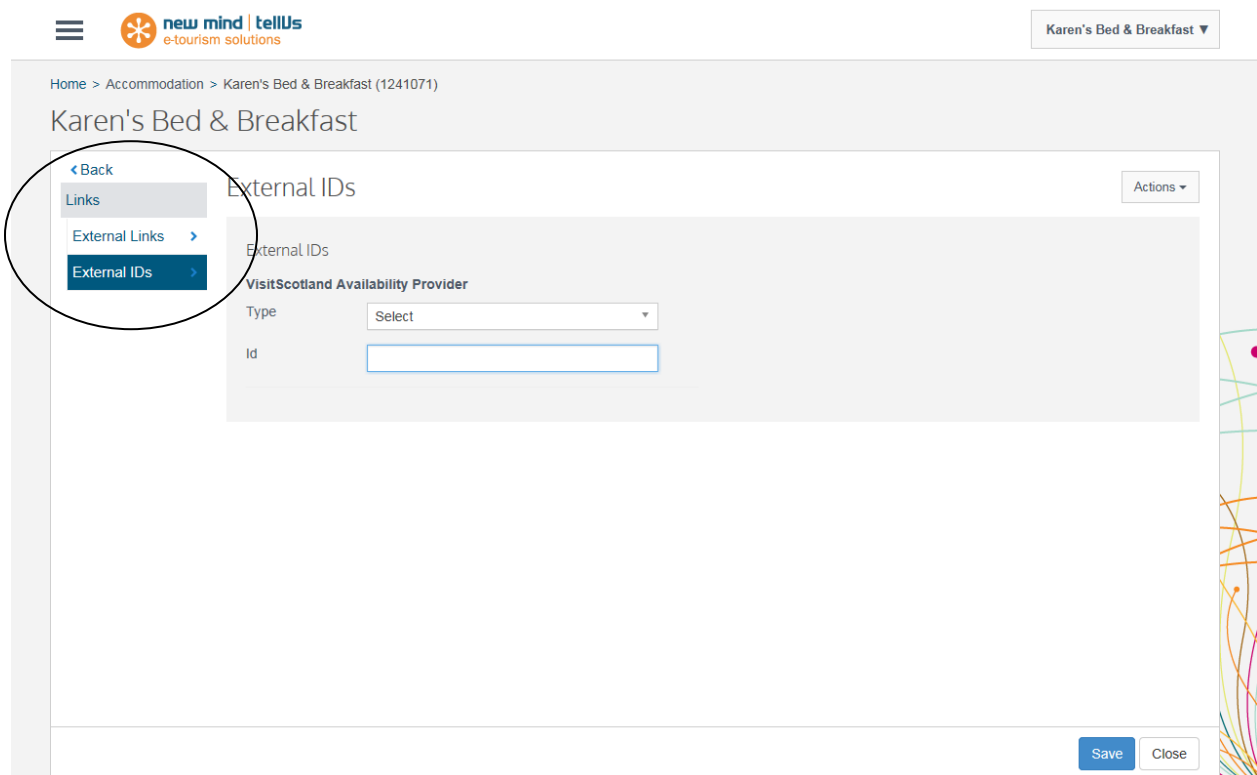


Displaying Accommodation Availability on your VisitScotland Listing - Instructions

In order to show availability on www.visitscotland.com (through your accommodation booking engine), you should enter your booking engine name and unique ID (as supplied by your accommodation booking engine), in the VisitScotland Extranet (<https://provider.visitscotland.com>).

Follow these simple steps to ensure that your availability is displayed on www.visitscotland.com when a visitor carries out a search with specific dates.

- 1) Ensure that you have the correct property ID code from your accommodation booking engine supplier before commencing this process. This code identifies your property in the accommodation booking engine suppliers system.
- 2) Log on to the VisitScotland Extranet (<https://provider.visitscotland.com>). If you do not have a VisitScotland Extranet username and password you should contact the Customer Services Team: updates@visitscotland.com.
- 3) Select “Edit Details” within the 3 bar icon in the top left corner.
- 4) Click on the ‘Links’ heading and select ‘External IDs’. You will see two fields called ‘Type’ and ‘ID’ under the heading ‘VisitScotland Availability Provider’ :



The screenshot shows the 'External IDs' form in the VisitScotland Extranet. The breadcrumb trail is 'Home > Accommodation > Karen's Bed & Breakfast (1241071)'. The page title is 'Karen's Bed & Breakfast'. A navigation menu on the left includes 'Back', 'Links', 'External Links', and 'External IDs', with 'External IDs' highlighted. The main form area is titled 'External IDs' and contains a section for 'VisitScotland Availability Provider' with two input fields: 'Type' (a dropdown menu with 'Select' as the current value) and 'Id' (a text input field). At the bottom right of the form are 'Save' and 'Close' buttons. The top right of the page shows the property name 'Karen's Bed & Breakfast' and the logo for 'new mind | tellUs e-tourism solutions'.

- 5) The 'Type' field holds the name of the accommodation booking engine that you and VisitScotland are working with. To put a value in this field, select the appropriate accommodation booking engine name from the drop-down list.
- 6) The ID field holds the unique number that your accommodation booking engine supplier will give you. Copy it exactly into the field and click the 'Save' button.

External Links >

External IDs >

External IDs

VisitScotland Availability Provider

Type

Id

Remember to click 'Save' once you have selected the relevant WBE and ID

Save Close

- 7) You may find that the two fields have already been updated by a VisitScotland member of staff - if this is the case, check they are correct. If not, please amend as appropriate.
- 8) If the accommodation booking engine you are working with is not on the list – please ask them to contact the Customer Services Team: updates@visitscotland.com.

Note: This process will only work if your accommodation booking engine supplier is on the list at <https://www.visitscotland.org/supporting-your-business/marketing-with-us/web-booking-engines>. If you use an accommodation booking engine which is not on that list, then you will not be able to display availability on www.visitscotland.com - i.e. your accommodation will not return in any date searches made on the website.