Thank you for listing your property with **Hostelgalaxy.com**! We are delighted to welcome you to our world-wide and rapidly growing base of hotels, hostels, B&Bs and other accommodations.

HostelGalaxy.com is a next-generation and rapidly growing OTA set up to provide both the traveler and the accommodation provider the software tools and flexible booking options they have long desired - leading to happier guests and happier accommodation providers.

Not only are accommodation providers able to offer the normal nightly-basis booking options but they can also offer add-on bookable supplements (breakfast, ski/bike hire etc.) and are also able to set up special all-inclusive package offers. Whereas the normal nightly-basis options are great for most hotels and hostels, the *"special offers"* feature is perfect for ski chalets, villas and holiday homes/apartments etc., wishing to rent units as a whole for specific date ranges. Accommodation providers can also set up check in/out hours that guests cannot book outwith.

Founded by fellow travelers with years of back packing experience and years of experience working directly in hotels and hostels, HostelGalaxy.com was created to provide both the accommodation provider and traveler a great and affordable alternative to the handful of big corporation-owned booking sites that have controlled the market for the last decade and have - by charging extremely exaggerated commissions and fees - made the cost of running accommodations unaffordable for many accommodation providers - forcing them to either go out of business or hugely increase their prices to cover these overinflated commission costs.

At HostelGalaxy.com the accommodation provider never pays more than 10% commission and this is paid by the guest at the time of booking as a *booking deposit* and the remaining 90% is paid upon arrival at the accommodation (or in accordance with the payment conditions stipulated by the accommodation provider in the *"Property Terms & Conditions"* section of the *"property set up"*).

Whether you are running a hotel, hostel, B&B, ski chalet, villa, holiday home/apartment - and whether it's on a nightly or package basis - you are welcome at HostelGalaxy.com. We give you (the accommodation provider) the online control to offer guests a tailor-made experience through a flexible and individualized range of online booking options never before brought together in one OTA.

Listing your property

Step 1.

Simply go to https://www.hostelgalaxy.com and click on "List Your Property" link at the top of the website (just below the URL).
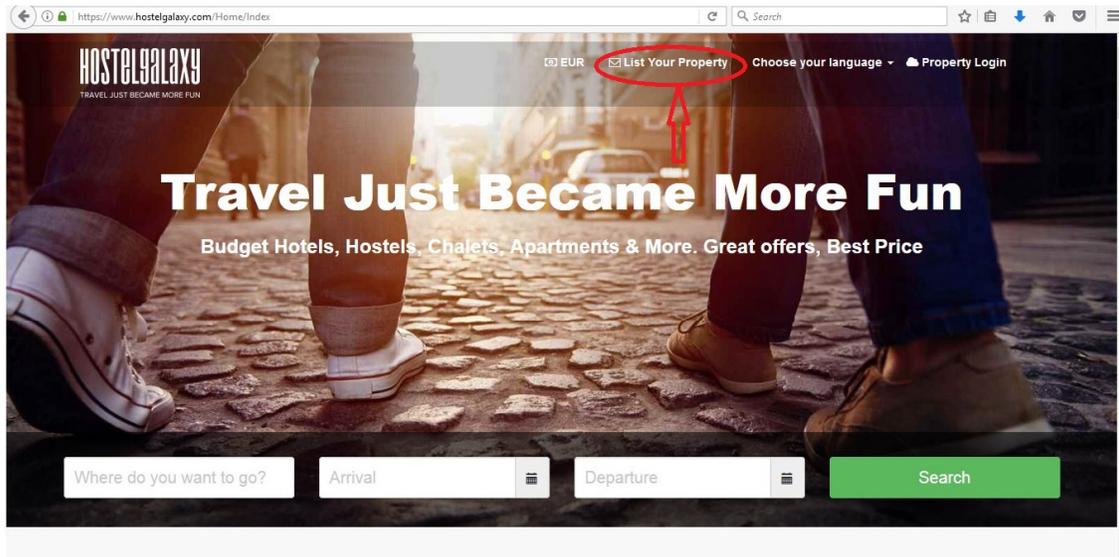
After clicking on "List Your Property" you will be directed to the page where you add a few basic set up details. After adding the details simply click on "Register" (see image below) and then we will email you a username and password to access the interface and set up your property details and photos.

Accessing your Property Interface

Step 1.
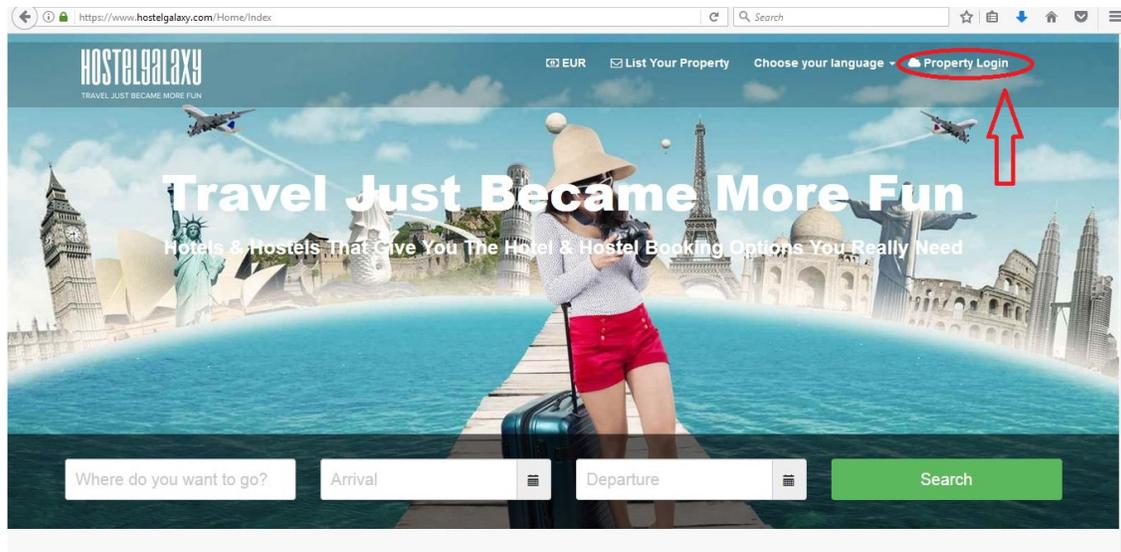
Step 2.
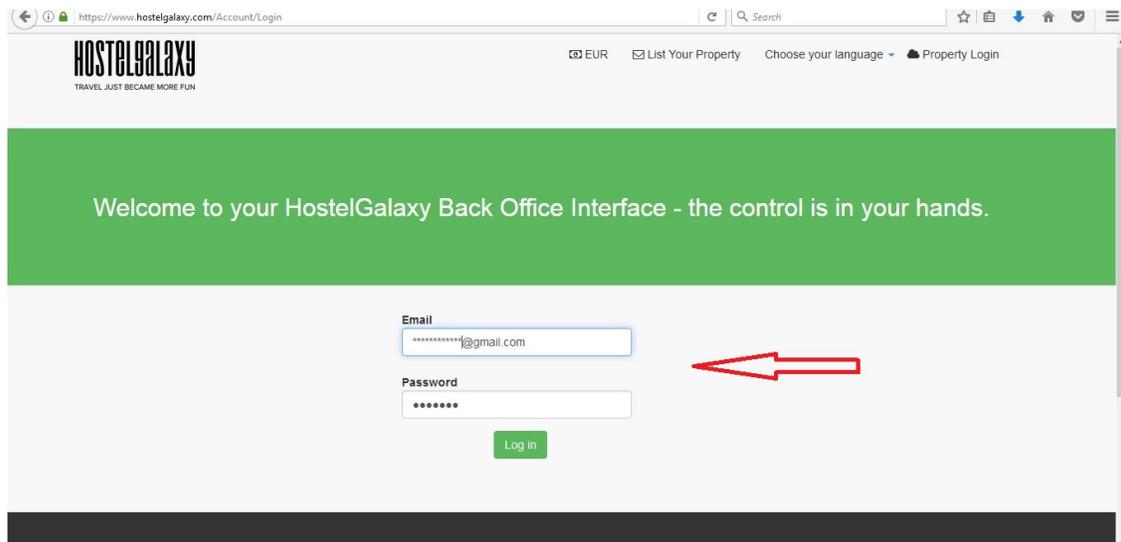
Insert the username and password we send you (we recommend copying and pasting) and the click the **"log in"** button.

Your Dashboard and the set up process
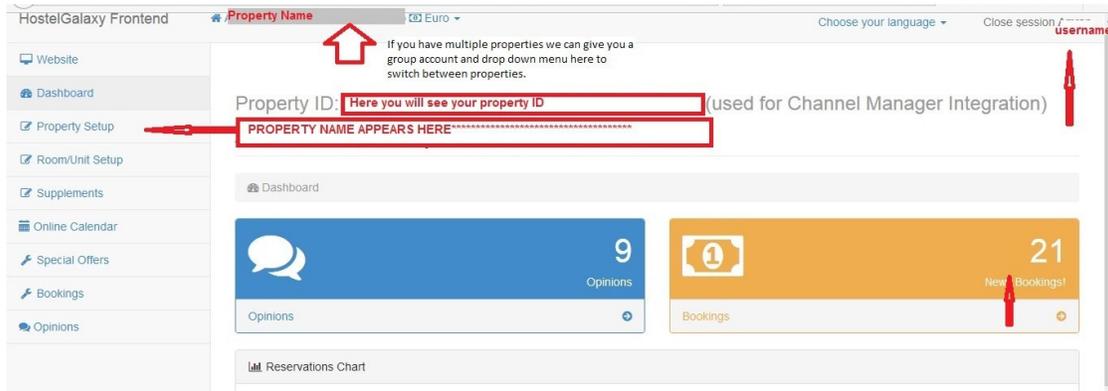
From the Dashboard you can navigate to all set up and property control areas. This property owner has 2 properties which are controlled from one group account. *Please note that the property names and ID have been blocked out in the example images for security reasons.

Step 1.

Click on **"Property Setup"**
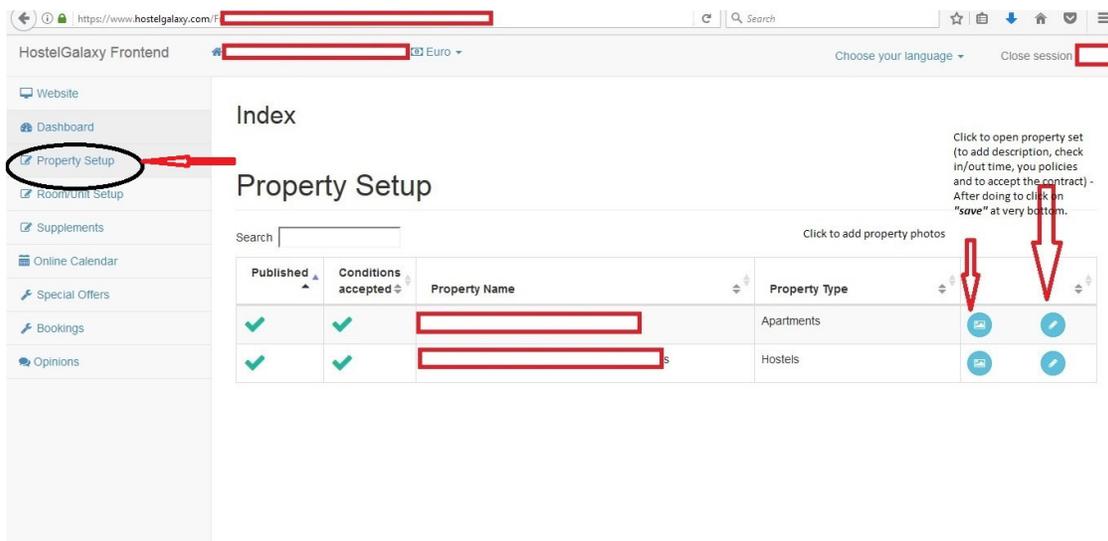
Click on the **pencil icon** to open property setup (to add description, check in/out time, tick property amenities boxes, add your policies and to accept the contract) After inserting the information remember to the click on **"save"** at very bottom. Then click on the **photo icon** (also shown in above image) to add photos (maximum 20 photos). * Note: horizontal photos will have a nicer online "look and feel".

Step 2.

After completing the *"Property Setup"* then the next step is **"Room/Unit Setup"**

After clicking on **Room/unit Setup** click on the icon (indicated by the arrow in the image below) to create a new room/until. The unit can be a private room/shared room, apartment, chalet or whatever applies to your accommodation type.

*Very important to note:

To add a **"PRIVATE ROOM"** select *"PRICE PER ROOM"* from the drop down menu and in the **"BASE PRICE"** field insert the **Room Price** and in the **"BASE QUANTITY"** field insert the actual **number of Rooms you have**.

To add a **SHARED ROOM/DORM** select *"PRICE PER PERSON"* and in the **"BASE PRICE"** field insert the **Bed/person Price** (not room price) and in the **"BASE QUANTITY"** filed insert the **number of beds available in that shared/dorm room.**

Image below:

*Please note that each room requires at least one room photo. After adding the room photo/s you just re-enter into the room setup and check the box and press save to publish the room.
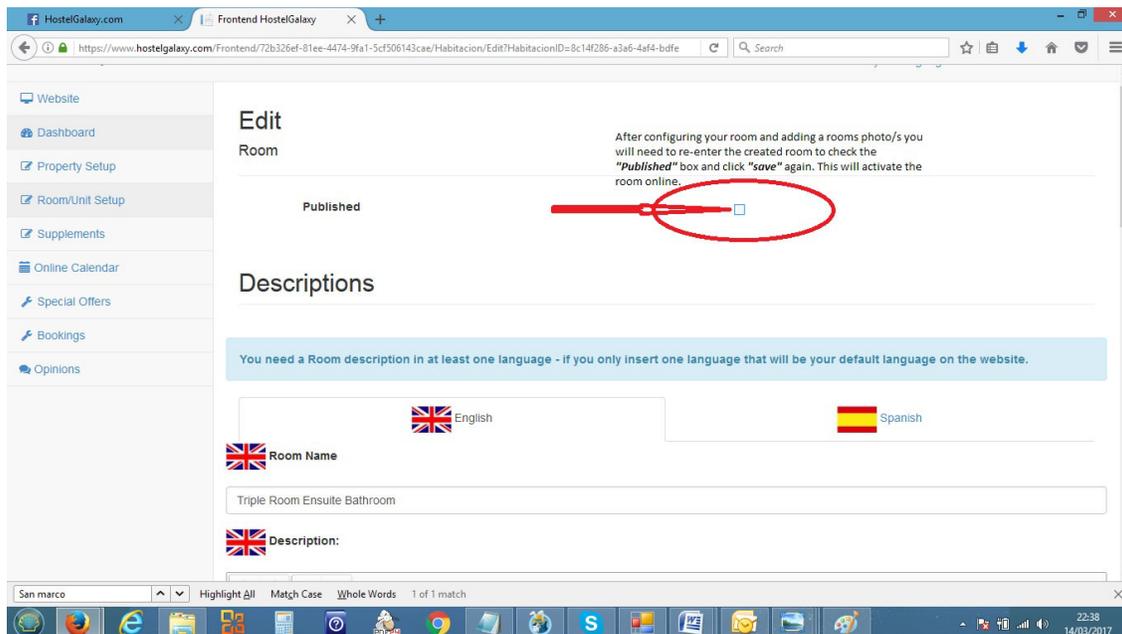
Step 3.

Once the rooms/units have been configured you can then add availability through either of the Hostelgalaxy.com calendars.

Our **Long-Range Update Calendar** literally allows you to set up both rates and availability etc., for an entire season in less than a minute.

We also now have a **Separate Long-Range Calendar** where you can change "either or" options - just price, just availability etc.

Then the short term view **Short-Range Calendar** where you can adjust rates and rooms day by day. This option is also great to have an overview of the rates and availability already added by the other calendars.

Myallocator Interface:

*When you are a **_Cloudbeds/Myallocator_** client you can skip our calendars by simply mapping your Hostelgalaxy.com rooms through Myallocator and then you can update you prices, availability and minimum nights through the Myallocator interface. You will need to add your property ID to Myallocator when adding us as a channel. Your Hostelgalaxy.com ID can be found on your main property profile dashboard as shown in the image below (inside the green rectangle image):

Additional Options - supplements and special offers

To offer your guests add-on bookable supplements (breakfast, ski/bike hire etc.) simply click in the **supplements** link on left hand side (circled in back on the image).
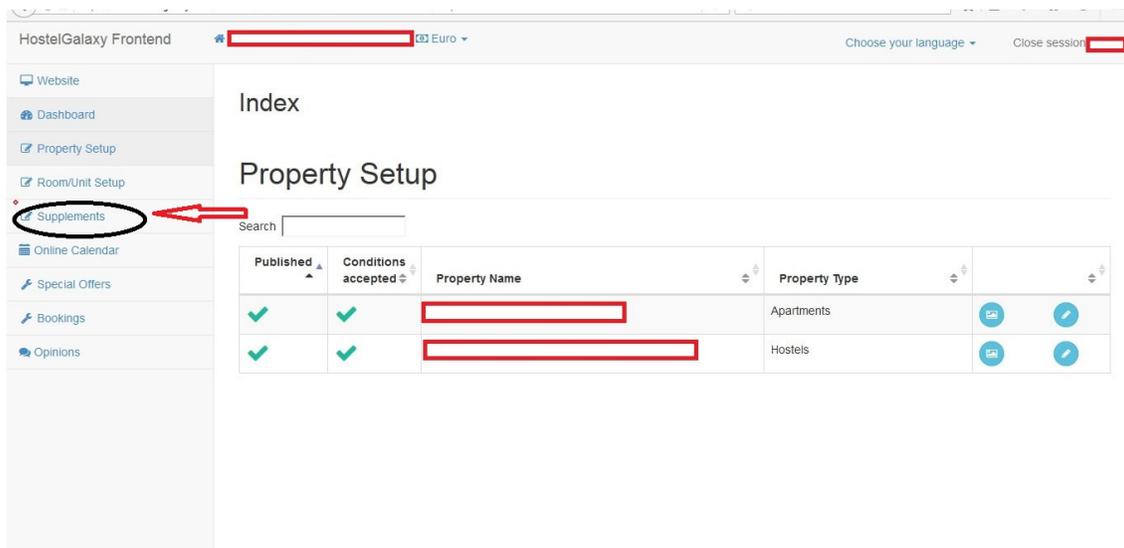
To create new supplements simply click on the icon (as shown in the image below).
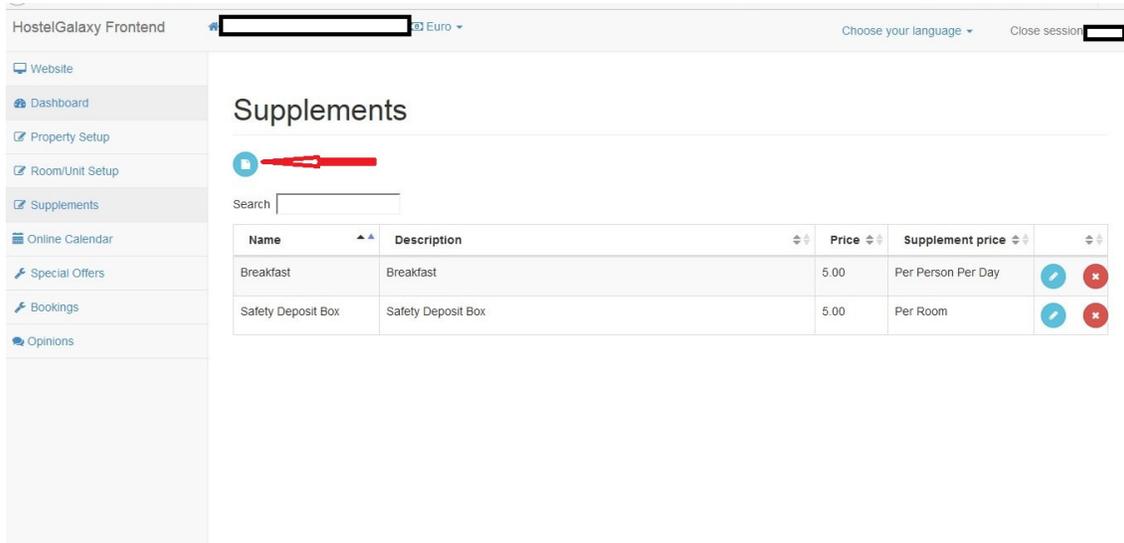
Choose whether you want to charge the supplement on a per day, per guest/day OR per room/day basis. See image below:

Then simply click **"Save"** and your supplement/s will appear online and can be selected on the **"Book Now"** check out page.

Special Offers/All inclusive Packages

To create **special offers/ all inclusive packages** simply click in the **special offers** link on left hand side (circled in green on the image below).

Then click on the icon as shown in the image below:
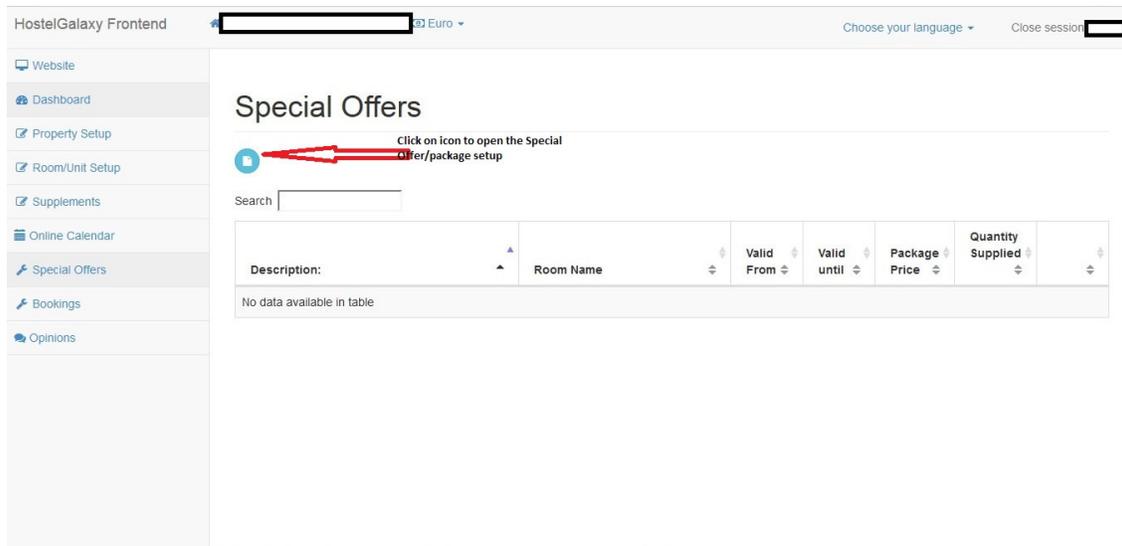
Select the room/unit type you want to sell as a special offer/package from the drop down menu and select the dates you want to sell the unit for. Then insert the price (Please note that here you must insert the price for the full stay/package (not nightly price)). Then simply insert the number of units you want to put on offer and add a description of what's included in the package (breakfast, ski hire, ski pass, parking etc.). See image below:
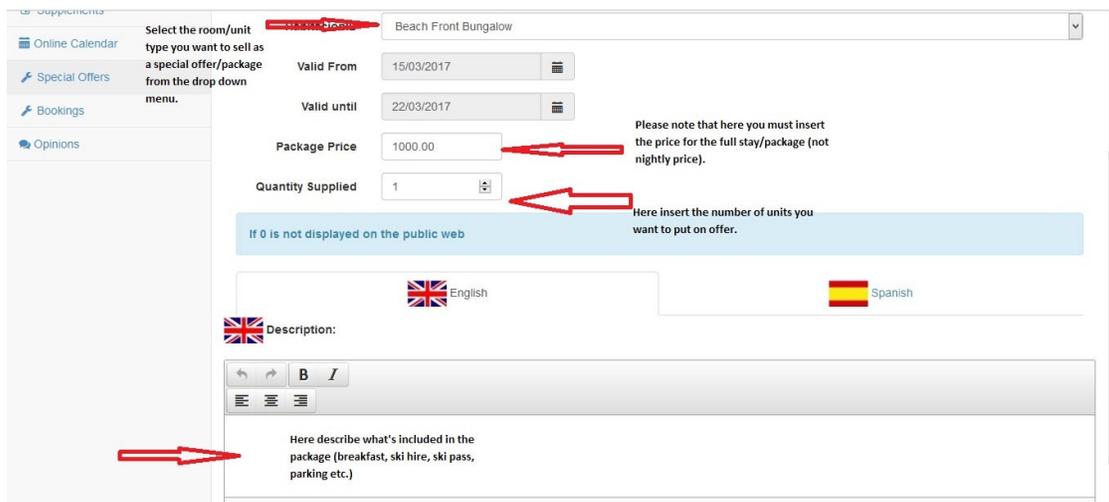
Your confirmed Bookings

All booking from Hostelgalaxy.com are confirmed bookings. You can access **New Bookings** directly from the dashboard (right-hand side) and previously read bookings from the **Bookings** link on the left side of the dashboard (image below).
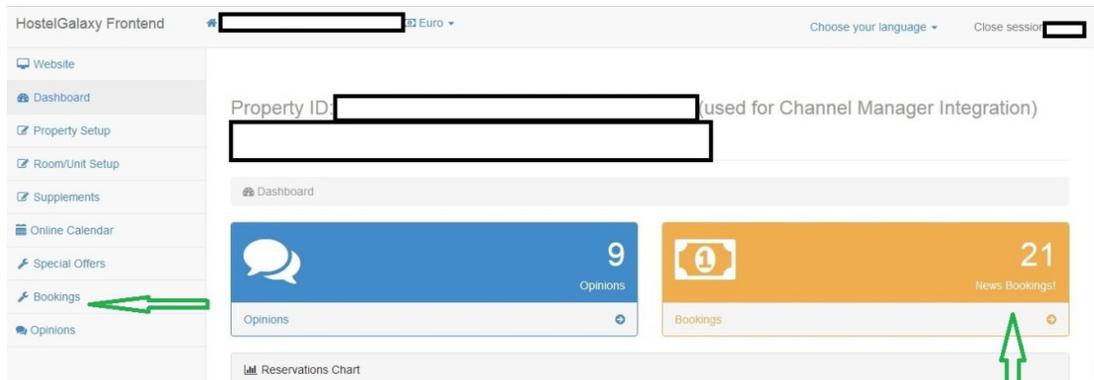
We take security very serious at Hostelgalaxy.com. To provide an extra layer of security for the guest's card details you will receive an automatic booking email with only the last 4 digits of the credit/debit card. In order to obtain the first 12 digits of the customer's card details you have to click on the **Bookings** link and open the booking in the secure interface and then press "**decode"** to see the rest of the card details.

Guest Opinions

To see guest opinions and comments about their stay at your property simply click on the **Opinions** link on the left side of the dashboard (see image below).
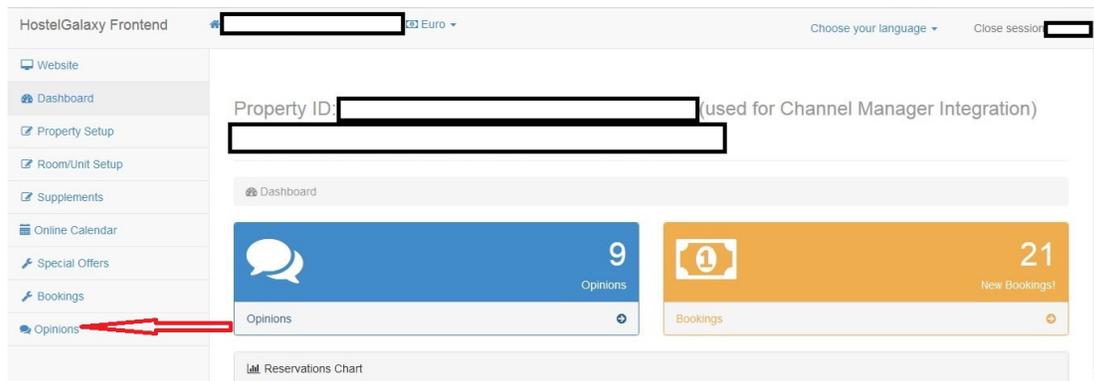
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Should you require any additional assistance during the set up phase please reach out to us at bookings@hostelgalaxy.com or Support@hostelgalaxy.com and we will be more than happy to assist you.

Kind regards

HostelGalaxy.com Service Team.

HOSTELGALAXY

TRAVEL JUST BECAME MORE FUN