

HOW TO SYNC YOUR AVAILABILITY CALENDAR WITH OLIVER'S TRAVELS

If you already have a calendar with your property's availability (iCloud, Google, HomeAway or Airbnb all work) please refer to [page 2](#):

"HOW TO SHARE YOUR CALENDAR"

If don't have a calendar yet, you can easily create one using either iCloud or Google Calendar. To do this, please refer to [page 7](#):

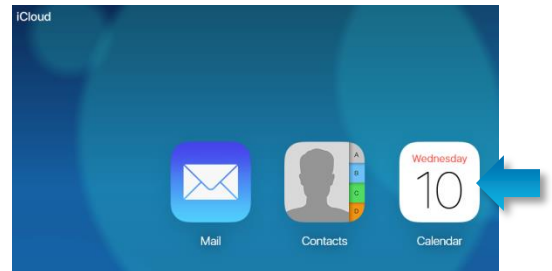
"HOW TO CREATE A CALENDAR"

HOW TO SHARE YOUR CALENDAR

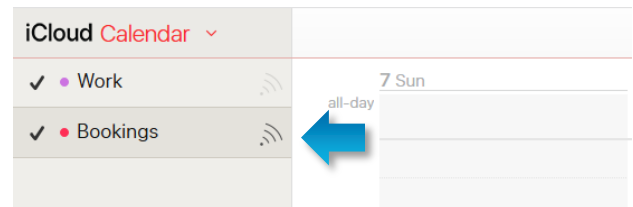
In this section you will learn how you can find your calendar's URL to share with us. Just refer to the system you currently use:

✓ iCloud	Page 3
✓ Google Calendar	Page 4
✓ Homeaway	Page 5
✓ Airbnb	Page 6

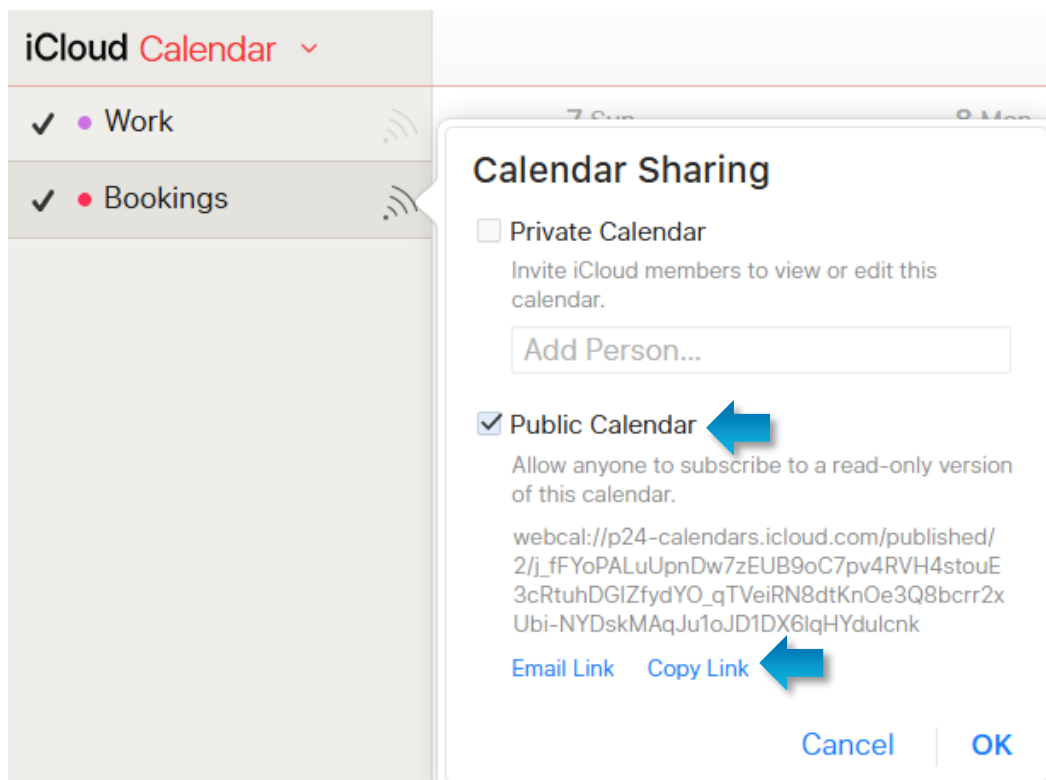
- ✓ **Step 1:** Login to your iCloud account, go to **Calendar**



- ✓ **Step 2:** Click the **radar icon** next to the calendar you want to import to Oliver's Travels

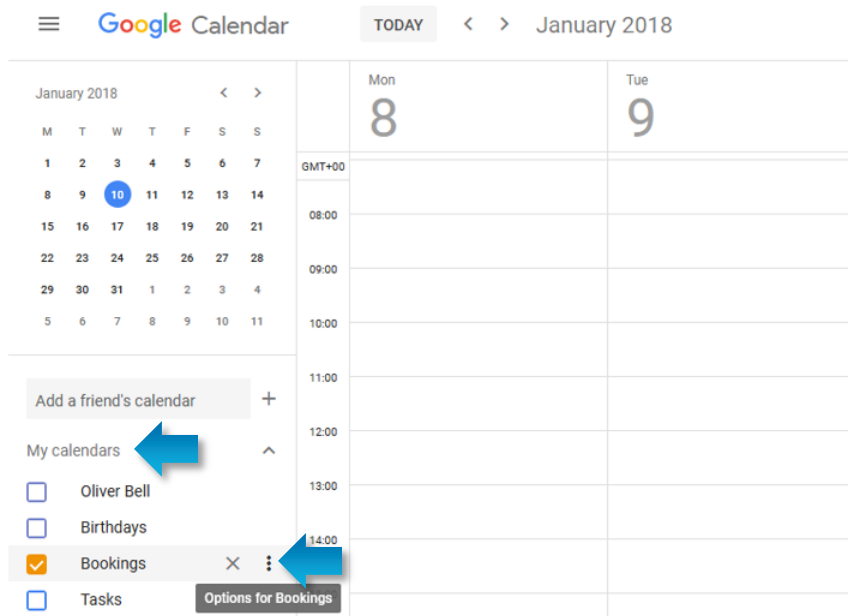


- ✓ **Step 3:** Check the box to make your calendar **public**. Click **Copy Link** and email it to us.

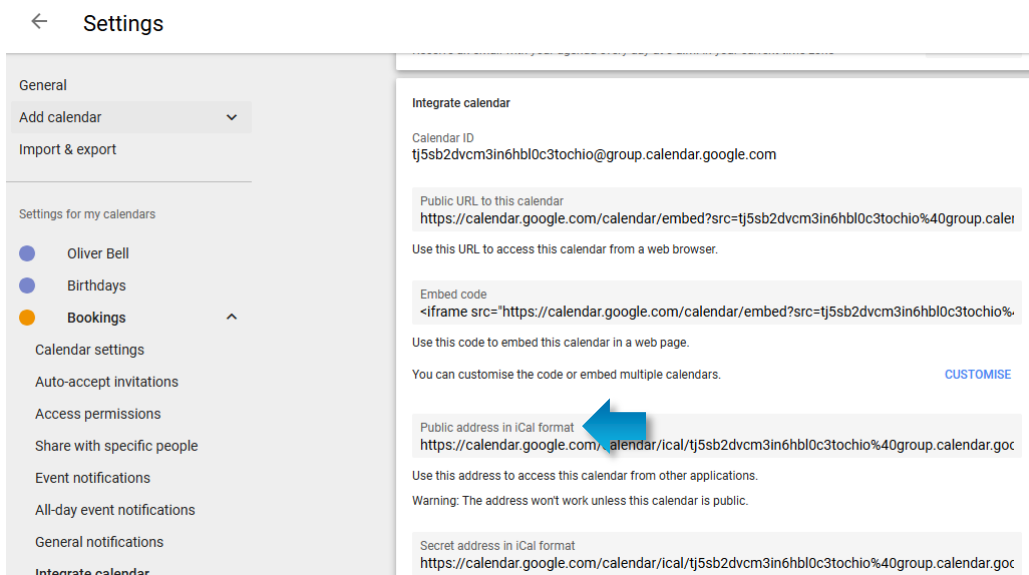


Google Calendar

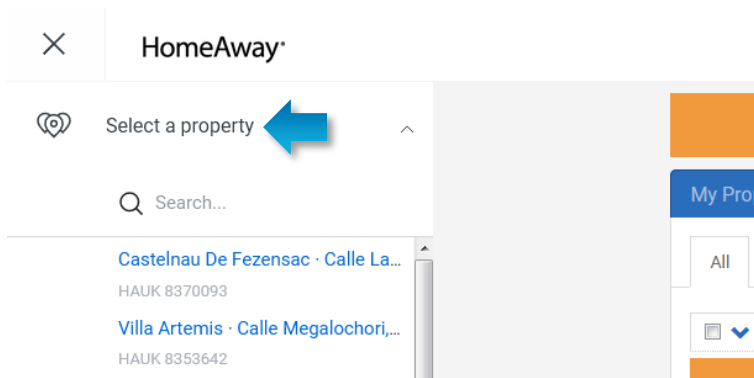
- ✔ **Step 1:** Find **My calendars** on the left. Hover over the calendar you want to import to Oliver's Travels and click the **Options** icon on the right. Then select **Settings and sharing**.



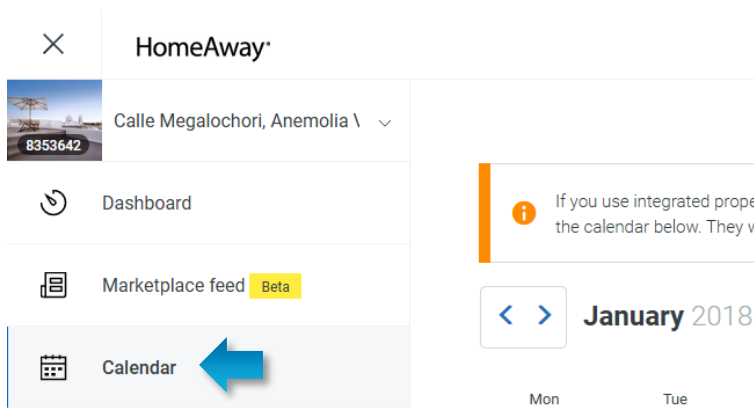
- ✔ **Step 2:** Copy **Public address in iCal format** (has to be this one!) and email it to us.



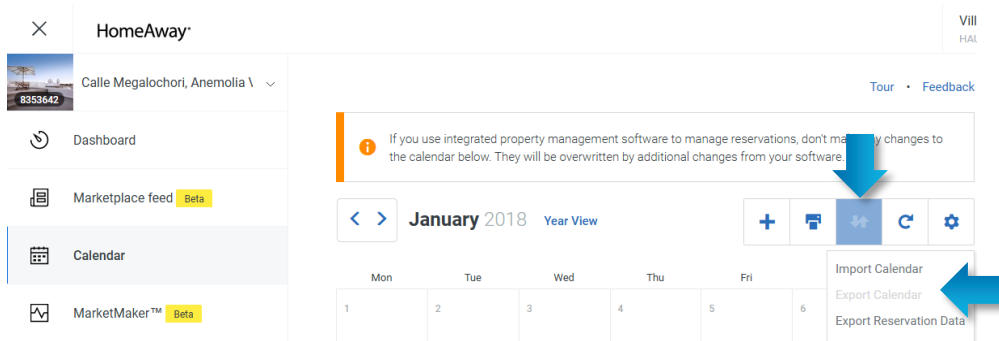
- ✓ **Step 1:** Login to Homeaway & select the property you'd like to import the availability from.



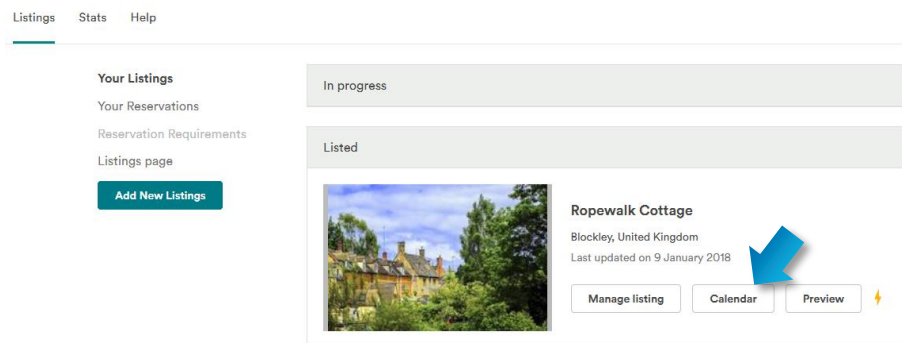
- ✓ **Step 2:** Click **Calendar** from the left hand menu.



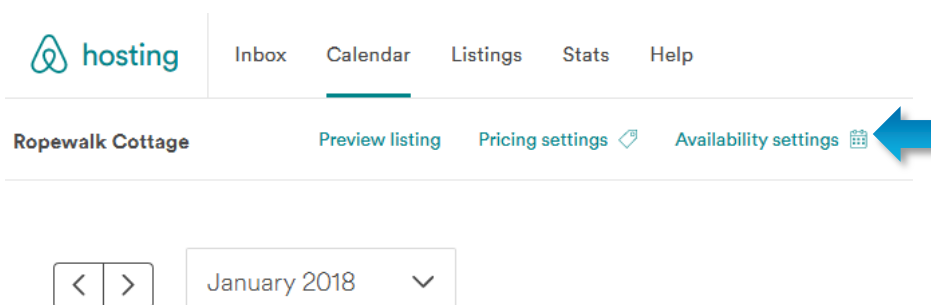
- ✓ **Step 3:** From the **arrows** icon on the top right, Select **Export Calendar**, copy the URL and email it to us.



- ✓ **Step 1:** Login to Airbnb & click **Calendar** on the listing you want to export availability from.



- ✓ **Step 2:** Click **Availability settings**.



- ✓ **Step 3:** Scroll down to Sync calendars. Click **Export calendar**.

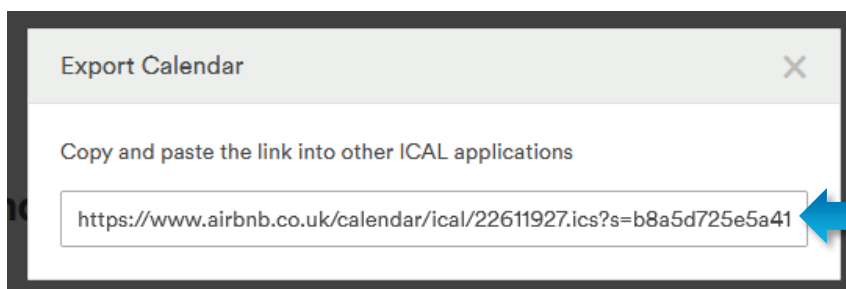
Sync calendars

Ropewalk bookings

Import Calendar

Export Calendar

- ✓ **Step 4:** Copy the URL and email it to us.



HOW TO CREATE A CALENDAR

In this section you will learn how to create a new calendar, add your booked dates and then share your calendar with us. You'll just need to select your preferred system:

✓ iCloud

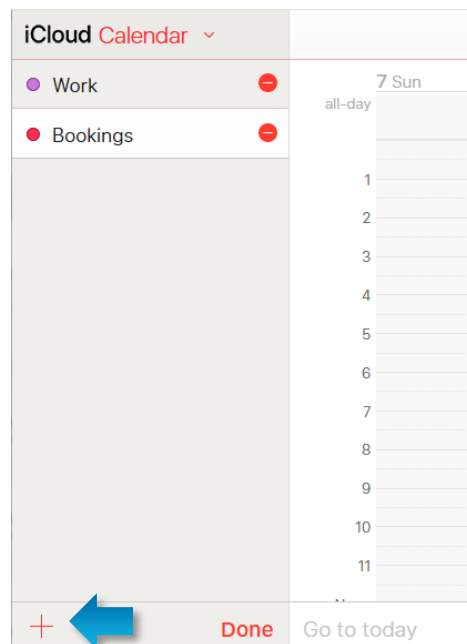
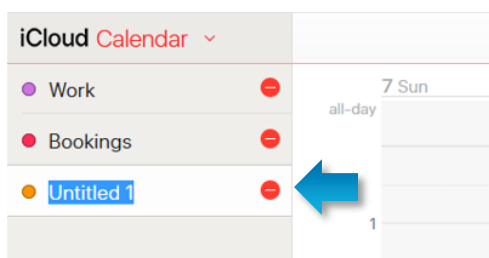
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✓ Google Calendar

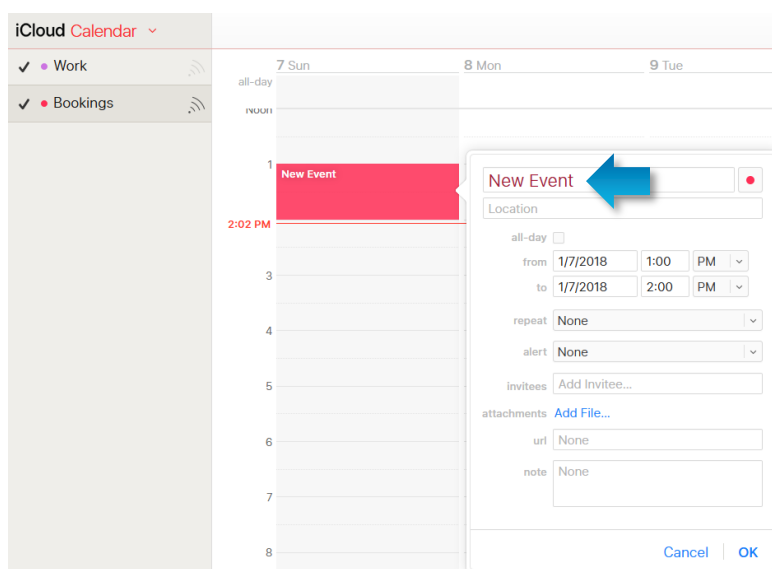
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- ✓ **Step 1:** Login to iCloud. Select 'Calendar'. Click 'Edit' towards the bottom left of the screen. Then click on the plus sign to the left.

- ✓ **Step 2:** Name your calendar.



- ✓ **Step 3:** Add your **booked dates**. Be careful to select the start date with the correct check-in time and the end date with the correct check-out time.

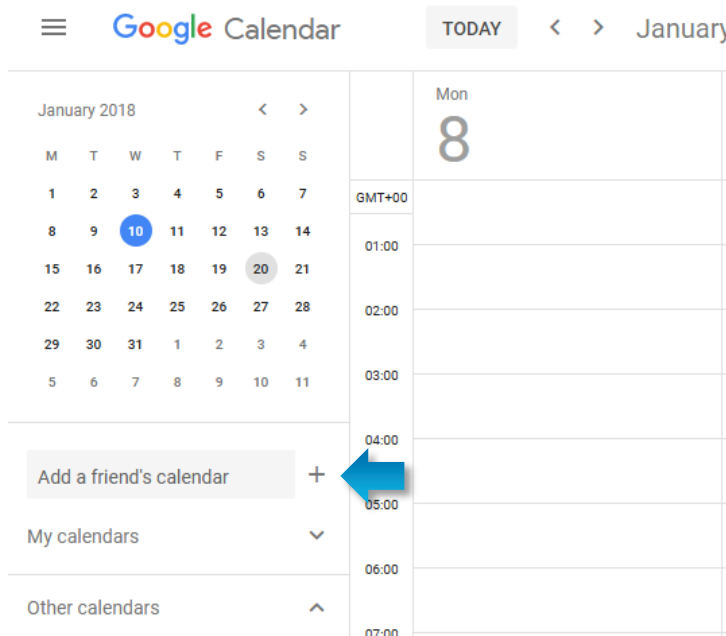


- ✓ **Step 4:** Email us the URL to the calendar by following instructions for [How to find your calendar URL on iCloud \(Page 1\)](#).

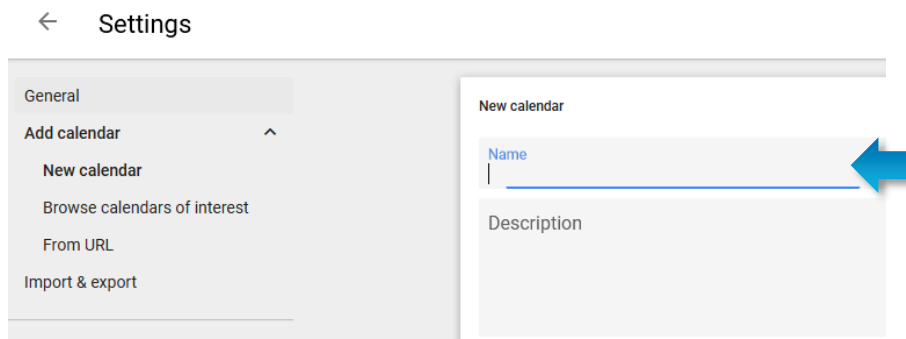
Google Calendar

- ✔ **Step 1:** Login to Google calendar via <https://calendar.google.com/>.

Click on the [+] plus sign next to **Add a friend's calendar**. Click New calendar.



- ✔ **Step 2:** Name your calendar. Click **CREATE CALENDAR**.



- ✔ **Step 3:** Add your **booked dates**. Be careful to select the start date with the correct check-in time and the end date with the correct check-out time.
- ✔ **Step 4:** Email us the URL to the calendar by following instructions for **How to find your calendar URL on Google Calendar (Page 2)**.