To create your new seasons: Go to System Configuration and then Company.

Creating Seasons
1. Select the Seasons tab.
2. Select the Season group and then choose the Seasons button.
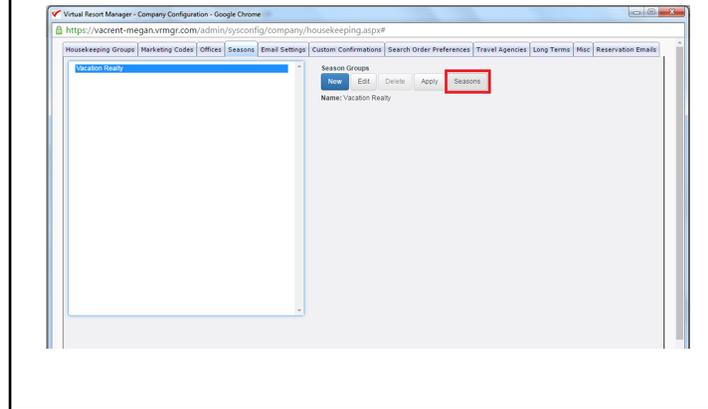
Select the Seasons tab.
Then select your season group in the box and choose the Seasons button.
Properties applied to a season group should have the same seasons dates and rules. If you have a property that does not follow the same dates and rules then that property will need to have it's own season group.
If you have multiple Season Groups, you will have to create the seasons for each group.

Click on New.
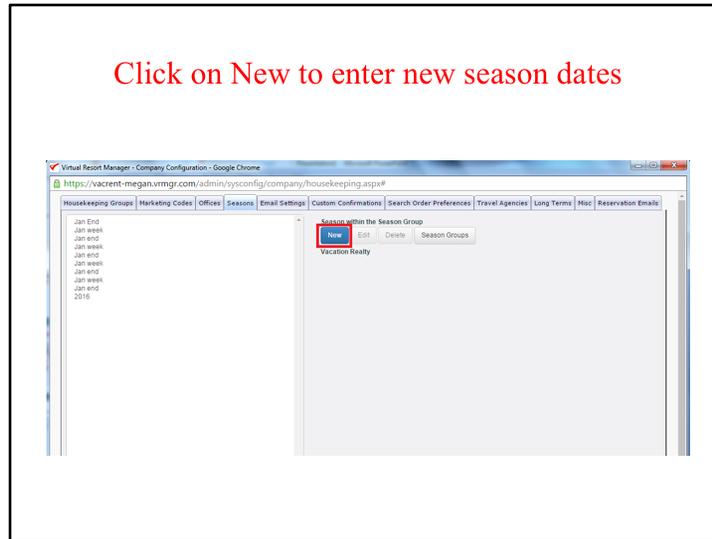
This will open the box to allow you to enter the new dates.
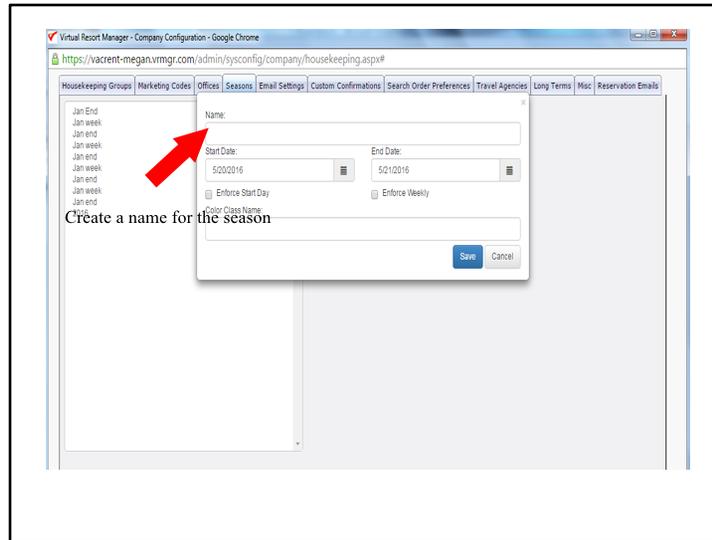
Create a name for your season

Start Date and End Date- The season dates should not overlap.
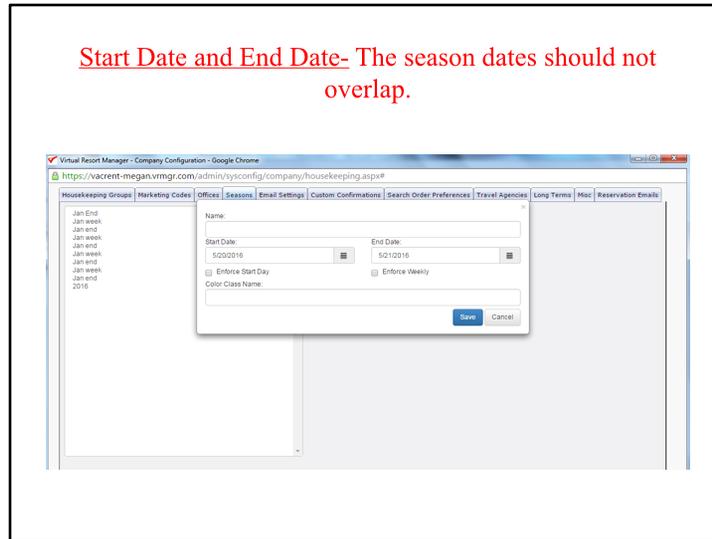
Give your season a start and end date.

Please remember to not overlap your season dates.

In the example on the screen shot this season ends on 5/21/2016 so the next season I create needs to begin on 5/22/2016.

Enforce Start Day- If this box is checked it will enforce the turn day that is set up at the property level and only allow guests booking online the ability to start their reservation on that day.

Enforce Weekly- If this box Is checked it will enforce weekly reservations.
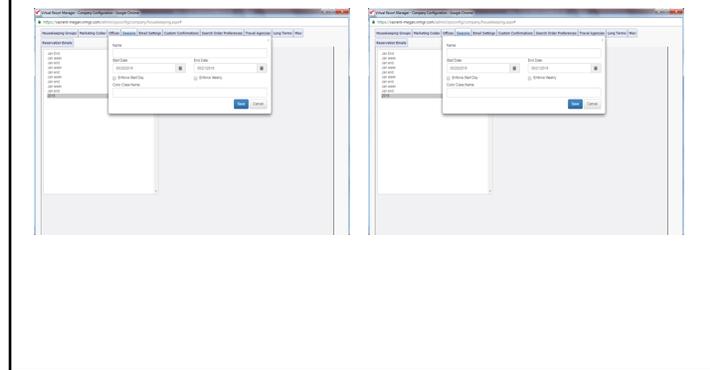
Enforce Start Day- For example, if you have Saturday set up as the turn day, then guest booking online will only be allowed to book reservations that start on a Saturday.

Enforce Weekly- For example, guests booking online will only be able to book a 7 night, 14 night, or 21 night reservations online.

Each property in this season group will have to follow the rules for the Enforce Start Day and Weekly. If you have a property that does not want to Enforce the Start Day or Enforce Weekly, that property will have to have it's own season group.

Once you have entered the name, dates, and chosen whether to use Enforce start day and weekly make sure to click Save

Follow these steps until you have entered all the seasons for the whole year
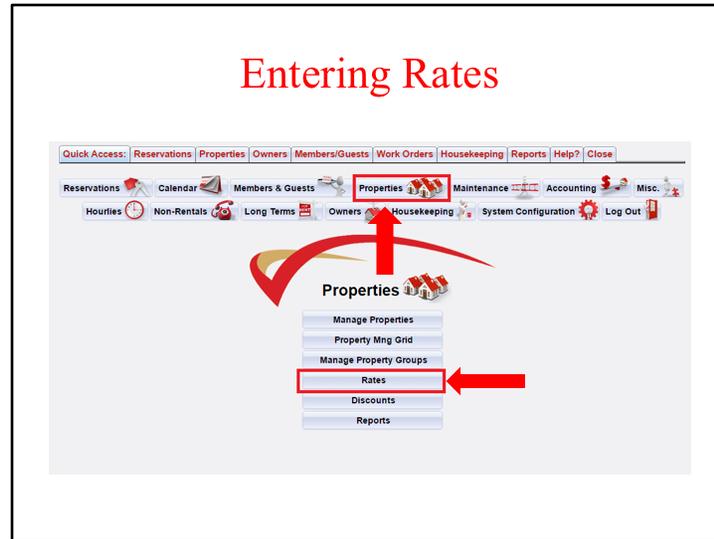
Once you have all your seasons created for the new year the next step is Rates.
To create a new rate group or to enter rates on existing rate groups, go to Properties and then Rates.

Creating a New Rate Group

To create a new Rate group, choose the Season group in the box and then click on New.
Then enter a name for this Rate Group and then make sure to click on Save.

Select the Season group in the box.
Then choose the Rate Group that you want to enter Rates for.

Click on the Rates Button after you have chosen the Rate Group.

Scroll down until you find the new seasons.

Enter the rates for these seasons.

Make sure to click on Update or they will not save.

Follow these steps until you have entered all the rates in the rate groups for the new season dates.
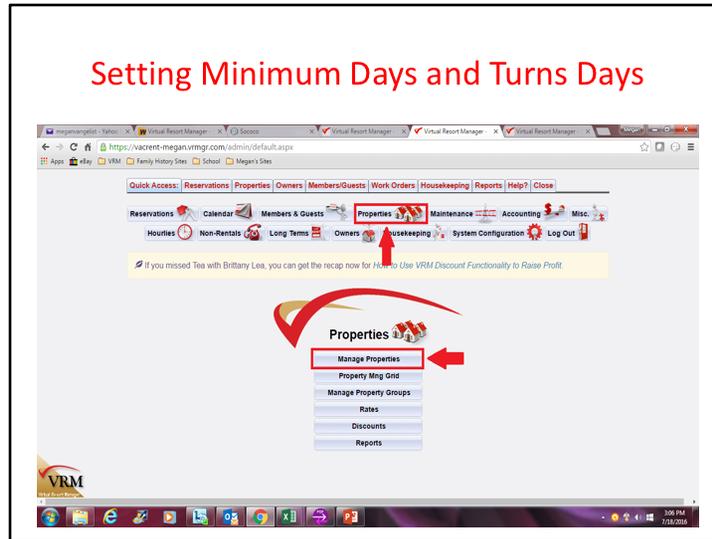
The first way to set the minimum days is under Properties/ Manage Properties.
This way is best if you have different days for each property and each season group.

Choose your office and then choose a property.
Select Manage Attributes.

Choose the Minimum Day/ Turn Day tab.

Scroll down to find the new season dates.

Change the minimum days and the turn days and then make sure to click Apply.

Setting Minimum Days and Turn Days

The second option for updating minimum days and turn days is under Properties/ Rates.
This option is best if you have multiple properties with the same minimum days and turn days for the same seasons.

Choose the Min Days/ Turn Days tab.

Choose the office from the drop down

Choose the season group in the box.

Check the properties in the box that you want to update.
Change the Min Days to the number you want
Change the Turn Days to the day you want
Make sure to click Apply once done

Do Not Change simply means that it will not change from what is currently set for the season if you leave that selected.
New seasons automatically set as 1 night minimum and turn day of Saturday.
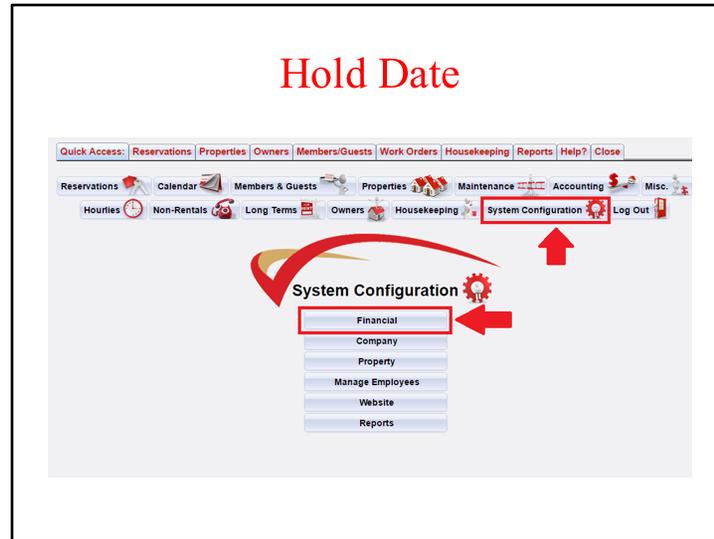
To update the Hold date, go to System Configuration and then Financial.
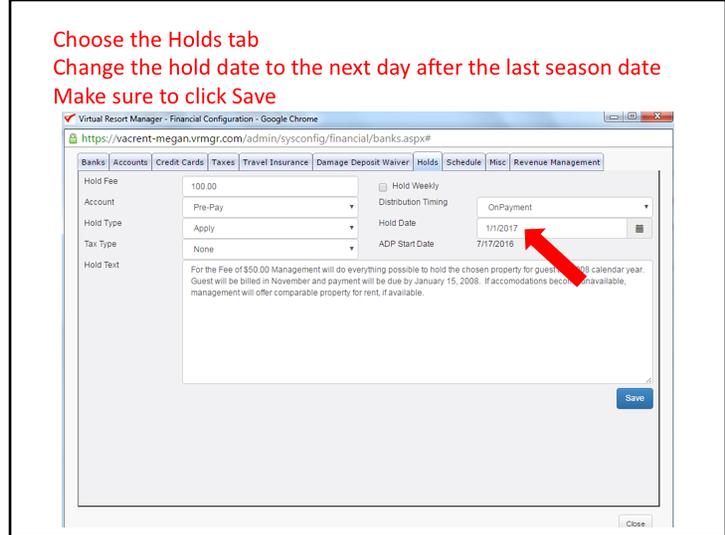
For example, if the last season date that you set was 12/31/17, then you need to change the hold date to 1/1/18.

Once your hold date has been changed, you can now book 2017 reservations through the admin console and guest can book 2017 reservations online.
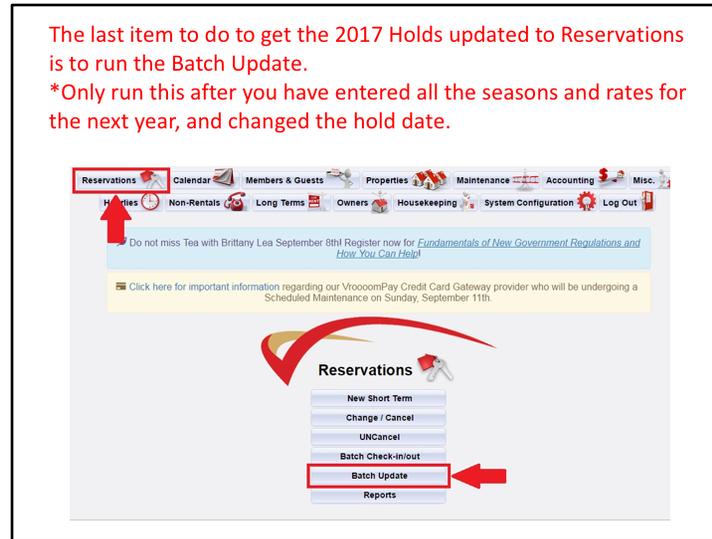
*Please note: Do not run the batch update more than once, because if you run it again it will override any manual changes that you have made to the updated reservations. That includes removing discounts and changing the rental price back to what is set up in the system.

Batch Update

Choose the Office.

The Hold Date will update automatically from what is set under System Configuration/ Financial/ Holds.

Date From: This would be the date that you want to start updating reservations from. Most likely January 1.

Date To: Leave this blank if you want to update the full year.

New Date Required By is the date you want them to have their down payment made by

Travel Insurance: Choose the travel insurance company that you want to add to these reservations.

Damage Deposit Waiver: Choose the damage deposit waiver that you want to add to these reservations.

Reservation Fee Changed is a Yes or No.

If No, you can leave the New Res Fee Amount box as is.

If Yes, enter the new amount for the res fee in the New Res Fee Amount box.

Once you have updated all these fields click on Update Reservations.

Depending on how many reservations you have it could take a while for this to run.

Once it's completed it will pull up a report that you can save that shows the updates to the reservations for you to review.