

How to create an Owner Reservation Using Hostify ☎

Customer Service - 2024-12-04 - Commentaire (1) - Owner Information

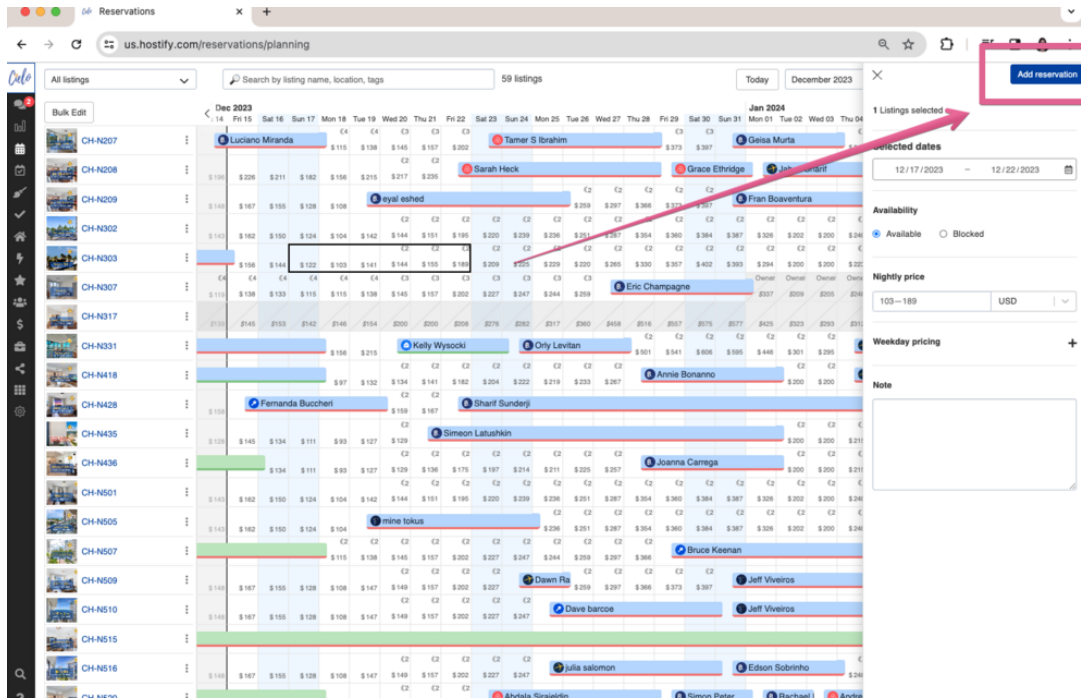
1. Go to Multicalendar.

The screenshot shows the Hostify Multicalendar interface. The top navigation bar includes the Hostify logo, a search bar, and a list of 59 listings. The main area is a calendar grid spanning from December 14, 2023, to January 31, 2024. Each day in the grid contains pricing information and icons for various listings. A red arrow points to the 'Bulk Edit' button in the left sidebar. On the right side, there is a sidebar with controls for 'Selected dates' (12/17/2023 - 12/22/2023), 'Availability' (Available/Blocked), 'Nightly price' (103-189 USD), and 'Weekday pricing'.

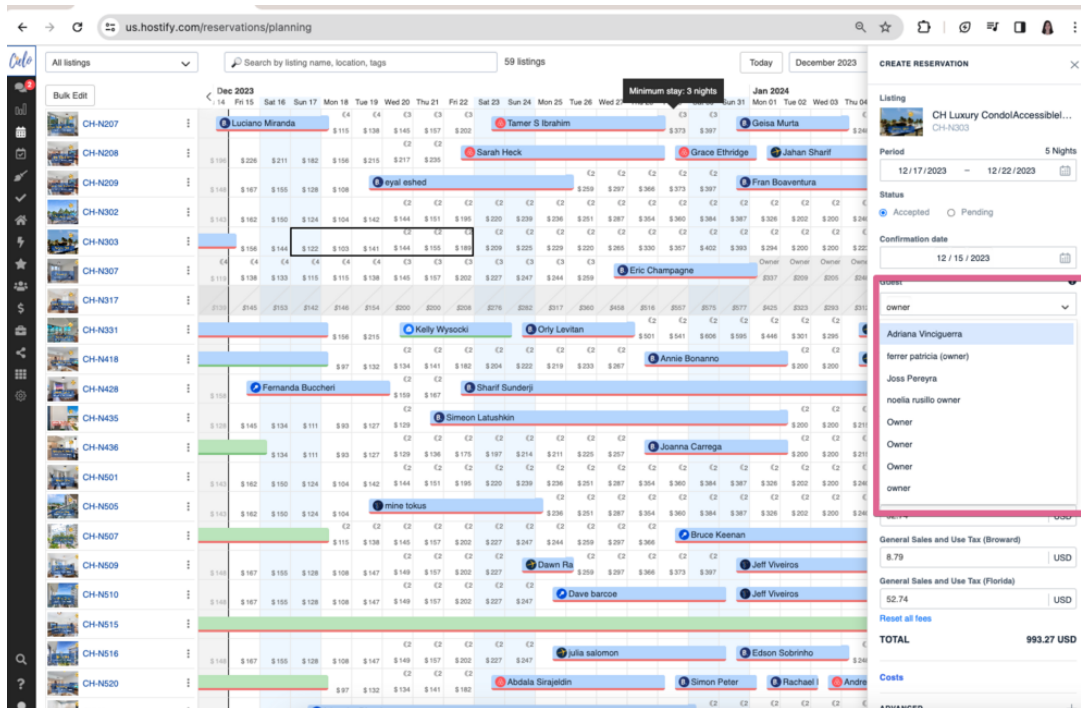
2. Select the unit and drag the mouse to choose the dates

This screenshot shows the same Hostify Multicalendar interface as the previous one, but with a mouse cursor selecting a date range. A tooltip appears over the selected dates, indicating a 'Minimum stay: 2 nights'. The 'Selected dates' field on the right sidebar now shows the selected range: 12/17/2023 - 12/26/2023. The 'Nightly price' field shows a range of 103-229 USD. The 'Weekday pricing' section is also visible on the right.

1. Click On "Add Reservation"



1. Select the Owner



1. Set The prices to zero

The screenshot shows the Hostify reservations planning interface. The main area displays a calendar grid for December 2023 and January 2024, with various reservation bars and owner names. On the right, a 'CREATE RESERVATION' sidebar is open, showing a pricing breakdown table with fields for Accommodation, Cleaning fee, and taxes, all set to 0.00 USD. A red box highlights this pricing section.

1. Click on "Add Reservation"

1. Click on Advanced

Change Source to Owner and add any notes you would like

The screenshot shows the 'Costs' section in the Hostify interface. The 'ADVANCED' section is expanded, showing fields for Arrival Time, Departure time, Deposit, Source, and Notes. The 'Source' field is set to 'Owner' and is highlighted with a red box. The 'Notes' field is also highlighted with a red box.