## YOUR MARGARET RIVER REGION

## **Tour Operator Bookeasy Tip**

Extending or changing your date range on your tour products



MARGARET

- 1. Click on Tours/Tickets
- 2. Select on the individual tour product you would like to edit

## MARGARET RIVER REGION

be bookeasy Tours Test Console   Logout   Knowledgebase						
Main Menu Reserv	ation Calendar Reports	Setup	Online Distribution Hel	p and Support		
ADD A NEW TOUR						
General Advanced Option	s Date Restrictions Pickup/Dr	op off locations	Quick Links	📰 View Tours 🖍 Daily	y Rates 🛗 Availability	★ Facilities
Available Date Ranges	Start Date 1 01/01/2014 🗃 Add a new Available D	3 ate Range	End Date 2 31/12/2016		4 Remove Date Range	
Available Days 5 Sunday V Monday V Tuesday V Wednesday V Thursday V Friday V Saturday						
Save Changes						
Current Location:				brittni is logged into the Book	keasy Tours Test Console Co	onsole   Logout   Online Help
1. Start Date – Select the date your tour will be available from						
2. End Date – Enter the date you wish to stop selling this tour (IMPORTANT- If this date has expired and no new date range is set your product is not displaying for sale!)						
3. Add a New Date Range – Click here to add another date range (great feature for seasonal product!)						
4.Remove Date Range – Click here to remove a date range if applicable						
5. Select available days of the week this tour operates (if applicable)						

## **REMINDER:**

IF THE DATE RANGE HAS EXPIRED, YOUR TOUR IS NOT DISPLAYING AS AVAILABLE FOR SALE!

Tip! Set yourself a reminder in your diary to check back every season to make sure you have updated the availability range as Bookeasy will allow product to be sold up to 2 years in advance.