



Mountain Life Hub: Quick Reference Guide

Resort Set Up

In order to set up your property as a Resort, you must create your account and select **Resort** as your Property Type. Ensure Membership of either Annual or Monthly has been paid. Once this is done, you can now set up your venue as a Resort.

There are Three Steps: First is to create the Resort. Second is to create the Resort Room Type. Third is to set your Pricing. A resort will not become visible on the website until Pricing is set.

RESORT

1. **Resort Tab:** Click on Resort
2. Click on **+Add**
3. **Region:** Select the relevant Ski Mountain
4. **Name:** The name is what will be displayed on the website, ensure this represents your venue correctly
5. **URL Name:** Click on the “Generate” tab to auto populate
6. **Address:** Enter the physical address of your venue, the map will automatically locate it.
7. **Short Description:** This description will be displayed within the main search area. Keep it simple and enticing
8. **Facilities:** List your key facilities per line, example:
 - 4 Bedrooms with En-suites
 - Spa
 - Open Fire Place
9. **Image:** Choose a Main image that will be displayed within the search. The Header image is
10. **Gallery Images:** These are additional images of the venue
11. **Description:** This is where you describe your venue in full detail. Ensure you offer as much information as possible that will be relevant to guests
12. **Search Engine Optimisation:** Key words will create greater searches. E.g.: Mount Buller, Mt Buller and so on
13. **Submit:** Click on Submit to save your venue



RESORT ROOM TYPE

This functionality allows you to create multiple room types. Example: If your venue is a four bedroom house with all different configurations and you wish to let out each room separately, you then need to create four Room Types. If you have two Queen Rooms and two Bunk Rooms, then you only need to create one of each (see Step 5 Pricing). If you only want to let out the whole house, then you just create the one Room Type

1. **Resort Tab:** Click on Resort Room Type
2. Click on **+Add**
3. **Resort:** Select your Resort you just created in the above steps
4. **Room Type:** This will be the name for either each individual room or the whole venue
5. **Max People:** Depending on what Room Type you have decided, this will either be for an individual room or the whole venue
6. **Room Amenities:** Select what is applicable.
7. **Description:** This description will be for either each room or the whole venue
8. **Active:** This flag will activate your Room Type. Example, you may have the ability to change the configuration for a room and would prefer to have a room type for each configuration. When that specific configuration is made, you can de-activate the other by un-clicking the Active button
9. **Main Image:** Choose a Main image that will be displayed for that Room Type
10. **Submit:** Click on Submit to save your venue



PRICING

This functionality allows you to create your pricing for the room type/s.

1. **Resort Tab:** Click on Resort Room Type
2. You will see your Room Type displayed. Click on the **Pricing** grid
3. **From Date:** Select your Start date
4. **To Date:** Select your End Date
5. **Available:** You may have two rooms that are the exact same configuration. In this case enter 2. If you only have one, then enter 1
6. **Price:** Enter the price per night (See Example below)
7. **Select Days:** Enter the days (See Example below)
8. **Submit:** Click on Submit to save your venue

Pricing Example:

Low Season:

From Date 7/6/19 - To Date 11/7/19

Available = 2

\$50 per night

Tick Monday, Tuesday, Wednesday, Thursday and Sunday

Submit

-----Repeat-----

From Date 7/6/19 - To Date 11/7/19

Available = 2

\$80 per night

Tick Friday and Saturday

Submit

Repeat above for Peak and Spring periods.