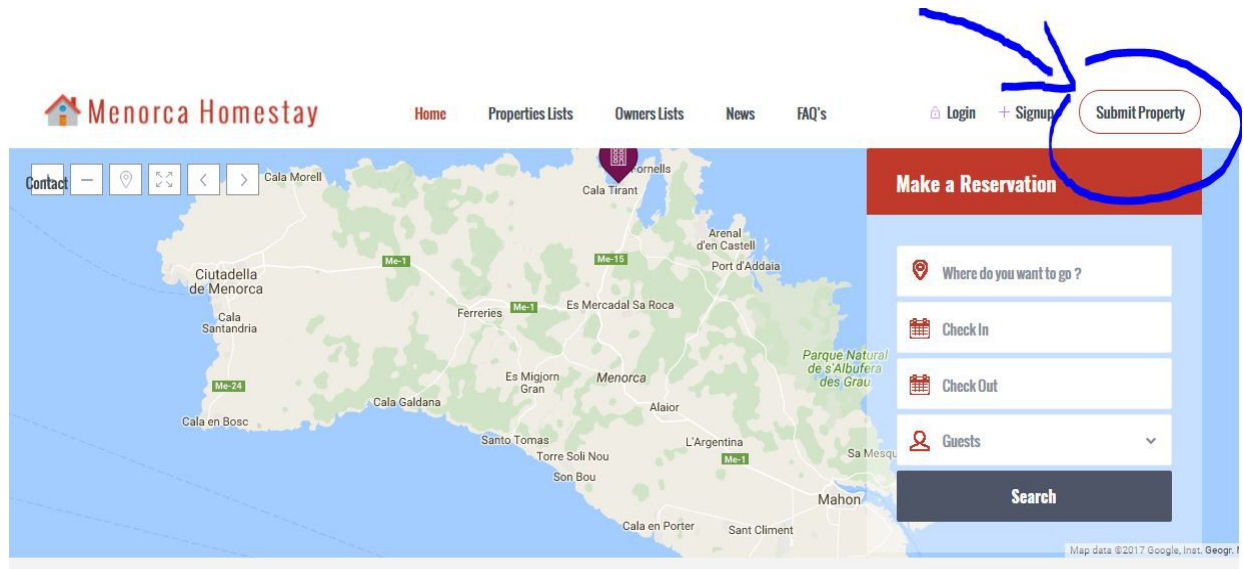


**HOW TO SUBMIT A PROPERTY LISTING ON
MENORCAHOMESTAY.COM**

Step #1

Click the 'Submit Property' Button



Step #2

Fill out details of your new listing – some fields are mandatory – and click 'Continue'

A screenshot of the 'Add New Listing' form on the Menorca Homestay website. The form is titled 'Add New Listing' and has a progress bar at the top with steps: 'Description' (selected), 'Price', 'Images', 'Details', 'Location', 'Amenities', and 'Calendar'. The form fields are:

- *Title (mandatory): text input with 'test' entered.
- *Category (mandatory): dropdown menu with 'B & B' selected.
- *Listed In/Room Type (mandatory): dropdown menu with 'Private room' selected.
- *Guest No (mandatory): dropdown menu with '4' selected.
- *City (mandatory): text input with 'Mahon, Spain' entered.
- Neighborhood: text input with 'Type the neighborhood name' placeholder.
- Property Description: large text area with 'xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx' placeholder.

At the bottom of the form is a red 'Continue' button. Below the button is a note: 'You must Login / Register in the modal form that shows after you press the Continue button or else your data will be lost.'

PLEASE NOTE: The red 'Continue' button will only turn to red when you have completed the mandatory information – you cannot continue until this turns red!. In the case of 'City' you must select a city from the drop-down menu that appears when you start typing. If your city does not appear in the drop-down menu type the 'place name, Spain'.

Step #3

If you are an existing member – Login.

If you are a new member click on 'Don't have an account?'

The image shows a login form titled "Start Listing Properties" with the subtitle "Please fill the login or register forms". The form includes a "Username" input field, a "Password" input field, a red "Login" button, and a link "Don't have an account? | Forgot Password" which is circled in blue. Below the login section is a red button labeled "G Login with Google".

Start Listing Properties
Please fill the login or register forms

Username

Password

Login

[Don't have an account?](#) | [Forgot Password](#)

G Login with Google


Step #4

As a new member – fill out the registration form and click 'Create An Account' – you will need to go through the Recaptcha process to ensure you are not a robot! Once you have registered, you will be asked to Login.

Start Listing Properties

Please fill the login or register forms

I only want to book
 I want to rent my property
 I agree with [terms & conditions](#)

I'm not a robot 
reCAPTCHA
[Privacy](#) - [Terms](#)

Create an account

Already a member? [Sign in!](#)

Step #5

When you Login you will have a menu on the left which enables you to go through the process of adding further details for your property – you can edit your 'Description' and 'Save' or simply click on 'Price' to move to the next screen.

Menorca Homestay Home Properties Lists Owners Lists News FAQ's Contact

Marktest

My Profile
My Properties
Add New Property
Description
Price
Images
Details
Location
Amenities
Calendar
All In One Calendar
Favorites
My Bookings
My Reservations

Edit Page

Congratulations, you have just added a new listing! Now go and fill in the rest of the details.

Description

*Title (mandatory)
test

*Category (mandatory)
B & B

*Listed In/Room Type (mandatory)
Private room

*Guest No (mandatory)
4

*City (mandatory)
Mahon

Neighborhood
Type the neighborhood name

Property Description
[Text area]

Save

[Go to Price settings \(*make sure you click save first\).](#)

Step #6

The 'Price' Details screen

Menorca Homestay Home Properties Lists Owners Lists News FAQ's Contact

Marktest

My Profile
My Properties
Add New Property
Description
Price
Images
Details
Location
Amenities
Calendar
All In One Calendar
Favorites
My Bookings
My Reservations
My Inbox
Invoices
Log Out

Edit Page

Property Price

Price per night in £ (only numbers)
[Text field]

Price per night in £ (price for more than 7 days but less than 30)
[Text field]

Price per night in £ (price for more than 30 days, only numbers)
[Text field]

Price per weekend (Sunday and Saturday) in £ (only numbers)
[Text field]

Cleaning fee in £ (only numbers)
[Text field]

Cleaning fee applies per night

City fee in £ (only numbers)
[Text field]

City fee applies per night

Minimum days of booking (only numbers)
[Text field]

Extra Price per guest per night in £
0

Allow guests above capacity?

The options below do not work together - choose only one and leave the other one on "All"
Allow only bookings starting with the check in on:
All

Allow only bookings with the check in/check out on:
All

Pay by the no of guests full room prices will NOT be used anymore and billing will be done by guest no only

Save

[Go to Media settings \(*make sure you click save first\).](#)

Price Adjustments
*click to select multiple days and modify price for a certain period

February 2017							March 2017						
M	T	W	T	F	S	S	M	T	W	T	F	S	S
		1	2	3	4	5			1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26

Step #7

You can add images and/or video to your listing on the 'Images' page

Menorca Homestay Home Properties Lists Owners Lists News FAQ's Contact

Description Price **Images** Details Location Amenities Calendar

Edit Page

Listing Media

Select Media

*Double Click on the image to select featured.
**Change images order with Drag & Drop.

Video from: vimeo Video id:

Save

[Go to Details settings \(*make sure you click save first!\)](#)

FOR IMAGES

FOR VIDEOS

Step #8

Add further 'Details'

Menorca Homestay Home Properties Lists Owners Lists News FAQ's Contact

Description Price Images **Details** Location Amenities Calendar

Edit Page

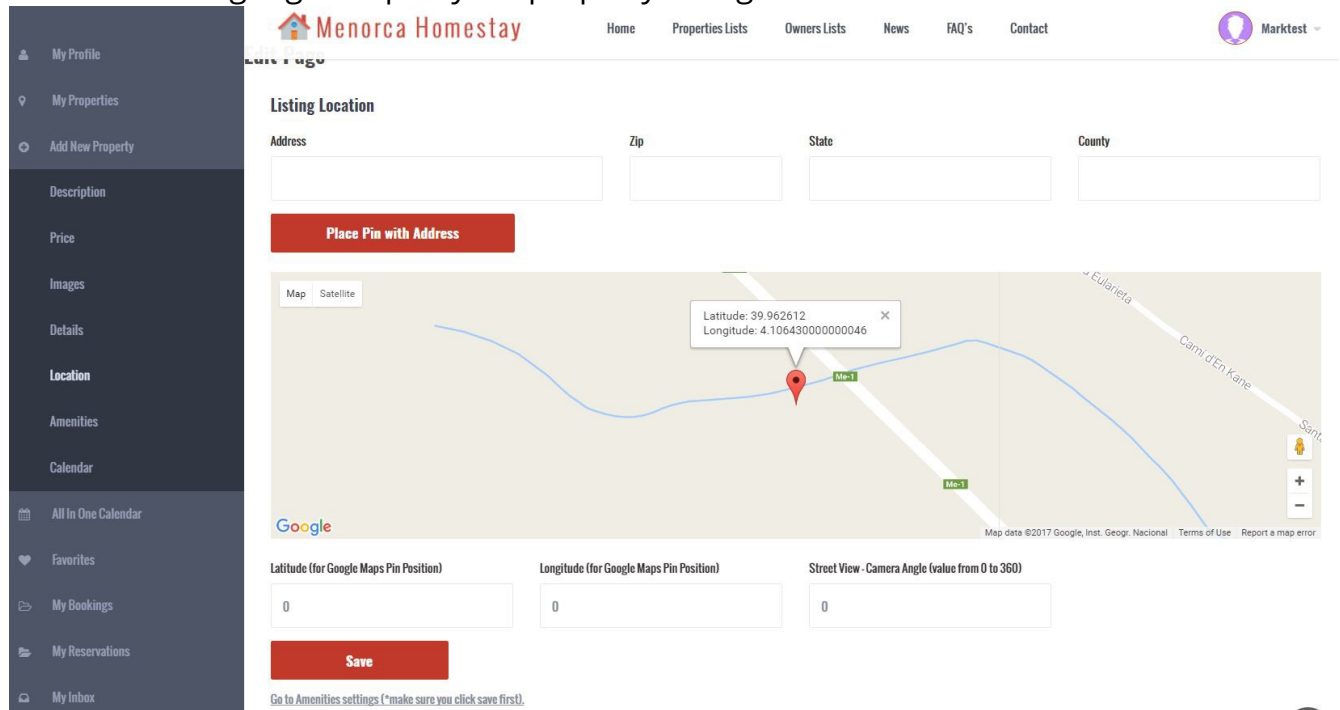
Listing Details

Size in ft ²	Rooms	Bedrooms
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bathrooms	Check-in hour	Check-Out hour
<input type="text"/>	<input type="text"/>	<input type="text"/>
Late Check-in	Optional services	Outdoor facilities
<input type="text"/>	<input type="text"/>	<input type="text"/>
Extra People	Cancellation	
<input type="text"/>	<input type="text"/>	

Save

Step #9

Add 'Location' Details. You may need to refer to Google Maps to get an exact location. This will add A google map to your property listing.



Listing Location

Address Zip State County

Place Pin with Address

Map Satellite

Latitude: 39.962612
Longitude: 4.106430000000046

Map data ©2017 Google, Inst. Geogr. Nacional Terms of Use Report a map error

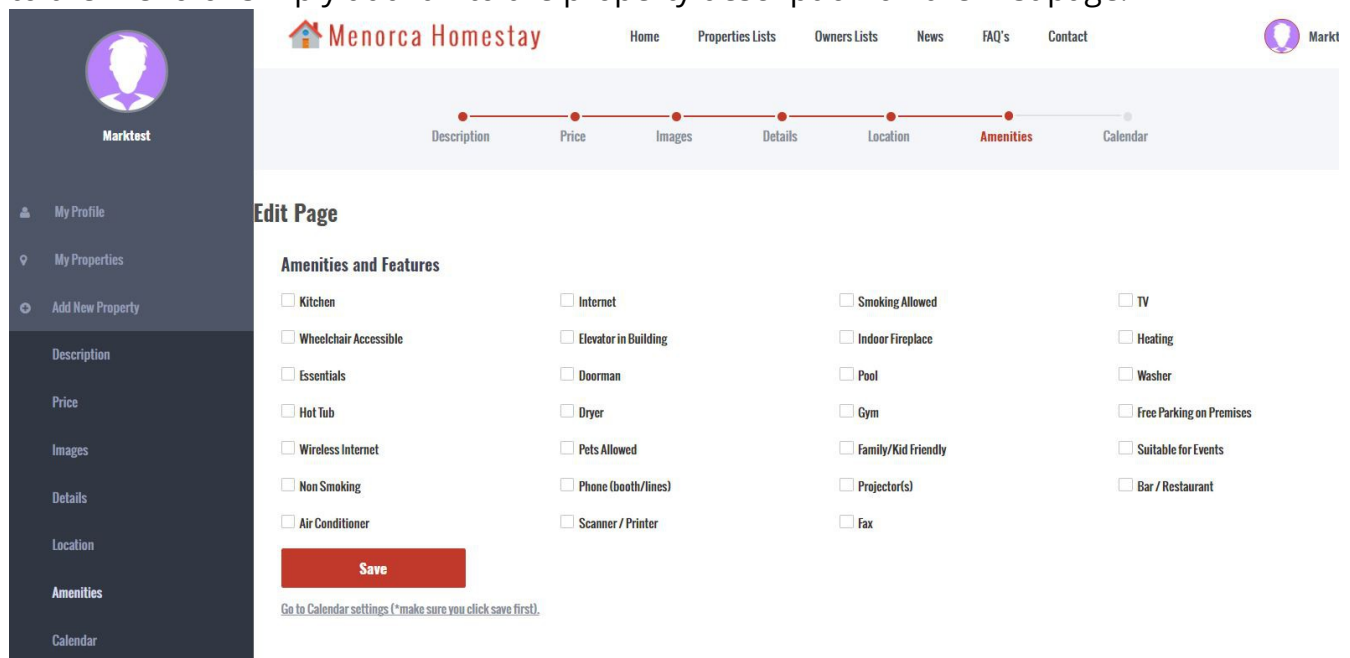
Latitude (for Google Maps Pin Position) Longitude (for Google Maps Pin Position) Street View - Camera Angle (value from 0 to 360)

Save

[Go to Amenities settings \(*make sure you click save first!\).](#)

Step #10

Add 'Amenities' available by ticking relevant boxes and 'Save'. If you have an amenity that is not included on the list, send us an email through the 'Contact# form and we can add it to the menu or simply add it into the property description on the first page.



Menorca Homestay Home Properties Lists Owners Lists News FAQ's Contact

Marktest

Description Price Images Details Location **Amenities** Calendar

Edit Page

Amenities and Features

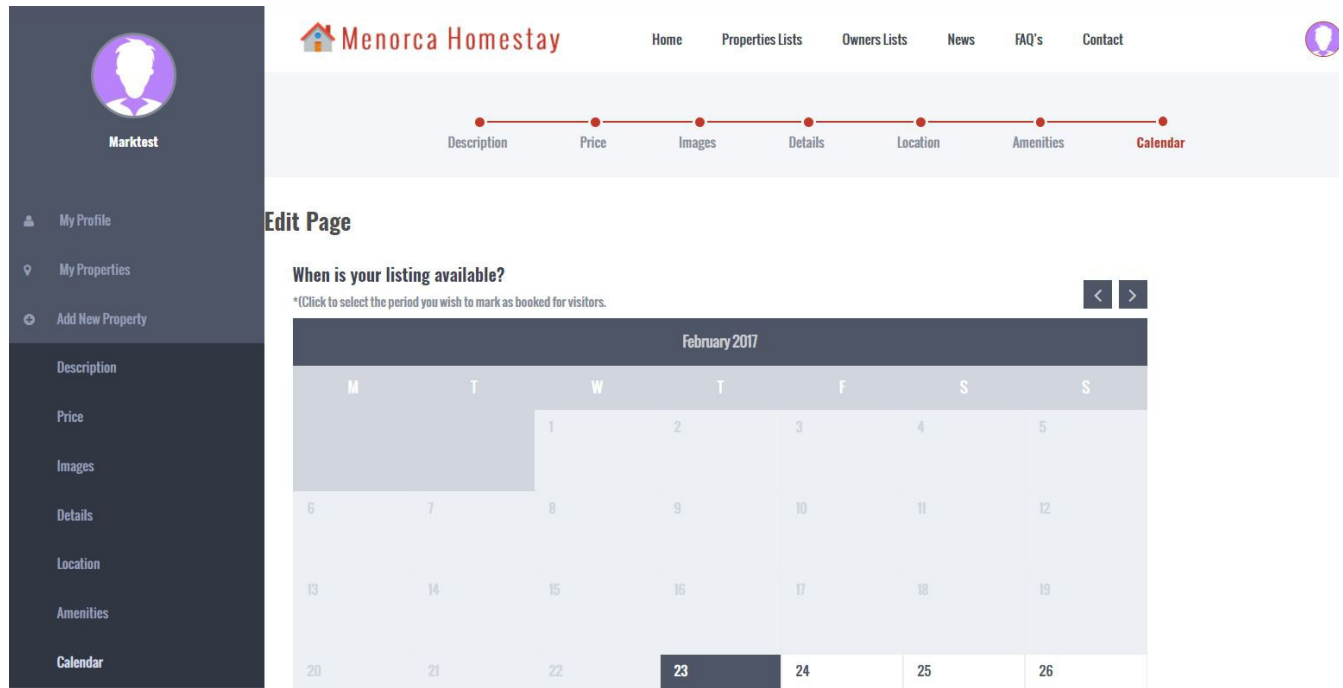
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Internet	<input type="checkbox"/> Smoking Allowed	<input type="checkbox"/> TV
<input type="checkbox"/> Wheelchair Accessible	<input type="checkbox"/> Elevator in Building	<input type="checkbox"/> Indoor Fireplace	<input type="checkbox"/> Heating
<input type="checkbox"/> Essentials	<input type="checkbox"/> Doorman	<input type="checkbox"/> Pool	<input type="checkbox"/> Washer
<input type="checkbox"/> Hot Tub	<input type="checkbox"/> Dryer	<input type="checkbox"/> Gym	<input type="checkbox"/> Free Parking on Premises
<input type="checkbox"/> Wireless Internet	<input type="checkbox"/> Pets Allowed	<input type="checkbox"/> Family/Kid Friendly	<input type="checkbox"/> Suitable for Events
<input type="checkbox"/> Non Smoking	<input type="checkbox"/> Phone (booth/lines)	<input type="checkbox"/> Projector(s)	<input type="checkbox"/> Bar / Restaurant
<input type="checkbox"/> Air Conditioner	<input type="checkbox"/> Scanner / Printer	<input type="checkbox"/> Fax	

Save

[Go to Calendar settings \(*make sure you click save first!\).](#)

Step #11

Use the 'Calendar' to indicate the availability of your property.



The screenshot shows the 'Menorca Homestay' website interface. On the left is a dark sidebar with a user profile icon labeled 'Marktest' and a list of menu items: 'My Profile', 'My Properties', 'Add New Property', 'Description', 'Price', 'Images', 'Details', 'Location', 'Amenities', and 'Calendar'. The 'Calendar' item is highlighted. The main content area has a navigation bar with 'Home', 'Properties Lists', 'Owners Lists', 'News', 'FAQ's', and 'Contact'. Below this is a progress indicator with seven steps: 'Description', 'Price', 'Images', 'Details', 'Location', 'Amenities', and 'Calendar', with 'Calendar' being the active step. The main content area is titled 'Edit Page' and contains the heading 'When is your listing available?' with a sub-note: '* (Click to select the period you wish to mark as booked for visitors.)'. Below this is a calendar for February 2017. The calendar grid shows days from 1 to 26. The date 23 is highlighted in a dark grey box, indicating it is selected for booking.

February 2017						
M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26

Please note that all details can be edited at a later date.

At the end of the process of adding a listing you will simply come to a dead end. What happens is that an email is automatically sent to the administrator to approve the listing.

This will be approved manually in due course – please be patient as the administrator may be out of the office for a few days. If your advert does not appear within a few days then send an email through the 'Contact' form to prompt a response.

When your Listing is approved it will appear on the website and you can then Login to amend all details for your property.