availability Using iCal**' and a '**+ New iCal Import**' button appears in green
3. Here you can enter **Glamping Hub's export link**. There is also a link of **Rental United's export link** available.

## STREAMLINE



1. **Log on** to Streamline account and click '**Config**' on left (6th icon down)
2. Click on '**Vacation Rentals**' under '**Property Definitions**'
3. Under '**Edit**' click on **appropriate property**
4. **Copy iCal link** generated by Streamline

## VRBO



1. **Log in** to your account.
2. Find **calendar for listing** you'd like to sync
3. Above calendar view on right, click icon with 2 arrows (one up and one down), and choose **Export Calendar**. Click **Export**.
4. **Copy the URL**.
5. Go back to **Glampinghub Dashboard**
6. In the lefthand toolbar, Click **Calendar > Sync**
7. Scroll down and paste where it says "**Paste unique url here**"
8. Scroll down further to **Export**
9. Click **Copy to Clipboard**
10. Go back to **VRBO** and click **Import Calendar**
11. **Paste link in box** and save by clicking **Import**

## AIRBNB



1. **Log in** to **AirBnB host account** and click **Listings**
2. Find the listing you'd like to edit and click picture of listing to **export**
3. Above listing preview, click **Availability Settings**
4. Scroll down to **Sync Your Calendars**
5. Click **Export Calendar**
6. Copy **URL link**
7. Go to **Glampinghub Dashboard**
8. In lefthand toolbar, Click **Calendar > Sync**
9. Scroll down and paste where it says "**Paste unique url here**"
10. Scroll down further to **Export**
11. Click **Copy to Clipboard**
12. Go back to **AirBnB** and click **Import Calendar**
13. **Paste link in box** and save by clicking **Import**

## FLIPKEY + TRIP ADVISOR



1. Select **Export calendar** to view **iCalendar link**
2. Copy and paste link into **calendar application** (e.g. Google, AirBnB or HomeAway)

## MY ALLOCATOR



1. Go to myallocator **Manage** page.
2. Go to **Setup Channels** menu.
3. Go to **Others**.
4. Copy **calendar link** of the room.

## WEBRESERV



1. Choose **iCal** from **Calendar dropdown** menu in Webreserv
2. The system will show **unique iCal link** for your booking calendar
3. **Copy the link**
4. **Log in** to Glamping Hub dashboard, select '**Calendar**' and then '**Sync**' on menu to left
5. **Select** the accommodation from the **drop down menu**
6. **Paste iCal link** in box that says '**Paste unique URL here**' and then select '**Sync**' button to right
7. **Please note** that calendars need to be synced **separately** for each individual accommodation

## RESERVATIONS ONLINE



1. In the **User Update Area** customers can find their unit ICS file addresses by going to **Configure > Bonus item > iCalendars**.

Remember, you will need to perform this calendar sync for each of your units. If you have any questions, feel free to email us at [support@glampinghub.com](mailto:support@glampinghub.com).

Please feel free to email your calendar URL to [carla@glampinghub.com](mailto:carla@glampinghub.com) labeled with the relevant accommodation name and we will update it for you in your dashboard.