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
②	Homeaway	Page 5
⊘	Airbnb	Page 6

Page 2



iCloud



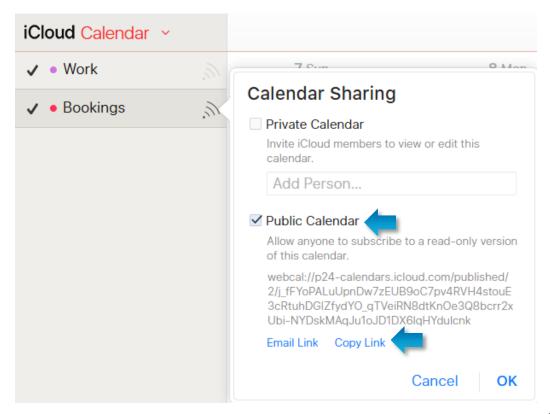
 Step 1: Login to your iCloud account, go to Calendar



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



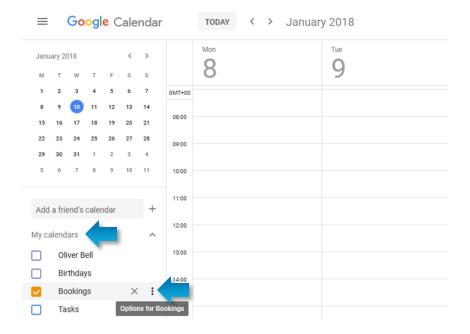
Step 3: Check the box to make your calendar public. Click Copy Link and email it to us.



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.



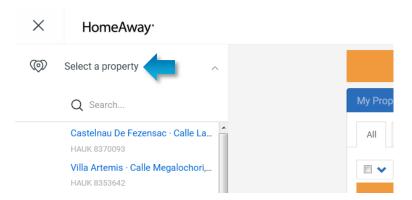
Step 2: Copy Public address in iCal format (has to be this one!) and email it to us.

Settings General Integrate calendar Add calendar Import & export tj5sb2dvcm3in6hbl0c3tochio@group.calendar.google.com Settings for my calendars https://calendar.google.com/calendar/embed?src=tj5sb2dvcm3in6hbl0c3tochio%40group.calendar.google.com/calendar/embed?src=tj5sb2dvcm3in6hbl0c3tochio%40group.calendar.google.com/calendar/embed?src=tj5sb2dvcm3in6hbl0c3tochio%40group.calendar.google.com/calendar/embed?src=tj5sb2dvcm3in6hbl0c3tochio%40group.calendar.google.com/calendar/embed?src=tj5sb2dvcm3in6hbl0c3tochio%40group.calendar.google.com/calendar/embed?src=tj5sb2dvcm3in6hbl0c3tochio%40group.calendar.google.com/calendar.gooUse this URL to access this calendar from a web browser Oliver Bell Birthdays <iframe src="https://calendar.google.com/calendar/embed?src=tj5sb2dvcm3in6hbl0c3tochio%-</p> **Bookings** Use this code to embed this calendar in a web page Calendar settings CUSTOMISE You can customise the code or embed multiple calendars Auto-accept invitations Access permissions Public address in iCal format https://calendar.google.com/_alendar/ical/tj5sb2dvcm3in6hbl0c3tochio%40group.calendar.goc Share with specific people Use this address to access this calendar from other applications. Event notifications Warning: The address won't work unless this calendar is public All-day event notifications General notifications Secret address in iCal format https://calendar.google.com/calendar/ical/tj5sb2dvcm3in6hbl0c3tochio%40group.calendar.gocolour.google.com/calendar.google.coIntegrate calendar

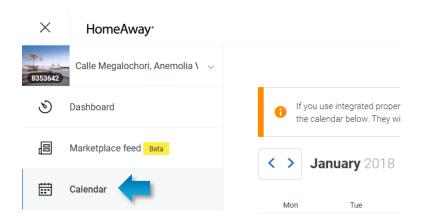
Homeaway



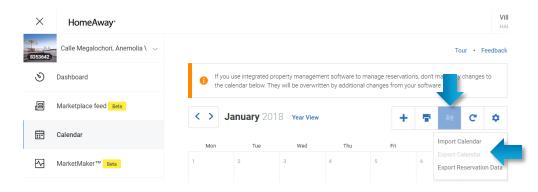
Step 1: Login to Homeaway & select the property you'd like to import the availability from.



Step 2: Click Calendar from the left hand menu.



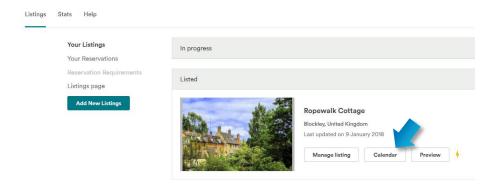
Step 3: From the arrows icon on the top right, Select Export Calendar, copy the URL and email it to us.



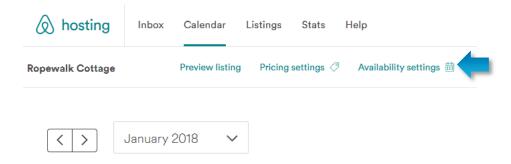
Airbnb



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



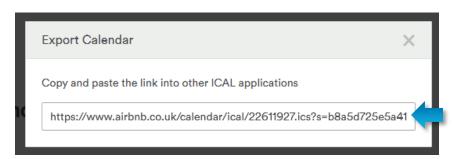
Step 2: Click Availability settings.



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



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 Page 8

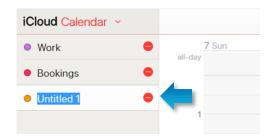
Google Calendar
Page 9

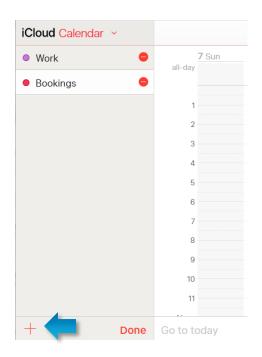
Page 7

iCloud

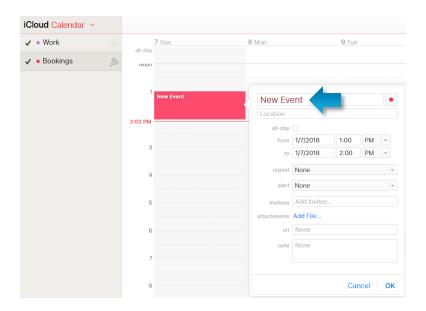


- Step 1: Login to iCloud. Select 'Calendar'. Click 'Edit' towards the bottom left of the screen. Then click on the plus sign to the left.
- Step 2: Name your calendar.





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.



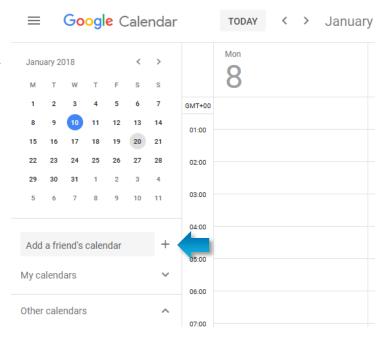
Step 4: Email us the URL to the calendar by following instructions for How to find your calendar URL on iCloud (Page 1).

Google Calendar

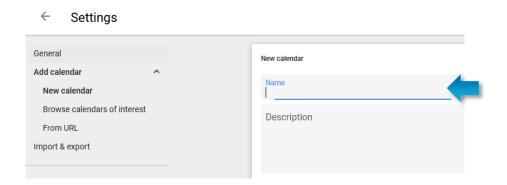


 Step 1: Login to Google calendar via https://calendar.google.com/.

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).