

Activating Distribution to HomeAway



Managing your HomeAway listings directly from BookingSync™

Activating the connection between BookingSync and HomeAway.com is a simple process. This guide will walk you through the following topics:



Activating your listings



Listing content information



Online booking settings



Data fields on listings



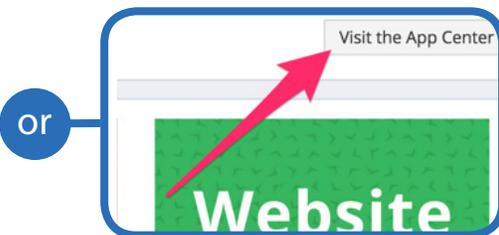
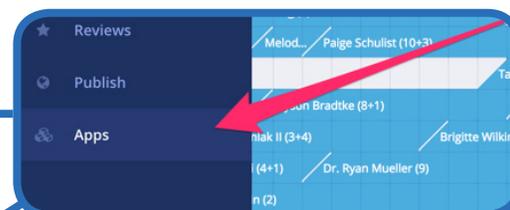
Amenities in BookingSync

Activating your listings

1 Enable HomeAway as a Channel Partner. In order to do this in BookingSync, select the **Go To My Admin** button, then go to the **Apps** section. If it's already installed, click on **"HomeAway for Property Managers"**. If it's not installed, go to the App Center and choose **"HomeAway for Property Managers"**. Then, enter the HomeAway account email address and subscription type.

Vacation Rental Software
Save Time, Book More.

Go To My Admin



2 Your HomeAway Account Manager will contact you within one week. They will set your account and listing preferences (including subscription levels and bundles), so that you can begin the activation process.

3 An Onboarding Project Coordinator will contact you to go over the activation process. They will confirm that your account is ready, and will set an appointment for your activation project.

4 When it is time for your appointment, an Onboarding Project Lead will contact you to begin your project. You will be required to map your property IDs in BookingSync with your HomeAway IDs, and will also need to enable your listings to feed to HomeAway. Both of these steps can be easily done within BookingSync by doing the following:

- Go to the **Apps** section and choose **"HomeAway for Property Managers"**
- Enter HomeAway public listing URL, click **"Connect"**
- Drag and drop BookingSync rentals on HomeAway listing area.

Connect BookingSync with an HomeAway account
(HomeAway.com, VRBO.com, Aritel.fr, FeWo-Direkt.de, ...)

* Email of your HomeAway account

Subscription type

Connect with HomeAway

BookingSync

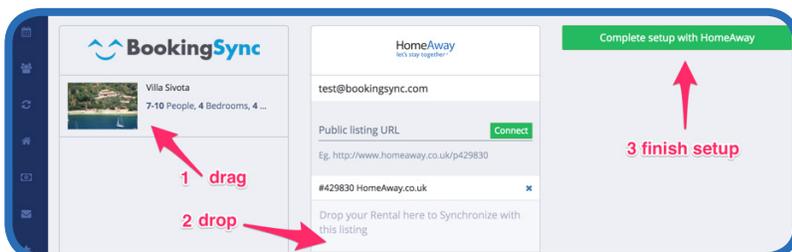
Villa Sivota
7-10 People, 4 Bedrooms, 4 ...

HomeAway
Let's stay together!

test@bookingsync.com

Public listing URL

Eg. http://www.homeaway.co.uk/p429830



Note: Once you are integrated, BookingSync becomes the system of record for rates, calendars, listing content, and photos. Any listing content entered on the HomeAway Dashboard will be overwritten by the feed.

Activating Distribution to HomeAway



5 Send your mapping details to HomeAway. Upon completing Step 4, BookingSync will direct you to a page to send your mapping details by email or phone. Consult your Project Lead to see which option would be best for your project.

6 The Project Lead will work with the Engagement Manager to set up your integration. After the integration has been established, the Lead will send you a few test bookings to make sure that it is working correctly.

7 Once you've had successful test bookings, your activation is almost complete! Your Project Lead will end the project with explaining how to troubleshoot errors on your nightly audit report, and how to navigate your HomeAway Dashboard. If you have any questions after your project closes, please contact our Support Team for Integrated Property Managers (see last page).

For France, please contact

Déborah Abou
0033 (0)4 13 68 14 48
PMActivation@Aritel.fr
Email Déborah

For Germany, Austria, Switzerland, please contact

Franziska Pasch
0049 (0)6 980 884 101
PMActivation@FeWo-Direkt.de
Email Franziska

For USA and all other countries, please contact

Amanda Flores
001 877 238 3813
PMActivation@HomeAway.com
Email Amanda

email ready with mapping details
or
mapping details to give by phone

External Unit External Listing Property Unit Property HomeAway

Listing content information

-  **Data:** Your software is the system of record for rates, calendars, listing content, and photos to be sent to HomeAway. All information in BookingSync will be sent to HomeAway.
-  **Contacts:** We are not updating the listing-level contacts through the integration. These must still be edited manually in the HomeAway Dashboard. Any new listings will be assigned to the default contact on the account.
-  **Rental Placement/Maps:** We use the address in your software to place the rental in a region on HomeAway. If the address is incomplete, the placement will likely be incorrect. The placement service relies on Google to help us map a rental. If Google's coverage of an area is not good, our placement could be incorrect. All integrated listings are mapped at a zoom level of street. In order to update rental location in BookingSync, go to the **Location** tab of the listing editor.
-  **Language Information and Translations:** The information in your software should be in the same language as the HomeAway site with which you want to connect - for example, English for HomeAway.co.uk or HomeAway.com, Spanish for HomeAway.es, etc. The following fields of your listing are automatically translated to the Partner Sites by Google Translate: Headline, Summary, Description, Local information, Bedroom and Bathroom notes, Facility notes, Unit description, and Rates notes. If you edit your listing text, the changes will be automatically translated within 48 hours. Translations written within BookingSync will be sent to HomeAway as part of the synchronization.
-  **Rates and Rate Rules:** HomeAway will use your software feed to display rates. HomeAway does not perform any rates calculations.
-  **Photos:** Only the first 24 photos will feed to HomeAway. The recommended resolution is 2400x1600 pixels or higher. BookingSync will then send the best possible size to HomeAway.
-  **Minimum Content Requirements:** To ensure that all listings meet basic quality standards, all new listings feeding over must meet the requirements listed below.

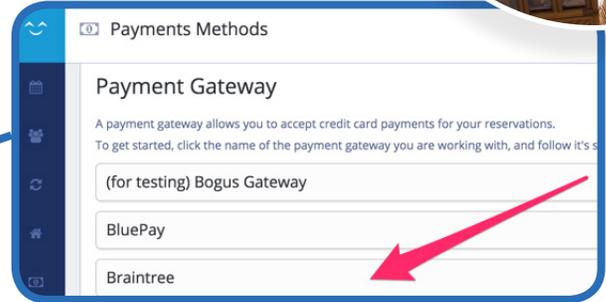
- Headlines must have at least 20 characters
- Descriptions must have at least 400 characters
- Each listing must have at least 6 photos
- Bedroom and bathroom count should be included for each listing
- An accurate address and latitude/longitude is required for each property
- Updated calendar and rates information

Activating Distribution to HomeAway

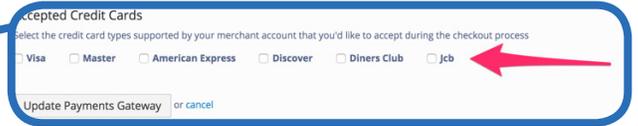


Online booking settings

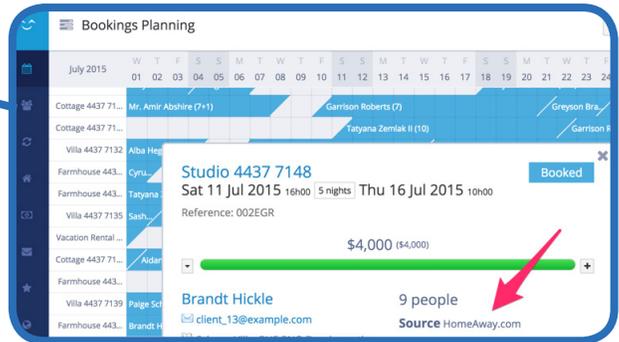
Payment Processor: In order to set up a payment processor/gateway within BookingSync, click choose **Manage Account** underneath your name on the left. Then select **Payment Methods** from the options on the left side menu. You will then see a list of integrated payment gateways from which you can choose. You can then follow the payment gateway's setup instructions to complete the process.



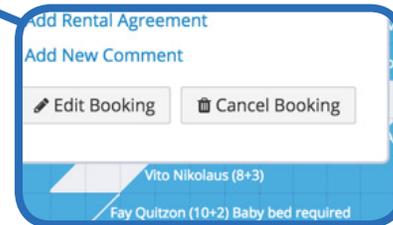
Credit Card Settings: For your chosen Payment Processor, you can update the credit card settings by going to **Payment Methods** and selecting your payment gateway. From there, you can choose which payment methods you accept.



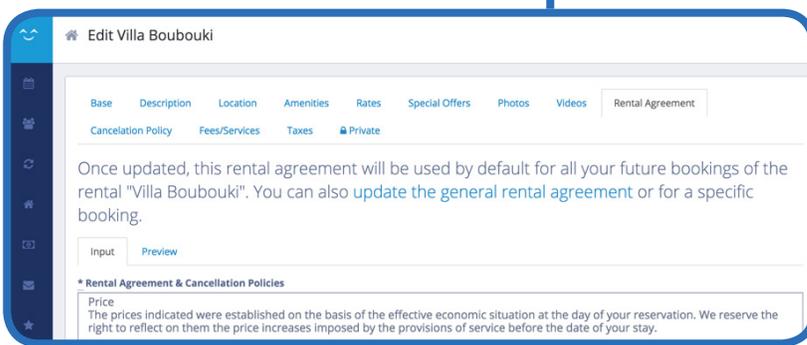
Bookings and Reservations: The main screen after logging into BookingSync will show you all of your bookings. A new instant booking generates a contract automatically, and is sent to you (or selected email address) and to the guest. For deferred bookings, BookingSync has a notification center that allow owners to be notified about these new bookings as well. All bookings that come from HomeAway will show it as the Source. Deferred bookings can be identified by their yellow-orange background.



Booking Cancellation: In order to cancel a booking within BookingSync, you can select any booking within the main screen and choose **Cancel Booking**.



Rental Agreement and Cancellation Policy: When editing a rental within BookingSync, you can manage your Rental Agreement and Cancellation Policies.



Cancellation policy items

Cancellation policy items define penalty percentage based on booking's price for given dates range. For example adding 2 items: 30 days / 100% and 90 days / 30% mean there's 100% penalty when canceling bookings from 0 to 30 days before, 30% when canceling from 30 days to 90 days before and 0% penalty when canceling before 90 days and more.

* Penalty percentage	10 %	* Eligible days	120	Remove cancellation policy item
* Penalty percentage	50 %	* Eligible days	60	Remove cancellation policy item

Activating Distribution to HomeAway



Data fields on listings

The example listing below shows the names of the various listing components in HomeAway and in BookingSync.

HomeAway: Street, City, State/Province, PostCode, Country
BookingSync: Address, City, State, Zip, Country

HomeAway: Rates
BookingSync: Rates

HomeAway: Headlines
BookingSync: Headline

HomeAway: Number of Bathrooms
BookingSync: Bathrooms

HomeAway: Maximum number of guests
BookingSync: Sleeps Max

HomeAway: Number of Bedrooms
BookingSync: Bedrooms

HomeAway: Description
BookingSync: Description

HomeAway: Rates
BookingSync: Rates

Rates & Availability

From **\$5,600** Per week

Edgartown House Rental Rates

Rental Basis: per property
 Rental rates quoted in: US Dollar

Approximate equivalent in:
 select currency

Rate Period	Nightly	Weekend Night	Weekly	Monthly	Event
Jul 20 2015 - Jul 27 2015 7 night minimum stay			\$16,100		
Jul 27 2015 - Aug 3 2015 7 night minimum stay			\$16,100		
Aug 3 2015 - Aug 10 2015 7 night minimum stay			\$16,100		
Aug 10 2015 - Aug 17 2015 7 night minimum stay			\$16,100		

HomeAway: Minimum Length of Stay
BookingSync: Minimum Stay

HomeAway: Rates
BookingSync: Rates

Activating Distribution to HomeAway



Amenities in BookingSync

The table below lists the HomeAway amenity names and the BookingSync amenity names to which they correspond.

BookingSync Amenity Name	HomeAway Amenity Name	VRBO Amenity Name	HomeAway UK Amenity Name	Abritel Amenity Name
Kingsize Count	king	king	Extra Lg. Double Bed	Extra Lg
Queensize Count	queen	queen	Large Double Bed	Grand lit double
Double Count	double	double	Double Bed	Double
Single Count	twin/ single	twin/ single	Single Bed	Lit simple
Sofa Count	sleep sofa /futon	sleep sofa /futon	Sofa bed/Futon	Canapé-lit
WC Count	toilet	toilet	Toilet	WC
Bath Count	tub	tub	Bath (no shower)	Baignoire
Shower Count	shower	shower	Shower Enclosure	Douche
Bunk Count		bunk bed		
Breakfast Included	Included in Price	Included in Price	Included in Price	Inclus dans le prix
Castle	castle	castle	castle	Chateau
Chalet	chalet	chalet	chalet	Chalet
Cottage	cottage	cottage	cottage	Gîtes
Farmhouse	farmhouse	farmhouse	farmhouse	Ferme
House	house	house	house	Maison
Villa	villa	villa	villa	Villa
DVD	DVD Player	DVD Player	DVD Player	Lecteur DVD
Books	Books	Books	Books	Livres
Game Room	Game Room	Game Room	Game Room	Salle de jeux
Games for All Ages	Games	Games	Games	Jeux
Music Library	Music Library	Music Library	Music Library	CDthèque
Ping Pong	Ping Pong Table	Ping Pong Table	Ping Pong Table	Table de ping-pong
Pool Table	Pool Table	Pool Table	Pool Table	Table de billard
Toys	Toys	Toys	Toys	Jouets
Video Library	Video Library	Video Library	Video Library	Vidéotheque
Videogame Console	Video Games	Video Games	Video Games	Jeux vidéo
TV	Television	Television	Television	Téléviseur
Satellite or Cable	Satellite / Cable	Satellite / Cable	Satellite / Cable	Cable/Satellite
Stereo System	Stereo	Stereo	Stereo	Chaîne Hi-Fi
Internet	Internet	Internet	Internet	Accès internet
Linen Towels	Towels Provided	Towels Provided	Towels Provided	Serviettes de bain
Fitness Equipment	Fitness Room / Equipment	Fitness Room / Equipment	Fitness Room / Equipment	Salle de fitness
Iron	Iron & Board	Iron & Board	Iron & Board	Planche et fer à repasser
Hair Dryer	Hair Dryer	Hair Dryer	Hair Dryer	Sèche-cheveux
Telephone	Telephone	Telephone	Telephone	Téléphone
Air Conditioning	Air Conditioning	Air Conditioning	Air Conditioning	Climatisation
Heating	Heating	Heating	Heating	Chauffage
Linen Towels	Linens Provided	Linens Provided	Linens Provided	Linge de maison fourni
Washing Machine	Washing Machine	Washing Machine	Washing Machine	Machine à laver
Elevator	Elevator	Elevator	Lift	Ascenseur

Activating Distribution to HomeAway



Amenities in BookingSync

Clothes Dryer	Clothes Dryer	Clothes Dryer	Tumble Dryer	Sèche-linge
Fireplace	Fireplace	Fireplace	Fireplace	Cheminée
Parking Included	Parking	Parking	Parking	Parking
Garage	Garage	Garage	Garage	Garage
Free Cleaning	Housekeeper Included	Housekeeper Included	Housekeeper Included	Ménage Inclus
Coffee Maker	Coffee Maker	Coffee Maker	Coffee Maker	Cafetière
Toaster	Toaster	Toaster	Toaster	Grille-pain
Dishwasher	Dishwasher	Dishwasher	Dishwasher	Lave-vaisselle
Fridge	Refrigerator	Refrigerator	Refrigerator	Réfrigérateur
Oven	Oven	Oven	Oven	Four
Microwave	Microwave	Microwave	Microwave	Four micro-ondes
Fully Equipped Kitchen	Kitchen	Kitchen	Kitchen	Cuisine
Gym	fitness center	fitness center	fitness centre	Fitness Center
Massage on Request	massage therapist	massage therapist	massage therapist	
Staff	Staff	Staff	Staff	Personnel
Car Included	Car Available	Car Available	Car Available	Voiture
Massage on Request	Massage	Massage	Massage	Massage
Driver	Chauffeur	Chauffeur	Chauffeur	Chauffeur
Private Chef	Private Chef	Private Chef	Private Chef	Chef cuisinier privé
Concierge	Concierge	Concierge	Concierge	Concierge
Canoe	Kayak / Canoe	Kayak / Canoe	Kayak / Canoe	Kayak / Canoë
Bike	Bicycles	Bicycles	Bicycles	Vélos
Boat	Boat	Boat	Boat	Bâteau
BBQ	Outdoor Grill	Outdoor Grill	Barbecue	Barbecue
Boules Court				Terrain de pétanque
Garden	Lawn / Garden	Lawn / Garden	Garden	Jardin
Balcony	Balcony	Balcony	Balcony	Balcon
Tennis Court	Tennis	Tennis	Tennis	Tennis
Sauna	Sauna	Sauna	Sauna	Sauna
Heated Pool	Heated Pool	Heated Pool	Heated Pool	Piscine chauffée
Pool Private	Private Pool	Private Pool	Private Pool	Piscine privée
Pool Shared	Communal Pool	Communal Pool	Communal Pool	Piscine commune
Jacuzzi	Hot Tub	Hot Tub	Hot Tub	Bain à remous
Castle	castle	castle	castle	castle
Villa	villa	villa	villa	villa
Studio	studio	studio		studio
Bungalow	bungalow	bungalow	bungalow	bungalow
Apartment	apartment	apartment	apartment	apartment
Boat	boat	boat	boat	boat
Cabin	cabin	cabin	cabin	cabin
Chalet	chalet	chalet	chalet	chalet
Cottage	cottage	cottage	cottage	cottage
Farmhouse	farmhouse	farmhouse	farmhouse	farmhouse
House	house	house	house	house
bedroom	bedroom	bedroom	Bedroom	Chambre

November 2015

Activating Distribution to HomeAway



Amenities in BookingSync

If no bedroom, it's a studio	studio	studio	Studio	Studio
If including bath or shower	full	full	Full	Complète
WC only	half	half	Separate WC	WC+Lavabo
Shower, but no WC	shower	shower	Shower room	Douche
Always bedroom	bedroom	bedroom	Bedroom	Chambre
Always bathroom	bathroom	bathroom	Bathroom	Salle de bain
Handicap Accessible	wheelchair accessible	wheelchair accessible	wheelchair accessible	accès handicapé
Kids Friendly	children welcome	children welcome	children welcome	enfants bienvenus
Smoking Forbidden	non smoking only	non smoking only	non smoking only	location non-fumeur
Not Suitable for Children	not suitable for children	not suitable for children	not suitable for children	non adapté aux enfants
Pets Considered	pets considered	pets considered	pets considered	animaux autorisés
Long Term Rentals Available	Long-term Renters Welcome	Long-term Renters Welcome	Long-term Renters Welcome	Location longue durée possible
Wedding	Events Allowed	Events Allowed	Events Allowed	Soirées Autorisées
Kids Friendly	Children	Children	Children	Enfants
Pets Considered	Pets	Pets	Pets	Animaux

Questions for BookingSync?

BookingSync Support can be contacted by email at support@bookingsync.com, or by clicking the support button that is available within their system.

Questions for HomeAway?

After your software has been activated, you can reach out to the HomeAway Support Team by phone at:

US: 1-877-239-2592

UK: +44 203 514 5512

FR: +33 4 13 68 10 44

or by email at:

US: <http://help.homeaway.com/contact>

UK: <http://help.homeaway.co.uk/contact>

FR: <http://aide.abritel.fr/contact>

Questions about billing, bundles, pricing tiers, adding properties, Brand Boost, etc.? Please contact your HomeAway Account Manager.

