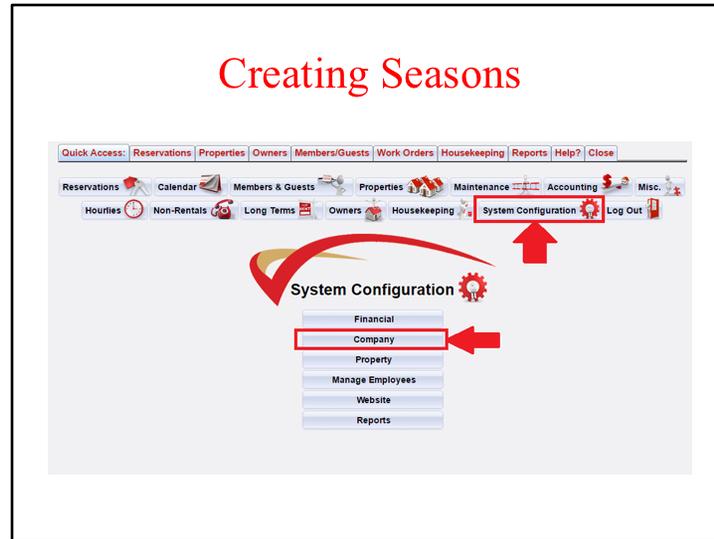


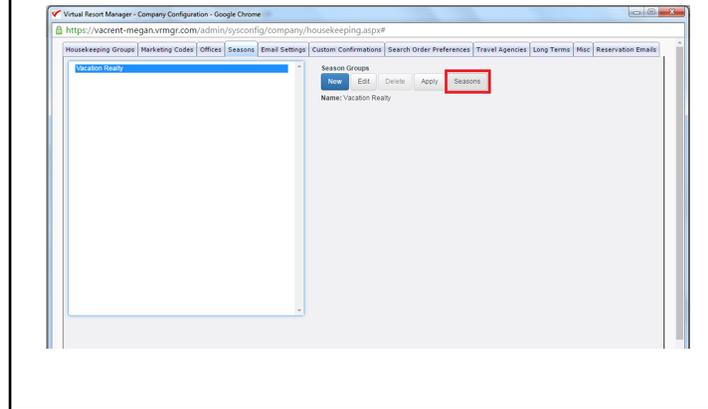
Creating Seasons



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.



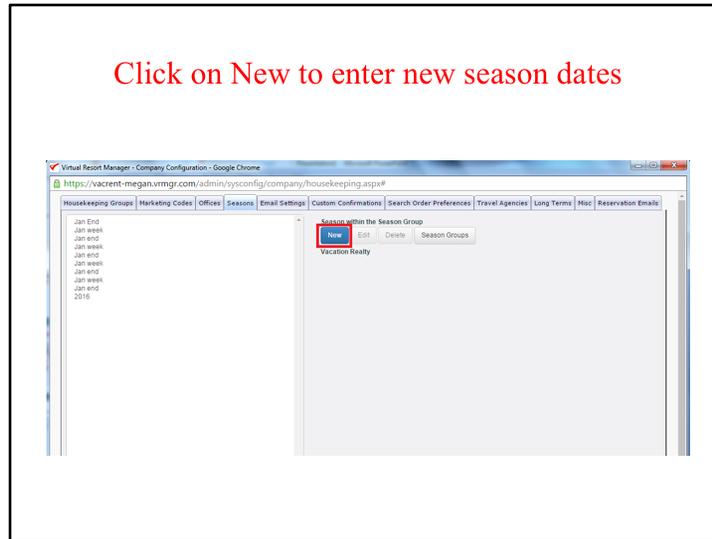
Select the Seasons tab.

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.

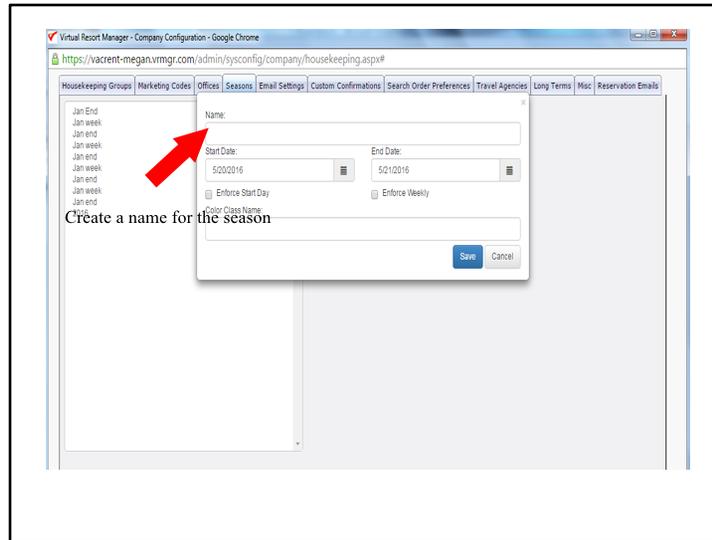
If you have multiple Season Groups, you will have to create the seasons for each group.

Click on New to enter new season dates



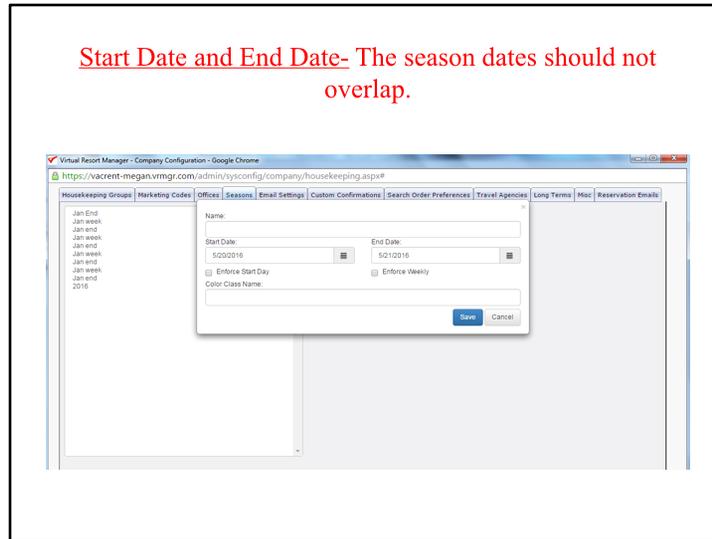
Click on New.

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.



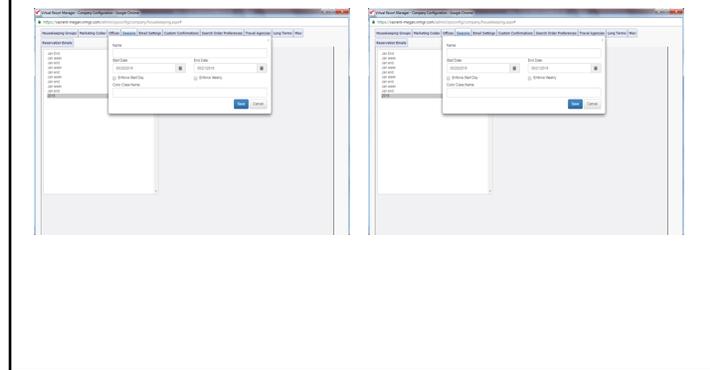
Give your season a start and end date.

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.

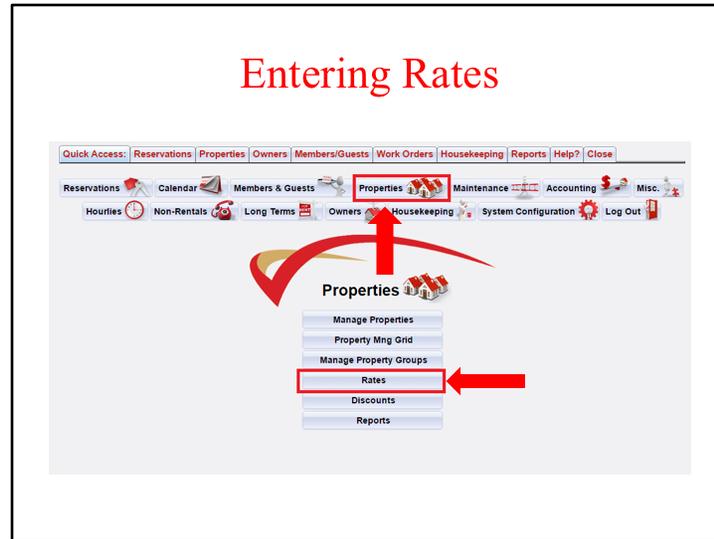
Enforce Weekly- For example, guests booking online will only be able to book a 7 night, 14 night, or 21 night reservations online.

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

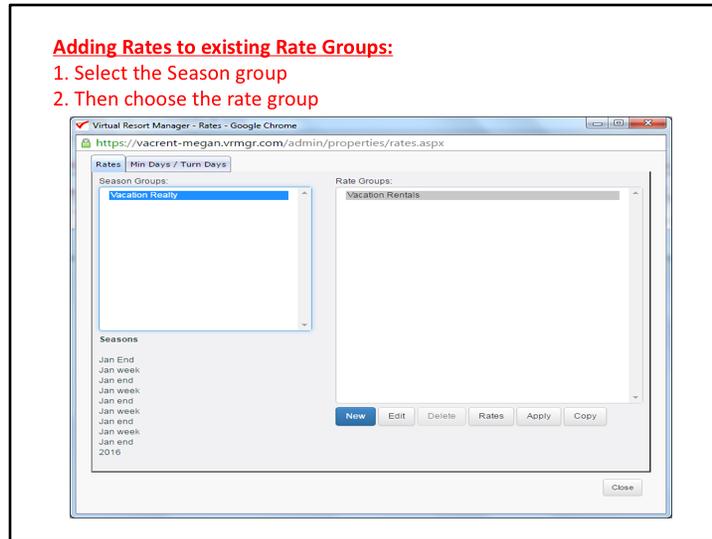
Entering Rates



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.

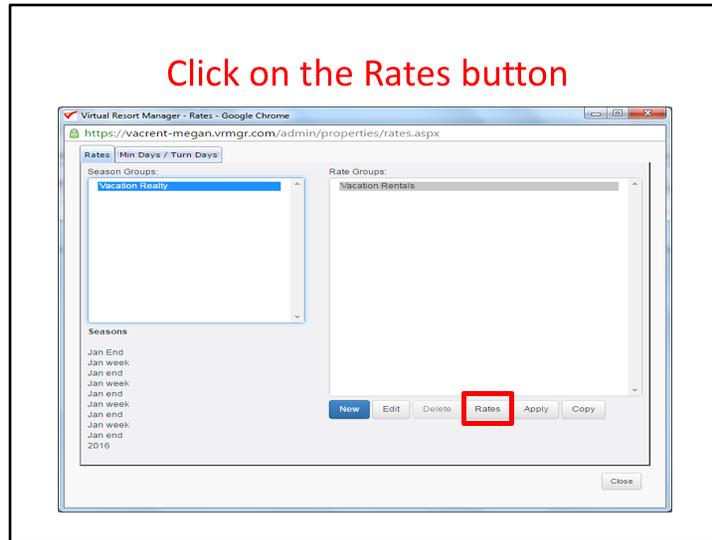
Adding Rates to existing Rate Groups:

1. Select the Season group
2. Then choose the rate group



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

Click on the Rates button



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

Enter the rates for the new seasons dates
Click on Update

Jan End: 1/1/2016 - 1/3/2016	350.00	2450.00	0.00
Jan week: 1/4/2016 - 1/8/2016	350.00	2450.00	0.00
Jan end: 1/9/2016 - 1/10/2016	350.00	2450.00	0.00
Jan week: 1/11/2016 - 1/15/2016	350.00	2450.00	0.00
Jan end: 1/16/2016 - 1/17/2016	350.00	2450.00	0.00
Jan week: 1/18/2016 - 1/22/2016	350.00	2450.00	0.00
Jan end: 1/23/2016 - 1/24/2016	350.00	2450.00	0.00
Jan week: 1/25/2016 - 1/29/2016	350.00	2450.00	0.00
Jan end: 1/30/2016 - 1/31/2016	350.00	2450.00	0.00
2016: 2/1/2016 - 12/31/2016	350.00	2450.00	0.00

Be sure to click "Update" to save any changes!

[Update](#) [Done](#)

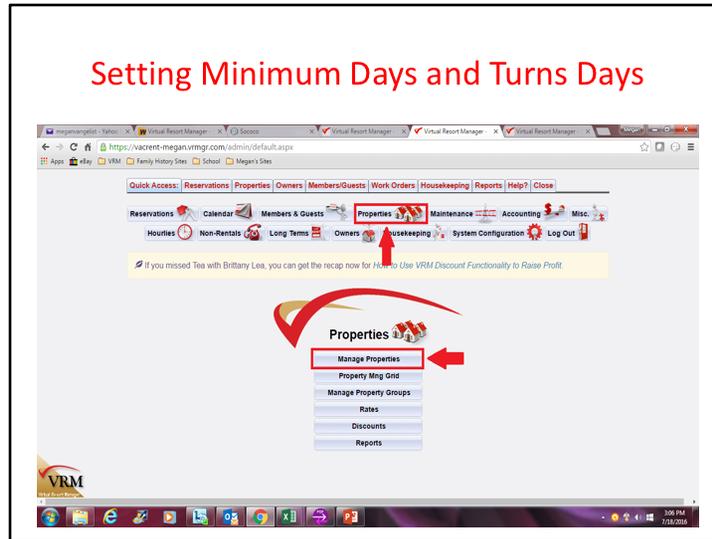
Scroll down until you find the new seasons.

Enter the rates for these seasons.

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

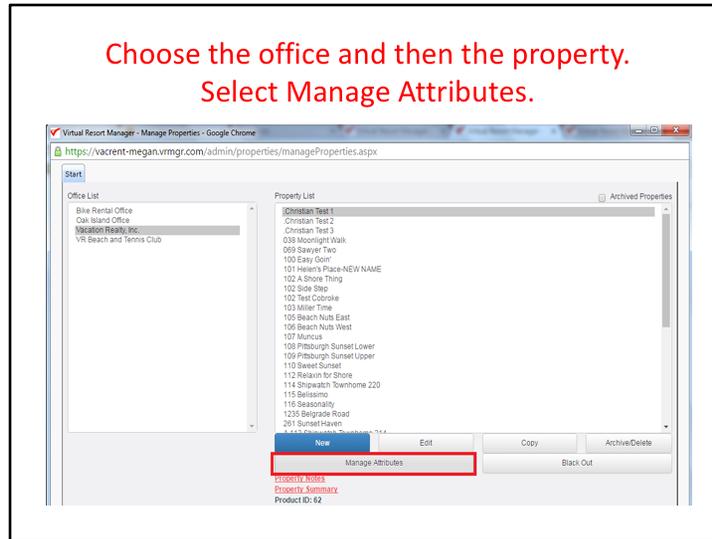
Follow these steps until you have entered all the rates in the rate groups for the new season dates.

Setting Minimum Days and Turns Days



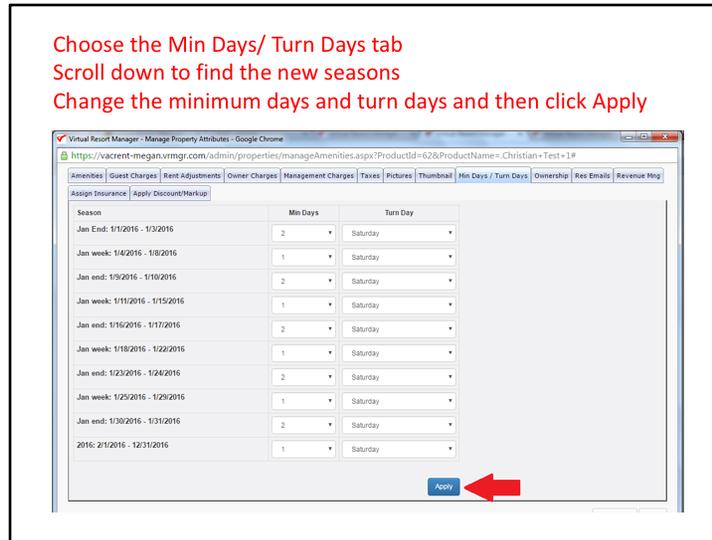
The first way to set the minimum days is under Properties/ Manage Properties.
This way is best if you have different days for each property and each season group.

Choose the office and then the property.
Select Manage Attributes.



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

Choose the Min Days/ Turn Days tab
Scroll down to find the new seasons
Change the minimum days and turn days and then click Apply



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
Choose the Season Group

The screenshot shows the 'Virtual Resort Manager - Rates' interface in Google Chrome. The URL is <https://vacrent-megan.vrmgr.com/admin/properties/rates.aspx#>. The 'Min Days / Turn Days' tab is active. The office dropdown is set to 'Vacation Realty, Inc.'. A list of season groups is displayed, including 'Christian Test 1', 'Christian Test 2', 'Christian Test 3', '038 Moonlight Walk', '068 Beaver Top', '100 Easy Go!', '101 Helen's Place-NEW NAME', '102 A Shore Thing', and '102 Side Step'. Below the list, a table shows the 'Min Days' and 'Turn Day' settings for various seasons, all set to 'Do Not Change'.

Season	Min Days	Turn Day
Jan End: 1/1/2016 - 1/3/2016	Do Not Change	Do Not Change
Jan week: 1/4/2016 - 1/8/2016	Do Not Change	Do Not Change
Jan end: 1/9/2016 - 1/10/2016	Do Not Change	Do Not Change
Jan week: 1/11/2016 - 1/15/2016	Do Not Change	Do Not Change
Jan end: 1/16/2016 - 1/17/2016	Do Not Change	Do Not Change
Jan week: 1/18/2016 - 1/22/2016	Do Not Change	Do Not Change

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

The screenshot shows a web browser window titled "Virtual Resort Manager - Rates - Google Chrome" with the URL "https://vacrent-megan.vrmgr.com/admin/properties/rates.aspx#". The page has two tabs: "Rates" and "Min Days / Turn Days", with the second tab selected. On the left, there are dropdown menus for "Vacation Realty, Inc." and "Vacation Realty". On the right, a list of properties is shown with checkboxes: Christian Test 1, Christian Test 2, Christian Test 3, 038 Moonlight Walk, 069 Stayin' Two, 100 Easy Golf, 101 Helen's Place-NEW NAME, 102 A Shore Thing, and 102 Side Step. Below this is a table for configuring rates by season.

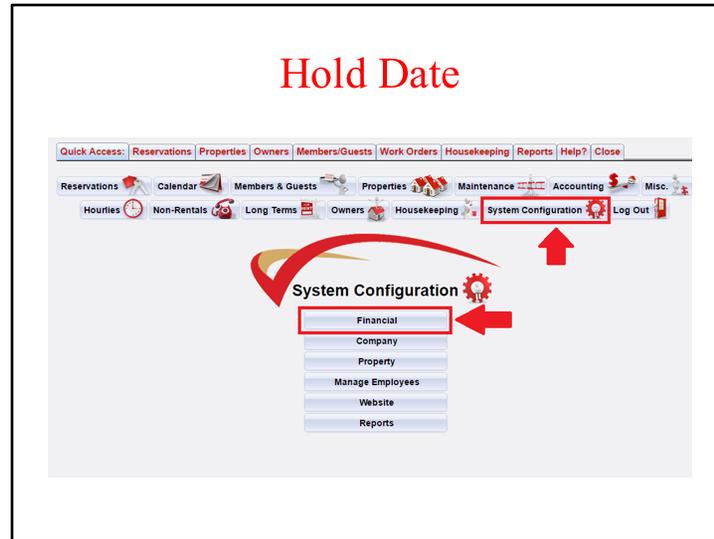
Season	Min Days	Turn Day
Jan End: 1/1/2016 - 1/3/2016	Do Not Change	Do Not Change
Jan week: 1/4/2016 - 1/9/2016	Do Not Change	Do Not Change
Jan end: 1/9/2016 - 1/10/2016	Do Not Change	Do Not Change
Jan week: 1/11/2016 - 1/15/2016	Do Not Change	Do Not Change
Jan end: 1/16/2016 - 1/17/2016	Do Not Change	Do Not Change
Jan week: 1/18/2016 - 1/22/2016	Do Not Change	Do Not Change

At the bottom right of the table area, there are "Apply" and "Close" buttons.

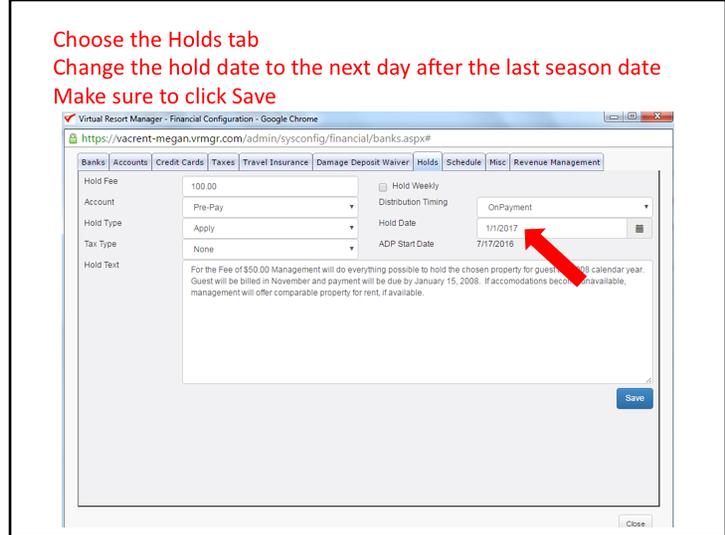
Do Not Change simply means that it will not change from what is currently set for the season if you leave that selected.

New seasons automatically set as 1 night minimum and turn day of Saturday.

Hold Date



To update the Hold date, go to System Configuration and then Financial.



Choose the Holds tab

Change the hold date to the next day after the last season date

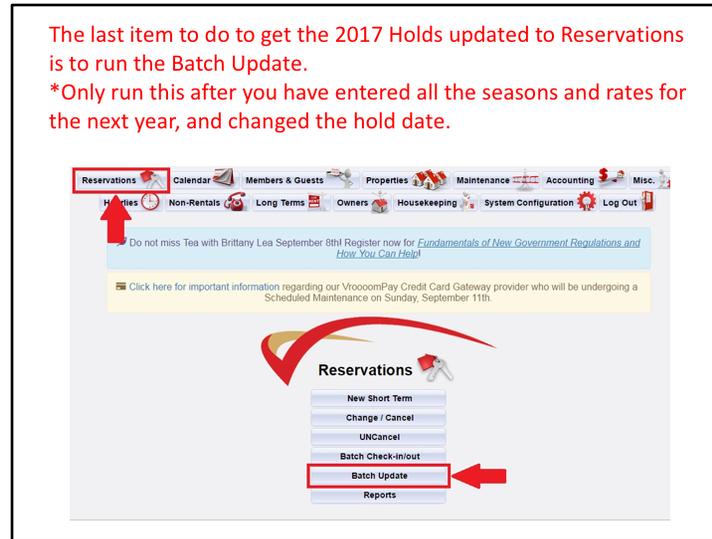
For example, if the last season date that you set was 12/31/17, then you need to change the hold date to 1/1/18.

Make sure to click Save

Once your hold date has been changed, you can now book 2017 reservations through the admin console and guest can book 2017 reservations online.

The last item to do to get the 2017 Holds updated to Reservations is to run the Batch Update.

*Only run this after you have entered all the seasons and rates for the next year, and changed the hold date.



*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

The image displays two screenshots of the Virtual Resort Manager's Batch Update Reservations interface. The left screenshot shows the configuration form with the following fields: Office (Vacation Realty, Inc.), Current Hold Date (1/1/2017), Date From (mm/dd/yyyy), Date To (mm/dd/yyyy), New Date Required By (Leave blank if entire year), Travel Insurance (Select an Account), Damage Deposit Waiver (Select an Account), Reservation Fee Changed (Yes/No), and New Res Fee Amount (0.00). The right screenshot shows the confirmation dialog with a 'Update Reservations' button and a 'Close' button. The dialog contains the following text: 'Prior to clicking "Update Reservations" please verify the following: *** The Hold Date regulates which reservations are updated. Please make sure the Hold Date is = Date To, otherwise some reservations will not be updated. To change this value, navigate to System Configuration/Financial/Holds and change the "Hold Date" field. ***Ensure new property rental rates for year 2020, have been entered. If no rates have been entered, your reservations will not be updated. Important Notes: Custom and Other Charges The update process ONLY updates existing Custom Charges, and Other Charges (Overt, BuiltIn, Owner, Mng) that ALREADY exist on reservations prior to selecting update. It does NOT add custom or other charges to the reservations. Reservation Fees This will not add reservation fees to any reservations. If the amount has changed and is greater than \$0.00 - all reservations within the date range, that already have a reservation fee will be updated. If you wish to remove reservation fees because you are using "all inclusive pricing" click yes and amount = \$0.00. This will remove all reservation fees from all reservations within the time frame. Please be advised this process can take several minutes depending on the # of reservations being updated.'

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.