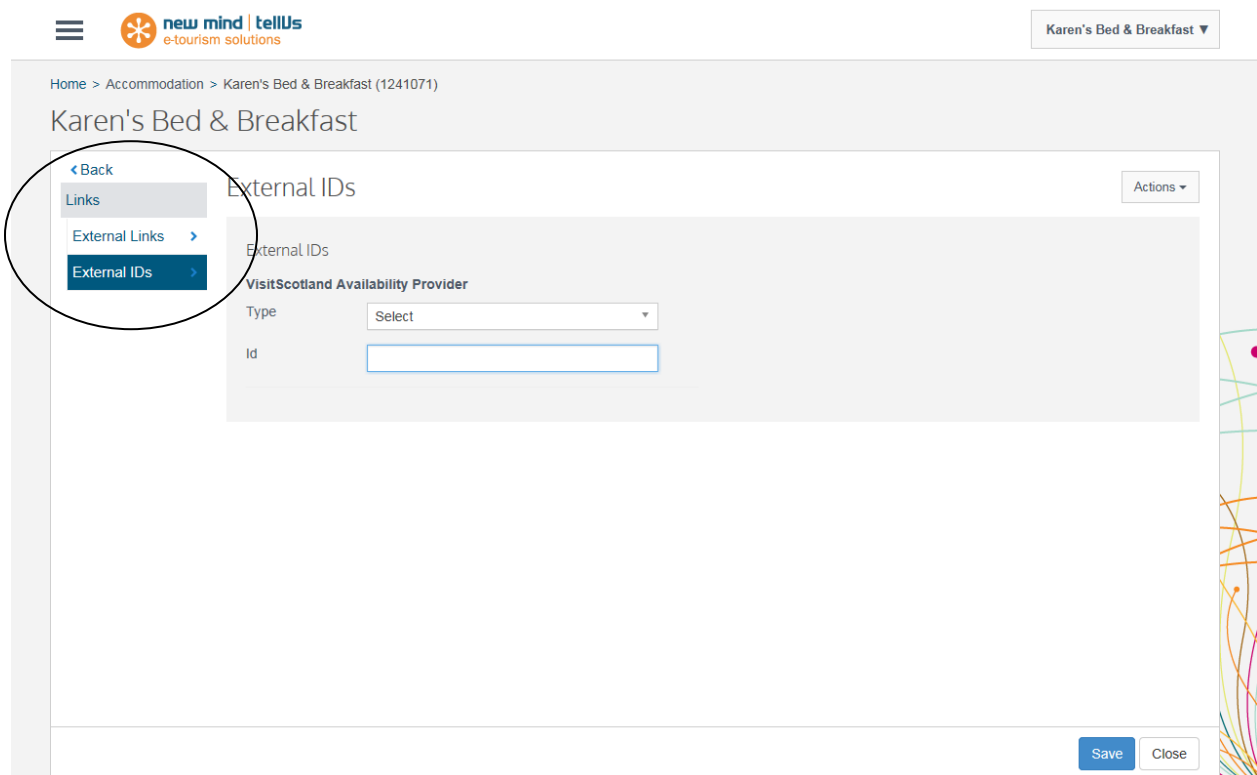


Displaying Accommodation Availability on your VisitScotland Listing - Instructions

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 is circled, showing 'Links', 'External Links', and 'External IDs'. 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, there 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'.

