

USER MANUAL



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Overview

Free Calendars That Work On ALL Platforms

RentalCalendars.com is a completely free application. Our calendars are coded in HTML5 and work on all platforms and mobile devices. They can be embedded into any website.

There are actually two types of calendars. For those of you with more than one property, the multi-unit calendar is a great way to show at-a-glance availability for your guests. However we also offer a single unit calendar that will display availability for just one property.

Of course, is anything in life really free? The calendars have a small ad link at the top promoting travel insurance from TravelGuard. TravelGuard is the best travel insurance provider in the country, and that's why we partnered with them. The ads help pay for the cost of the service and are necessary to keep the service afloat.

If you want to remove the ads and gain the ability to display rates, rules and offer online booking, then you would want to check out our full vacation rental management software application at Lodgix.com.

Setup

Add Property

Step 1

RentalCalendarsDirect

Properties

Calendars

My Profile

Logout

Manage your properties

Add

Delete

	Order	Name
☐	1	test property
☐	2	test property2
☐	3	test property3

Step 2

Add Property

Name:

Bedrooms:

Baths:

Url:

Add

Delete Property

RentalCalendarsDirect

Properties

Calendars

My Profile

Logout

Manage your properties

Add

Delete

2

	Order	Name	Bedrooms	Baths	iCalendar Url	
1	☒	1	test property2	2	2.0	http://staging.rentalcalendarsdirect.c
	☐	2	test property	2	2.0	http://staging.rentalcalendarsdirect.c
	☐	3	test property3	3	3.0	http://staging.rentalcalendarsdirect.c

Delete

The selected property(s) will be deleted. This cannot be undone. Are you sure?

Delete

Sort Properties

Drag / Drop

Manage your properties

Add

Delete

	Order	Name	Bedrooms	Baths	iCalendar Url
☐	1	test property	2	2.0	http://staging.rentalcaler
☐	2	test property2	2	2.0	http://staging.rentalcaler
☐	3	test property3	3	3.0	http://staging.rentalcaler

Select the row containing the property you want to move, the selected row will turn grey onmouseover. Drag the property to the new location in the list of properties.

Manage your properties

Add

Delete

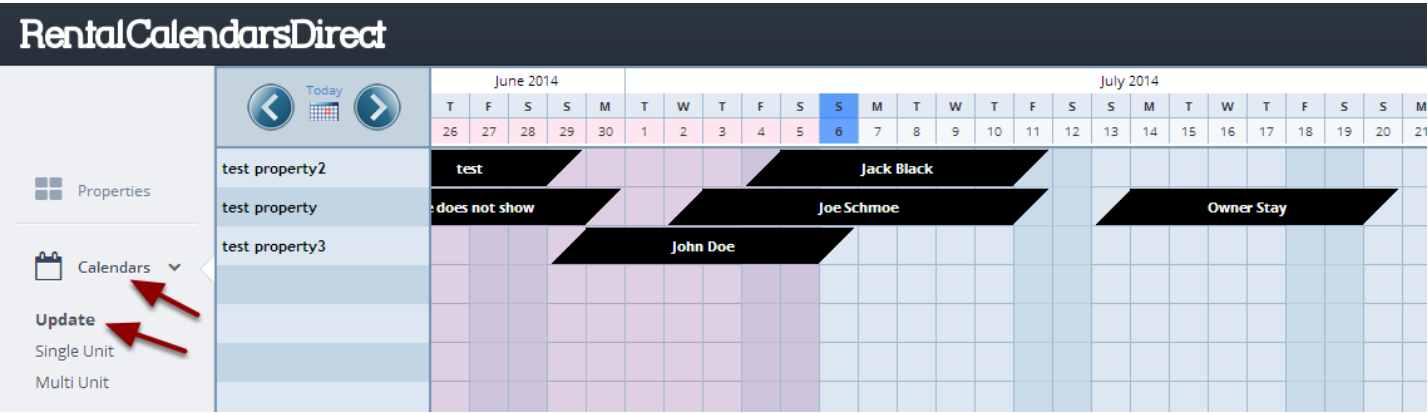
	Order	Name	Bedrooms	Baths	iCalendar Url
☐	1	test property2	2	2.0	http://staging.rentalcal
☐	2	test property3	3	3.0	http://staging.rentalcal
☐	3	test property	2	2.0	http://staging.rentalcal

Test property has moved from #1 in the order, to #3 in the order.

Update Availability

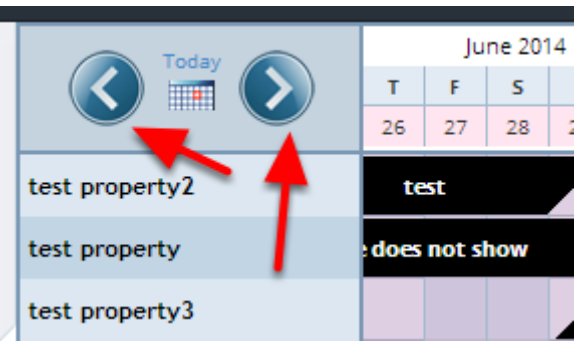
Blocking Dates

Step 1: Navigate to the Update Calendar(s) Screen



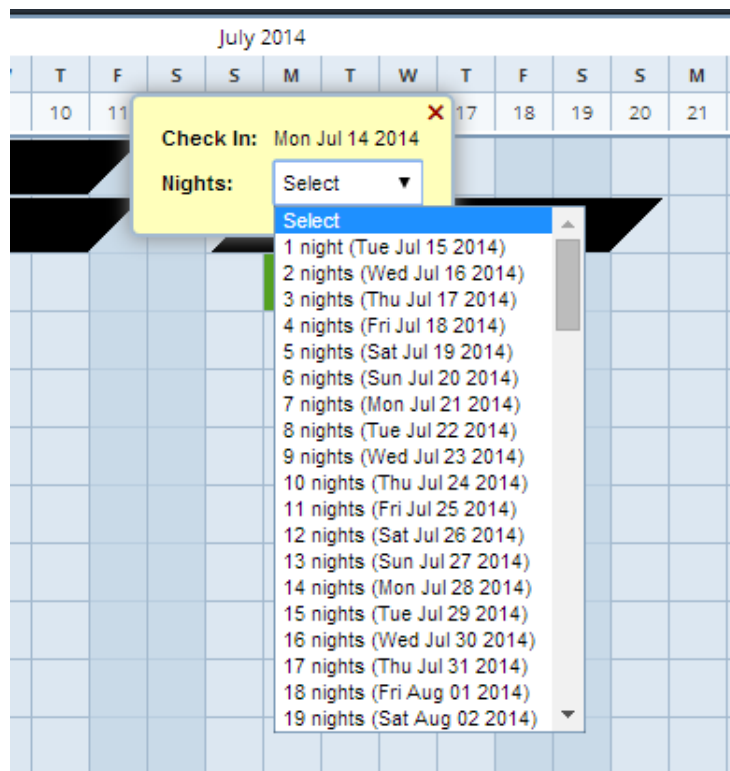
Go to Calendars > Update

Step 2: Navigate to the Arrival Date



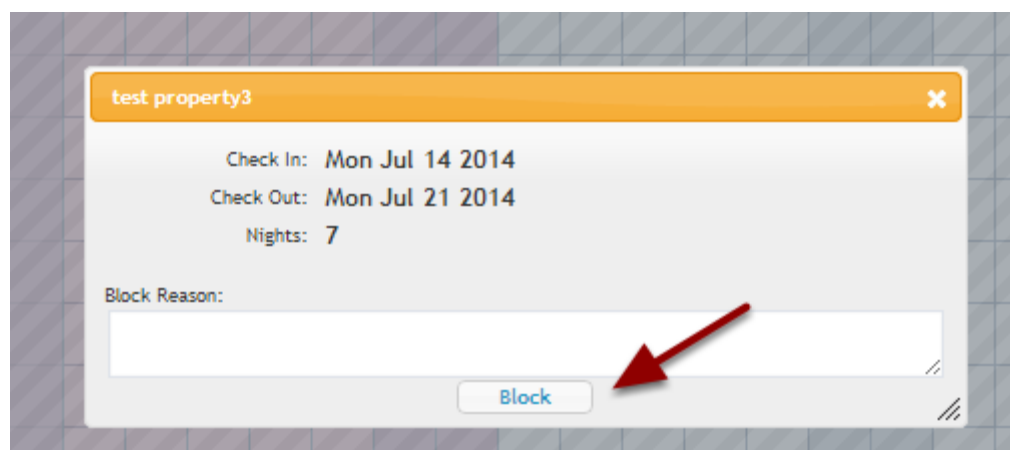
Arrow forward and back to desired arrival date

Step 3: Block Dates for Unavailable Nights



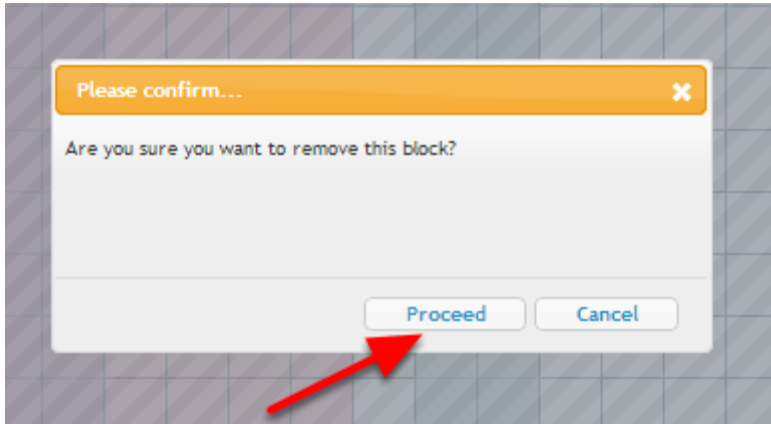
Click on the arrival date, then choose the number of nights to block off.

Step 4: Enter A Description (guest name, renovation,etc.)



Deleting Blocked Dates

To delete a blocked date simply double click on it...

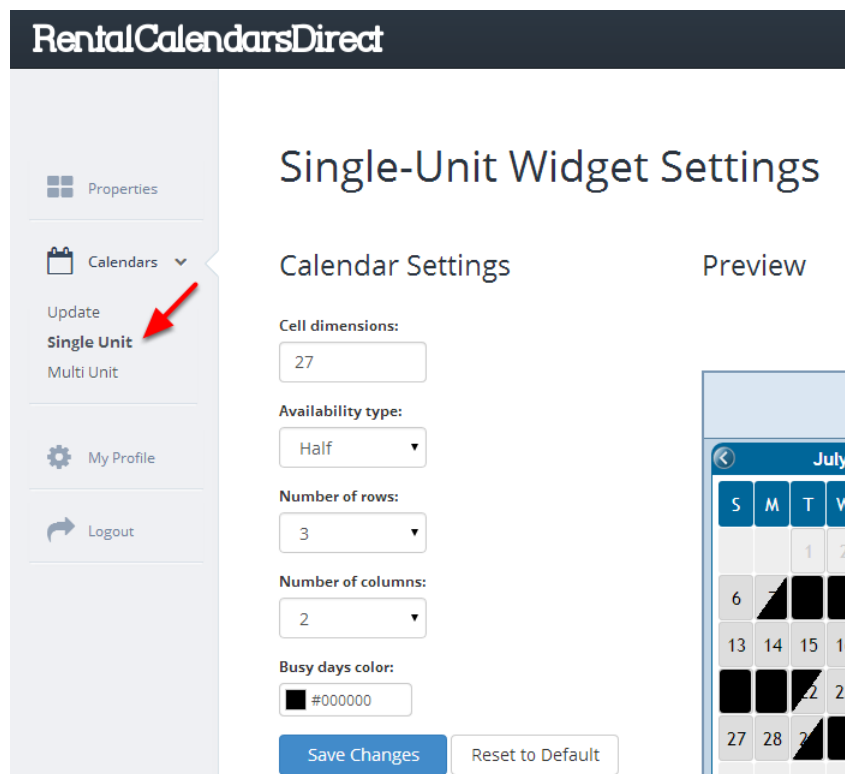


..and then confirm that you wish to proceed with the block deletion.

Publishing the Calendar(s)

Single-Unit Calendars

Go to Calendars > Single Unit



RentalCalendarsDirect

Properties

Calendars

Update
Single Unit
Multi Unit

My Profile

Logout

Single-Unit Widget Settings

Calendar Settings

Cell dimensions:

Availability type:

Number of rows:

Number of columns:

Busy days color:

Preview

July

S	M	T	W
		1	2
6	7		
13	14	15	16
		22	23
27	28	29	

1. Cell dimensions. This will increase or decrease the size of the cell representing each day.
2. Availability type: Half will show that a checkout or checkin occurs on that date. Full will block off the entire cell for unavailable nights.
3. Number of rows. This will extend or shorten the height of the calendar. The minimum is one row.
4. Number of columns: This will extend the length of the calendar. The minimum is two columns.
5. Busy days color. Many will set this color to red. It represents days that are not available.
6. SAVE your changes!

Preview of the calendar will appear to the right.

Embed Code

Embed Code

test property ▼

```
<div align="center"><script
type="text/javascript">var
__rcd_origin='http://staging.rentalcalendarsdirect.co
m';</script><script type="application/javascript"
src="http://staging.rentalcalendarsdirect.com/calen
dar/js/scc_code.js" charset="utf-8"></script><script
type="text/javascript">  new RCDUnitCalendar(
3,      5  );</script> </div>
```

Select a property and copy the HTML code that appears into your website.

Multi-Unit Calendars

Settings

Multi-Unit Widget Settings

Calendar Settings

Cell dimensions: 1

Availability type: 2

Number of days: 3

Busy days color: 4

5

1. Cell dimensions. This will increase or decrease the size of the cell representing each day.
2. Availability type: Half will show that a checkout or checkin occurs on that date. Full will block off the entire cell for unavailable nights.
3. Number of days. This will extend or shorten the length of the calendar.
4. Busy days color. Many will set this color to red. It represents days that are not available.
5. SAVE your changes!

Preview and Embed Code

Preview

Free Travel Insurance Quotes from TravelGuard

<

>

July 2014

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	
6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
test property2																									
test property																									
test property3																									
	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

Free Travel Insurance Quotes from TravelGuard

Embed Code

```
<div align="center"><script type="text/javascript">var __rcd_origin='http://staging.rentalcalendarsdirect.com';
</script><script type="application/javascript" src="http://staging.rentalcalendarsdirect.com/calendar/js/muc_code.js"
charset="utf-8"></script><script type="text/javascript">  new RCDCalendar(3);</script>  </div>
```

Changes saved in the settings area can be immediately previewed. Underneath the preview is the "Embed Code". Copy and paste the provided HTML anywhere in your website where you want the calendar to appear. The calendar will update automatically whenever you update the availability online.

iCalendar Links

Location

 Properties

 Calendars ▾

 My Profile

Manage your properties

Add

Delete

	Order	Name	Bedrooms	Baths	iCalendar Url
☐	1	Calendar	1	1.0	http://www.rentalcalendarsdirect.com/icalendar/22304.ics

Within the property list, a iCalendar URL link is provided. To cut / paste that link simply click on the link and cut / paste the link into any application that can import data in an iCal (.ics format). HomeAway / VRBO, Google calendars, etc. can all support iCal feeds.

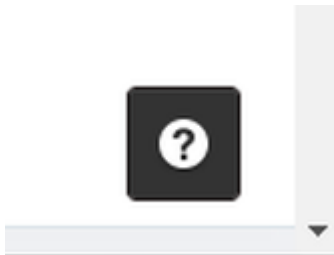
THE ICAL URL IS NOT A LINK TO A HOSTED VERSION OF YOUR CALENDAR. DO NOT PUT THIS LINK ON YOUR WEBSITE FOR YOUR GUESTS TO VIEW.

Contact Support

Email Only

Support is via email only. Phone support is not offered.

Use the question mark!



When logged into RentalCalendarsDirect.com use the ? in the lower right corner of the screen

Type your message to support and include details. Inquiries lacking detail will not be answered.

