

Dear homeowner,

In this letter we send you more information about our revamped owner portal. As previously mentioned, we have recently launched a new website and reservation system. The owner portal was in the making for a while, but it is with great pleasure that we can announce that as of today the portal is live! We would like to thank you for your patience during this transition.

### Login data and system

For the owner portal, we cooperate with our partner 123Boeken. You will therefore enter the online environment of 123Boeken. Through our website, you will be redirected to the login page, where you can access the owners' page with your own login code. The entire step-by-step process is described later in this letter.

Your personalised user name and password for logging in are included in the e-mail of this attachment.

**Note:** keep these carefully!

<https://account.123boeken.nl/?continue=https%3A%2F%2Fbeheer.123boeken.nl%2Fbeheer&lng=en>

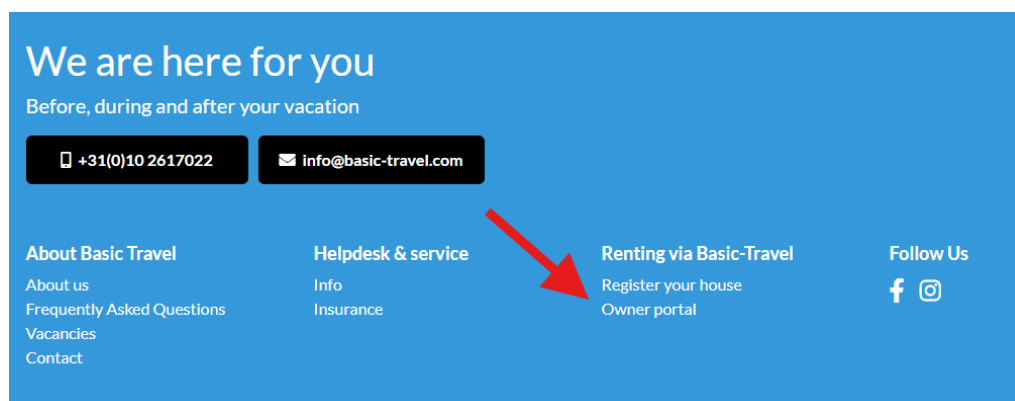
### Planning and iCal

After logging in, you will be taken to the homepage of the online environment. First of all, please check the schedule and adjust it where necessary. **If you use iCal, we again ask you to e-mail it to us** so that we can add it to the system.

### Using the owners' portal - step-by-step plan

#### ***Step 1: Using the owner's portal from the website***

You access the owner's portal via the link on our website. You will find it at the bottom of the page, under the heading 'Renting via Basic Travel.' Click on the option 'Owner portal.' A new window with the login page will open, where you can log in with your own login code.



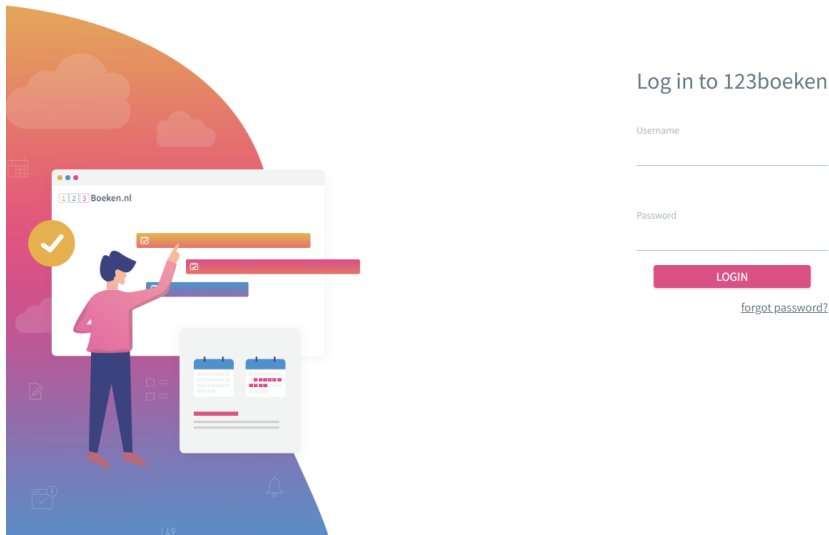
#### ***Step 2: Logging in***

The new window will take you to the 123Boeken login page. Log in with the personalised login code from the e-mail. Your user name is your own email address.

**Note:** you cannot change your password yourself.

Have you forgotten your password or does the password not work? Please contact us. We will ensure that you receive a new login code. After logging in, you will be taken to the portal.

123 Boeken.nl



### Step 3: Go to the planning page

You are now in the online environment of the owner portal. Always check that the house number and internal title match your accommodation. If all data are correct, you can modify your planning by clicking on the pencil icon on the right-hand side of the page.

123 Boeken.nl Maatwerk licentie Welcome Basic Travel - Vakantiehuizen

Objects management > objects > overview

Language: Nederlands

OVERVIEW				
Title	Internal title	Type	Capacity	Stock
S17.131	Riudarenes	Accommodation	15	1

A red arrow points to a pencil icon in the bottom right corner of the table row.

### Step 4: Adjusting plans on the planning page

On the planning page you can modify the available dates for letting your holiday home. If you want to block days or weeks due to other bookings, holidays, or personal circumstances, you can do so via the calendar. You can easily click the days 'from' and 'till'. These are then visible in the table below. Check that the status is set to 'occupied' and enter any reason for blocking in the 'label (optional)' field. Do

not forget to press save. If you want to set the data to available again, adjust the status to 'free.' Again, don't forget to hit save.

When the dates are entered correctly, they will turn orange in the calendar. It takes some time before these adjustments are also visible on the website. We recommend that you check after a day that your schedule has been adjusted correctly. If this is not the case, please contact us.

NOT AVAILABLE

Select an from and to date below and then a status. If there are existing rules within your selection it will be automatically indicated after clicking save.

June 2024

mon	tues	wed	thurs	fri	sat	sun
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July 2024

mon	tues	wed	thurs	fri	sat	sun
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August 2024

mon	tues	wed	thurs	fri	sat	sun
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

From:

Till:

Status:

occupied

Label (optional):

SAVE

### Step 5: Unavailable periods

If you want to make your house unavailable for a longer period, due to seasonal renting or any other reason, you can define the unavailable periods at the bottom of the page. Enter the reason for blocking the period under 'label optional' and select the dates. Under stock, enter '0', so there is no availability of the house in this period.

If you have entered everything correctly, save the unavailable period via the button on the side. You can change or delete periods at any time. The blocked dates now turn orange.

Unavailable periods >

Label ascending

FILTER

Label (optional)	From	Till	Stock
	25-06-2024 16:00	25-06-2024 10:00	

When you have checked your planning and the occupied dates are entered correctly, you can log out at the top right of the page. If your schedule still does not come through properly, or there are problems with logging in and entering dates, please let us know. You can always reach us by e-mail or phone.

We hope to have informed you sufficiently.

We would like to thank you once again for your trust and patience in Basic Travel. Here's to a lasting and successful cooperation!

Team Basic Travel