

Availability Calendar

Contributed by
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If you have an 'availability calendar' with www.rentors.org here are some instructions for updating the calendar.

1. Go to www.rentors.org and click on 'sign-in'.
2. Enter your username and password and click on 'sign-in'.
3. You will either be taken straight to your calendar or you will need to select 'Calendar' from the options shown.
4. When your Calendar page is open click on the 'Create Reservation' link to make a booking.
5. From the next window that opens just complete the arrival / departure dates. You do this by clicking on the DD/MM/YYYY and it will open a small calendar for you to select the dates.
6. Once you have entered your details just click 'save' in the bottom left hand corner (you may need to scroll down to see the 'save' link).
7. If you need to edit or delete any bookings follow steps 1 - 3 above and then click on any of the dates that are booked and this will open a small window with edit or delete options.

It is easy to cancel any bookings so don't be afraid to have a few practice goes!!

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