Theatre DigsBooker

Digs Listing Checklist

An easy checklist to make sure you are getting the most from your digs listing.

Login to your account and check if you have:

1 Completed your **Profile**

Take a minute to make sure these are up-to-date:

- Email Address
- Home Number
- Mobile Number
- Profile Photo

Read Help Article.

2 Checked your **Messages**

All discussions with Guests are now in one place:

- Click on the messages tab
- Click on messages
- Read and respond to Guests' Enquiries

Read Help Article.

3 Respond to **Bookings**

Check your email regularly

- Click the bookings tab
- Respond to booking requests

Read Help Article

4 Edit your **Digs**

Ensure your digs listing is fully optimised:

- Name your Digs
- Check the address
- Write a full description
- Select the type of digs
- Choose minimum stay
- Whole property or individual rooms?
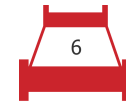- Tick all of the features applicable

Read help article.

5 Upload GREAT **Photos!**

The most important element of your listing.

- Are your photos landscape?
- Photo of bedroom(s)?
- Photo of all accessible areas?
- Photo of bathroom?
- Photo of exterior?
- Good quality, in focus and well lit?

Read Help Article

6 Add **rooms and prices**

Add each available bedroom to the listing.

- Name each room
- Choose bed type
- Set maximum number of Guests
- Set prices (unless whole property)
- Nightly, Weekly & Monthly prices
- Single & Double occupancy prices?
- Tick room features
- Choose minimum stay
- Whole property or individual rooms?
- Tick all of the features applicable
- Save Changes

Read help article.

7 Update your **Calendar**

You should only show availability when you can receive Guests.

- Click on the Calendar Tab
- Click on Individual dates or:
- Block out several days at once
- Manage each room's availability

Tip: Bookings made on site update automatically

Read help article.

Our support team are here 9-5, Mon-Fri to help you.
www.theatredigsbooker.com
support@theatredigsbooker.com
01335818025