

MANAGE LISTING

INSTRUCTIONS FOR HOSTS

VACATION RENTAL LISTING AND EDITING INSTRUCTION

While creating your listing, be sure to click submit often so that you do not lose your information. Please note that phone numbers, email addresses and/or external links are prohibited from being displayed in the property description field or note area. Our website has specific locations for this information, and our system is programmed to display this information in authorized areas only. If they are entered in these areas, they will be removed, and you will receive a warning.

Please also note that ads will not be activated live on the website until ownership is verified and listing is complete including several photos, rates and detailed descriptions. We will contact you if we cannot verify ownership from our end.

NEW OWNER REGISTRATION AND PAYMENT

1. Click on "[LIST RENTAL](#)" in the upper right hand side of the home page.
2. Review the main memberships in detail and choose the best option for your home by clicking on "ADD TO CART".
3. Type in an eye catching listing title that will stand out. Fill in the contact and property information then click "SUBMIT".
4. Select any add-on's you would like and click "CONTINUE WITH ADD-ON'S". If you are not interested in Add-Ons, select "NO, THANKS". Add-ons can be purchased later as well.
5. Review your shopping cart and click on "PROCEED TO REGISTRATION"

REGISTRATION

1. Fill out the owner registration with the account holder contact information. Please note this is not the property information but the billing address and contact information for the person in charge of the account. This will be where we email or mail important correspondence.
2. Select the boxes if you want to receive text alerts and/or an email when your home has been reviewed by a renter.
3. Click "REGISTER".
4. Choose Payment Method on the left and click "PROCEED TO MAKE A PAYMENT" or "CONTINUE" if paying by check.
5. The system will walk you through payment and creating your rental listing.

TITLE & DESCRIPTION

1. Make sure you have an eye catching listing title that will stand out. This is very important.
2. Be sure to enter a very detailed description that highlights your rental property in the best possible light. The more descriptive you are, the more rentals you will secure.

ENTER CONTACT INFORMATION

Enter the contact information of the person who will receive phone calls and emails from potential rentals. This can be someone other than the account holder. If this is the same person as the account holder, you still need to fill in the fields. You are permitted to enter three different email addresses to have rental inquiries go to all three.

EDIT CONTACT INFORMATION

1. [Login to your account.](#)
2. Click on "EDIT".
3. Follow instructions above.

VACATION RENTAL LOCATION / GOOGLE MAPS

Enter the vacation rental location very carefully.

NOTE: Please note that in order for the Google map feature to work, you need to have your street address ONLY in the address field. For example, you cannot have "123 Summer Street (near 4th Street)" in the address field. It does seem to work if you have "123 Summer Street, 2nd Floor" though. If you still notice that the map is showing incorrectly, go to the property location field when logged in and tab out of the field. This fine tunes the map.

EDIT VACATION RENTAL ADDRESS / GOOGLE MAPS

1. [Login to your account.](#)
2. Click on "EDIT".
3. Follow instructions above.

IMAGES

VERY IMPORTANT: Please try to upload images that are in landscape orientation ONLY. Landscape images showcase your home in a much better light. Portrait images display cut off at times.

1. Click on the blue "UPLOAD IMAGE(S)" button.
2. Locate the image(s) on your computer, highlight the photos you want to upload and hit the return key on your computer. Multiple images can be uploaded.
3. Add a caption and click "SAVE" under each image individually to save the caption.
4. You have the option to rotate the images if needed.
5. You have the option to rearrange the images by clicking and dragging them in the order preferred.

Click the "SUBMIT" button at the very bottom of this Listing Description page to save the photos. Images must be under 8MB in size. If they are larger, please resize before uploading.



EDIT IMAGES

1. [Login to your account.](#)
2. Click on "EDIT".
3. Follow instructions above.

EDIT DETAILS

Continue filling out the remaining items such as number of bedrooms, blocks to beach, views, development name, etc.

EDIT DETAILS

1. [Login to your account.](#)
2. Click on "EDIT".
3. Follow instructions above.

YOUTUBE LINKS

You can enter up to 3 external YouTube links that showcase your rental listing.

1. Enter YouTube video description.
2. Enter YouTube video URL.

All links must be approved and must reside only in the authorized section. This feature is solely for the purpose of advertising the subject property and/or local information of the towns where your property is located. No competitor or inappropriate links are permitted and will be removed. If competitor or inappropriate website links are displayed, we have the right to suspend your listing without refund.

EDIT YOUTUBE LINKS

1. [Login to your account.](#)
2. Click on "EDIT".
3. Follow instructions above.

ENTER AMENITIES

Choose all amenities that your rental home offers.

EDIT AMENITIES

1. [Login to your account.](#)
2. Click on "EDIT".
3. Follow instructions above.

Once you get to this point, click the SUBMIT button at the bottom of the page and this will bring you to your account dashboard.

DASHBOARD

This will be where you can enter your rates, payment terms, calendar, purchase add-on's, renew your rental listing, view traffic, email inquiries and much more (see below).

ENTERING RENTAL RATES

1. Click on the Rate link in your dashboard.
2. Enter your rates by day, week, weekend, monthly and/or seasonal.
3. Click the Save button.

NOTE: If your rates are not posted in the actual rate table, your ad will not show up when someone searches by rates

EDIT RENTAL RATES

1. [Login to your account.](#)
2. Click on "RATES".
3. EDIT RATES: click on "EDIT" next to the line you want to edit. Make the changes and click "Save".
4. DELETE RATES: To delete rates already entered you either click on the red "DELETE" button on the right of each line or check "SELECT ALL" on the left and then click on the "DELETE ALL SELECTED" button on top.
5. Follow instructions above to enter new rates.

ADDITIONAL RATE INFORMATION

1. On the same page as the rates, scroll down to fill in the information regarding other fees, check-in, check-out, payment terms and any additional notes.
2. Click the Save button at the bottom of the page

EDIT ADDITIONAL RATE INFORMATION

1. [Login to your account.](#)
2. Click on "RATES".
3. Follow the instructions above.

ADD A SSRNJ.COM DIRECT BOOKING TO OUR CALENDAR

1. [Login to your account.](#)
2. Click on "CALENDAR".
3. Click on "ADD MANUALLY" button.
4. Look to the right and enter: arrival date, departure date, customer name (not required) and rental source (not required).
5. Select Booking Status: Confirm or Pending.
6. Click the Save button.
7. Confirm the dates entered are correct.

* Note: if you have a pending booking, be sure to log back in when the booking is confirmed and click the CONFIRM button for that time period.

MANUALLY EDIT OR DELETE A SSRNJ.COM DIRECT BOOKIN

1. [Login to your account.](#)
2. Click on "CALENDAR".
3. Look to the right under RESERVATION LIST.
4. Click on "EDIT" next to the booking ou want to edit or delete.
5. To edit booking, make the changes and click the "SAVE" button.
6. To delete booking, click the "DELETE BOOKING" button.

SYNC SSRNJ.COM CALENDAR AND EXTERNAL CALENDARS

[View instructions here.](#)

OTHER DASHBOARD ITEMS

PREVIEW

This will display what your rental listing will look like to the public on the website.

ADD-ON'S

This is where you can purchase any add-on's if you didn't on original purchase.

1. [Login to your account.](#)
2. Click on the add-on link in your dashboard.
3. Choose the add-on's that you would like to purchase or renew.
4. The system will walk you through the process.

CREATE/EDIT SPECIAL'S PAGES

1. Login to your account.
2. Click on " Edit Special's pages" text under the listing you want to post a special.
3. Click on the "ADD or EDIT SPECIAL" blue box of the page you would like to post a special.
4. Add your special details in the comment area and hit SAVE.
5. Make sure the special is toggled to ACTIVE if you want it to appear on your listing and Special's page. If not, turn it to PAUSE..
6. Your Special will now appear on your rental listing as well as the designated Special's page.

RENEW RENTAL LISTING AND/OR ADD-ON'S

1. [Login to your account.](#)
2. Click on "RENEW LISTING".
3. Check the listings and add-on's you would like to renew.
4. Make sure only the items you are currently going to pay for are checked.
5. Click on "PROCEED TO CHECK OUT" at the bottom of the page.
6. Choose Payment Method on the left and click "PROCEED TO MAKE A PAYMENT" or "CONTINUE" if paying by check.
7. The system will walk you through payment.
8. Update your rental rates, calendar availability, images, specials and anything else that may have changed from the previous year. This is a great time to spruce up your ad.

NOT RENEWING AT THE SAME MEMBERSHIP LEVEL?

1. If listing is active, contact us to downgrade or upgrade, otherwise click on "EDIT" next to the Membership Type.
2. Choose Membership Type.
3. Click "SUBMIT".
4. On the Dashboard look to the right and click on "RENEW LISTING".
5. Follow steps 3 through 8 above.

ADD NEW LISTING TO YOUR CURRENT ACCOUNT.

1. [Login to your account.](#)
2. Click on "ADD NEW LISTING".
3. The system will walk you through the same process as your original purchase. See above for step by step instructions.

RENTER REVIEWS

1. [Login to your account.](#)
2. You can access reviews of your rental home on the right side at the bottom of page.
3. If you would like to receive an email notifying you that a renter has submitted a review of your home, click on the Dropdown menu and then "SETTINGS" on the upper right hand side. On the bottom of the page, under Settings, you will have the option to opt-in. Don't forget to click the "SUBMIT" button to save.

CHANGE ACCOUNT HOLDER EMAIL

1. [Login to your account.](#)
2. Click on the Dropdown menu and then "SETTINGS" on the upper right hand side.
3. Enter current email.
4. Enter new email.
5. Re-enter new email.
6. Click the "Submit" button at the bottom of the page for the changes to save.

CHANGE PASSWORD

1. [Login to your account.](#)
2. Click on the Dropdown menu and then "SETTINGS" on the upper right hand side.
3. Enter current password.
4. Enter new password.
5. Re-enter new password.
6. Click the "Submit" button at the bottom of the page in order for the change to save.

CHANGE ACCOUNT HOLDER MAILING ADDRESS AND PHONE NUMBER

1. [Login to your account.](#)
2. Click on the Dropdown menu and then "SETTINGS" on the upper right hand side.
3. Update mailing address and/or phone number.
4. Click the "Submit" button at the bottom of the page for the changes to save.

RENTER INQUIRY TEXT MESSAGE OPTION

Activate your listing contact phone number to receive a text message notifying you that a renter has sent you a rental request.

1. [Login to your account.](#)
2. Click on "Edit" under the rental listing you would like to receive a text.
3. Scroll down to the contact area, this is where you will have the option to opt-in.
4. Click the "Submit" button at the bottom of the page in order to save.

RENTAL LEAD LIST

Active Shore Summer Rentals owners have exclusive access to our private Rental Lead List. These are rental requests that we receive from renters who contact us directly instead of searching on their own. Feel free to contact anyone below if you have accommodation that match their request.

1. [Login to your account.](#)
2. Click on orange "RENTAL LEAD LIST" button at the top of your dashboard.
3. View all leads and contact the renters directly if you have something that matches their request.

MY PROFILE

You can add/update your profile if you wish. This is absolutely optional of course!

1. [Login to your account.](#)
2. Fill out form including your birthday. You may receive a gift.
3. Upload photo if you wish.

OWNER'S TOOLS

We have implemented a section in the dashboard for all of our active owners to access sample leases, rental sign form, checklists and more.

1. [Login to your account.](#)
2. Click on "Owner's Tools" on the right side of the dashboard.
3. Feel free to download any documents provided to your computer.

ACTIVITY REPORT

You can view the traffic statistics including number of listing views and number of email inquiries in your dashboard. You can also reset page views here as well.

1. [Login to your account.](#)
2. Scroll to the right bottom section of the page to view the above mentioned items.

RENTAL EMAIL LEADS

You can view your renter email inquiries in your dashboard.

1. [Login to your account.](#)
2. Scroll to the right bottom section of the page to view the above mentioned items.

LISTING PAYMENT OPTIONS

Our hosts can pay for our yearly membership with most credit card types. We also accept Paypal and personal check. We have an [auto renewal option](#) that hosts can set up. All accounts that are set up with auto renewal will automatically receive a 10% DISCOUNT of the entire purchase, PLUS a FREE NEWSLETTER BLAST (another \$99 value).

If you have auto renewal turned OFF, you must login to your account to manually renew. Once logged in, choose "Renew Listing" and the system will walk you through the renewal process.

>> [View our auto renewal details here.](#)

>> [View our short video on how to turn auto renewal ON/OFF.](#)

TRANSACTION/BILLING HISTORY

You can view and access your billing transaction and history in your dashboard.

1. [Login to your account.](#)
2. Click on "Transaction/Billing History" on the right side of the dashboard.

LOG OUT OF YOUR ACCOUNT

1. Click on the Dropdown menu on the upper right hand side.
2. Click "SIGN OUT"