

# Hotel Booking Plugin for WordPress Documentation

*Updated on Dec 4, 2020*

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# Overview

MotoPress Hotel booking plugin for WordPress is a universal solution to help you manage your hospitality business online. Plugin's functionality allows you to add accommodation types to display on the site, apply different seasonal pricing, set room rates, add photo galleries, manage online bookings and perform much more functions in order to easily take care of your hotel establishment. The listing design of your accommodations will depend on the WordPress theme you use.

## Quick Start Guide

It's easy to start working with the plugin! Follow this quick guide:

1. Install and activate the plugin from your WordPress dashboard. Two menus should appear: *Accommodation* and *Bookings*.
2. Start with adding *Seasons* - specific time periods that can come with different pricing for rooms.
3. Add a full list of available hotel *Services*.
4. Add *Accommodation types* specifying their descriptions, amenities and additional services available. Here you can also add *Amenities* (in-room facilities, generally free), *bed types* and *Categories* of an accommodation type.

5. Add *Rates* to present the same accommodations with different conditions (e.g. triple refundable vs triple non-refundable).
6. Go to *Generate accommodations* menu to generate a needed number of **real rooms** of the same accommodation types available in your hotel establishment.
7. Create all needed pages (you should be offered to install these pages automatically) - *Search Results, Search Availability, Complete Booking, Booking Confirmation, Booking Cancellation pages with appropriate shortcodes and messages.*
8. Navigate to configure general plugin *Settings and Payments*.
9. Configure *Language settings*.
10. Go to *Shortcodes* to get the needed ones and add to the needed pages and posts.
11. To view, add or delete your real booking requests, go to *Bookings* menu. In the same menu, you can also Add discount coupons, synchronize your bookings across OTAs (Online Travel Agencies) like Booking.com via iCal, and add taxes and fees.

## Installation

After downloading the plugin you should have motopress-hotel-booking-xxx.zip file on your computer. This is a compressed file with all the plugin data. Here are the steps to install it:

1. Log into your WordPress dashboard and go to Plugins → Add New.
2. Click the Upload Plugin button.
3. Click the Choose File button → find the plugin archive on your computer.
4. Click Install Now.
5. Click Activate.

# Add Seasons

To set a new season go to Accommodation → Seasons → Add New.

Season is a specific period of time that helps differentiate hotel prices depending on a time of the year. “Season” is a general term and you can label your seasons any way you want. Apply only real dates to all added seasons.

1. Type the season’s title (*e.g. 2018, Christmas period, August*).
2. Define start and end date of this season (***real dates***).
3. If this “season” is limited to some specific days during a period you set, go to “Applied for days” list and select the days when parameters of this season are active.
4. Publish your changes.

*Note: as for prices for seasons, you’ll be able to set them later in Rates menu.*

Edit Season [Add New](#)

2017 - Weekend

Season Info ▲

Start date  \*

End date  \*

Applied for days

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

*Hold Ctrl / Cmd to select multiple.*

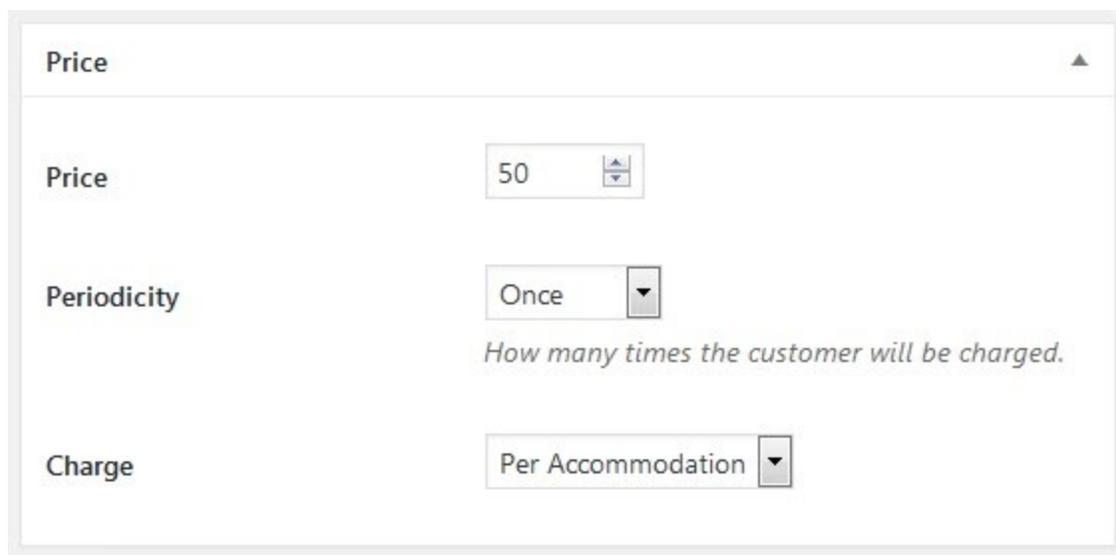
## Add Services

Before adding *Accommodation types* of your hotel establishment, add all available hotel services to be able to further tie them to an accommodation type. Go to Accommodation → Services → Add new.

1. Add title and description of a service (e.g. *airport-to-hotel delivery, massage, childcare*).
2. Specify details on how your guests will be charged:
  - set service price or zero for free service;

- periodicity (is it a one-time price for all stay-in period or the guest will be charged this price per night);
  - Charge for 1 accommodation or 1 adult.
3. You may also set a featured image of your service.
  4. Publish the service.

Example:



The image shows a configuration panel for a service, titled "Price" with an upward-pointing triangle in the top right corner. The panel contains three main settings:

- Price:** A numeric input field containing the value "50".
- Periodicity:** A dropdown menu currently set to "Once". Below this dropdown is the text: *How many times the customer will be charged.*
- Charge:** A dropdown menu currently set to "Per Accommodation".

## Add Accommodation Types

In this menu you add accommodation types available in your hotel establishment. Note:

“Accommodations” are real accommodations, and “Accommodation types” are only their types (e.g. you can have a double room “Accommodation type” and 10 real “Accommodations” of this type).

Go to *Accommodation* → *Accommodation types* → *Add Accommodation Type*.

1. Add title, description and a short description (excerpt).
2. Add total accommodation capacity (size, maximum number of adults and children).

Capacity ▲

Adults

Children   
*State the age or disable children in [settings](#).*

Capacity   
*Leave this option empty to calculate total capacity automatically to meet the exact number of adults AND children set above. This is the default behavior. Configure this option to allow any variations of adults OR children set above at checkout so that in total it meets the limit of manually set "Capacity". For example, configuration "adults:5", "children:4", "capacity:5" means the property can accommodate up to 5 adults, up to 4 children, but up to 5 guests in total (not 9).*

Size, m<sup>2</sup>   
*Leave blank to hide.*

Do you need to turn on the “Capacity” option?

The “Capacity” option prioritizes the total number of sleeps rather than strictly differentiates the number of adults and children. For example:

“Capacity” *disabled (empty)*: 6 adults, 3 children means a property can accommodate strictly up to 6 adults and up to 3 children.

## Details

---

 Adults: 6

 Children: 3

 Amenities: Bathroom essentials, Beachfront, Bedroom comforts, Free parking, Hair dryer, Heating, Terrace, Wi-Fi

 View: Ocean

 Size: 350m<sup>2</sup>

 Bed Type: 1 Queen bed, 4 Tween beds, 1 Full bed

 Categories: Maldives

 Bedrooms: 2

 Bathrooms: 1

 Location: Maldives

“Capacity” *enabled (value set)*: For example, “Capacity” - 6, “Adults” - 6, “Children” - 5. In this case, 6 adults, 5 children means a property can accommodate any variation up to 6 guests: 1 adult and 5 children, or 2 adults and 4 children, etc.

## Details

 Guests:	6
 Amenities:	Bathroom essentials, Beachfront, Bedroom comforts, Free parking, Hair dryer, Heating, Terrace, Wi-Fi
 View:	Ocean
 Size:	350m <sup>2</sup>
 Bed Type:	1 Queen bed, 4 Tween beds, 1 Full bed
 Categories:	Maldives
 Bedrooms:	2
 Bathrooms:	1
 Location:	Maldives

Important: A minimum parameter of 1 “Adult” is required. A property can’t be booked for “Children” alone.

If you don’t need the number of adults and children to be flexible, don’t configure this option.

Use it to allow dynamic change of the number of adults or children based on the guest’s preferences. At checkout, the number of children changes dynamically based on the chosen number of adults and vice versa so that in result the choice meets the “Capacity” requirement.

3. Add view (e.g. *seaside*, *city view*) and bed types in this accommodation type.

4. Add bed types - you'll be redirected to the *Settings menu*, where you'll need to specify your *bed types* > click Add Bed Type button > scroll down and save changes.
5. Tick "allow comments" if you want to enable comments under the accommodation types.
6. Select services that your hotel can provide for this accommodation type.
7. Add accommodation Amenities and categories right from this menu or go to add new ones (from Accommodation → Categories / Amenities).
8. Add photo gallery and featured image if needed.
9. Publish the changes.

If you have many real rooms of this accommodation type, you can simply generate the needed number of them while staying in this menu: click *Generate accommodation* under description field.

Size, m <sup>2</sup>	<input type="text" value="350"/>
<i>Leave blank to hide.</i>	
Other ▲	
View	<input type="text" value="Ocean"/>
<i>City view, seaside, swimming pool etc.</i>	
Bed type	<input type="text" value="1 Queen bed, 4 Tween beds, 1 Full bed"/>
<i>Set bed types list in <a href="#">settings</a>.</i>	
Available Services ▲	
Available Services	<ul style="list-style-type: none"><li><input type="checkbox"/> Cleaning service (\$15 / Per Day / Per Accommodation)</li><li><input checked="" type="checkbox"/> Car rental (\$50 / Per Day / Per Accommodation)</li><li><input checked="" type="checkbox"/> Food hamper (\$55 / Once / Per Accommodation)</li><li><input checked="" type="checkbox"/> Meal catering (\$20 / Per Day / Per Accommodation)</li><li><input checked="" type="checkbox"/> Baby sitter (\$23 / Per Day / Per Guest)</li><li><input checked="" type="checkbox"/> Weddings and birthdays celebration (\$250 / Once / Per Accommodation)</li></ul>
<a href="#">+ Add New Service</a>	

Here is an example of accommodation types listed on the dashboard:

Accommodation Types [Add Accommodation Type](#) Screen Options ▾

All (3) | Mine (1) | Published (3) Search Accommodation Type

Bulk Actions ▾ Apply All dates ▾ Filter 3 items

<input type="checkbox"/>	Title	Accommodation Categories	Facilities		Capacity	Bed Type	Accommodations	Date
<input type="checkbox"/>	<a href="#">Bungalow</a>	<a href="#">Beach Bungalow</a>	Bathroom, Bathtub, Board games, Carpeted, Clothes rack, Coffee machine, Dining area, Free parking, Free WiFi, Hardwood/Parquet floors,		Adults: 4 Children: 0 Size: 140m <sup>2</sup>	1 full bed and 1 sofa	Total: 1 Active: 1	Published <a href="#">2017/03/24</a>

## Add Amenities

To add the full list of amenities for different types of accommodations, go to Accommodation → Amenities → Add new.

There are standard WordPress fields for this type of content: add a name, slug, description and probably choose a parent of the amenity.

When editing or adding an accommodation type, you'll be able to see all these Amenities in the right sidebar and tie the needed ones to the appropriate accommodation types.

<input type="checkbox"/> Name	Description	Slug	Count
<input type="checkbox"/> <b>32" HD Flatscreen TV</b>	LCD digital terrestrial channels	32-hd-flatscreen-tv	2
<input type="checkbox"/> <b>Air-conditioning</b>	Professional air-conditioning unit.	air-conditioning	2
<input type="checkbox"/> <b>Desk</b>	A comfortable desk with two chairs for your needs.	desk	2

## Add Attributes

([video tutorial](#))

Attributes can be later used for advanced search (by location, price range, type, etc.) or for adding custom details to your properties. The default details are Capacity, Amenities, View, Size, Bed Types, Category, Tags.

To add attributes go to the Accommodation tab → Attributes → Add New. There, specify the Title of your custom attribute, for example, Location. This title will be visible on the front-end. Then click Configure Terms and add all the possible terms for this attribute, e.g. London, Paris, New York. While adding the terms, you need to fill in at least the Name field and click Add New. There is no limitation to the number of attributes or terms that can be created.

You can influence the order in which the terms appear on the website in the Accommodation tab

→ Attributes. Open an attribute and select an order in the Order field. The default order is

Custom. The terms can also be sorted by Term ID, Name and Numeric Name.

These attributes need to be assigned to your accommodation types in the Accommodation tab

→ Accommodation Types. Hover over an accommodation type and click Edit. Tick the terms

related to this accommodation type in the Attributes Section in the right hand column.

## Create Advanced Search

All the attributes that were created can be used in the search forms to allow advanced search.

For this, you will need to use the slugs of your attributes. The slugs are displayed in the

Accommodation tab → Attributes (the Slug column). In order to add the custom attributes in a

search form:

- 1) added with a shortcode, specify the attributes parameter in its shortcode with comma separated slugs like: `[mphb_availability_search attributes="comma separated slugs of your attributes"]`

Ex. `[mphb_availability_search attributes="location,price-range"]`.

- 2) added with a widget, go to the widget settings and specify the comma-separated slugs of your attributes in the Attributes field.

Each attribute will be displayed as an additional search field in the search availability form. The

fields are displayed in the order of attribute slugs in the shortcode/widget. These search fields

are not required and some of them can be left empty for broader search. If a term is not assigned to any accommodation type, it will not appear in the search availability form.

## Create Custom Property Details

To add custom details to your properties, go to the Accommodation tab → Attributes. Open an attribute and tick Visible in Details. This will display the attribute and its term(s) in the Details section of your properties. Tick Enable Archives and the terms will become linked. Each term link leads to an archive page with all accommodation types that have this term.

## Add Categories

To add a full list of accommodation categories (e.g. *single*, *triple*), go to Accommodation → Categories → Add new.

There are standard WordPress fields for this type of content: add a name, slug, description and probably choose a parent of the category.

When editing or adding an accommodation type, you'll be able to see all these categories in the right sidebar and tie the needed ones to the appropriate accommodations.

## Add Rates

Rates are very important for your entire hotel management process. They are directly connected with prices for accommodation types depending on whether or not a particular

accommodation type is supplied with extra benefits. *The choice of rates (a list of rates) will be visible for a site visitor under a selected accommodation type.*

This is how you should set up the rate for a particular *accommodation type* (go to

*Accommodation* → *Rates* → *Add New*):

1. Specify a rate title (*e.g. triple standard non-refundable, triple standard with breakfast included, etc.*).
2. Choose an accommodation type from the drop-down menu.
3. Set season prices of this accommodation type: choose an earlier added season and specify its price. You can add as many seasons with different prices as you want.
4. Write a description of this rate specifying the most important information for your guests (*e.g. refundable, non-refundable*).

Example:

**Edit Rate** [Add New](#) [Duplicate Rate](#)

Non-refundable

**Rate Info** ▲

Accommodation Type \*

Season Prices

Season	Price	Actions
<input type="text" value="Christmas 2018"/> *	Base price <input type="text" value="94"/> * <input type="checkbox"/> Enable variable pricing	<input type="button" value="Delete"/>
<input type="text" value="2019"/> *	Base price <input type="text" value="86"/> * <input type="checkbox"/> Enable variable pricing	<input type="button" value="Delete"/>
<input type="text" value="2018"/> *	Base price <input type="text" value="77"/> * <input type="checkbox"/> Enable variable pricing	<input type="button" value="Delete"/>
<input type="text" value="2017"/> *	Base price <input type="text" value="69"/> * <input type="checkbox"/> Enable variable pricing	<input type="button" value="Delete"/>

*Move price to top to set higher priority.*

## Enable Variable Pricing

Since version 2.6.0 you are able to add variable pricing for each season rate. This option allows to set the price variation according to a number of guests indicated in the search availability form. In other words, you can set different prices for the same accommodation depending on a number of guests. Follow the steps below to learn how it works:

- Go to edit any rate and check **Enable variable pricing** option. In our case it is a standard rate of Superior Double Room with a following capacity 2 Adults 1 Child

- Once it's checked, you can add the first variation - a number of Adults and Children and a price of this variation.
- Add 1 Adult and 0 Children and set a price for this variation. Note: it can be lower or higher price than a base rate.
- Add a new variation and type 2 Adults and 0 Children and set a price for this variation.
- Add another variation for 1 Adult and 1 Child and set the price.
- Now you can add one more Variation (2 Adults and 1 Child, i.e. max capacity for this accommodation) or leave it as it is as a Base Rate should be applied if search parameter is not found among price variations.

**Edit Rate**
[Add New](#)
[Duplicate Rate](#)

Standard

**Rate Info**
▲

Accommodation Type Superior Double Room ▼ \*

Season Prices

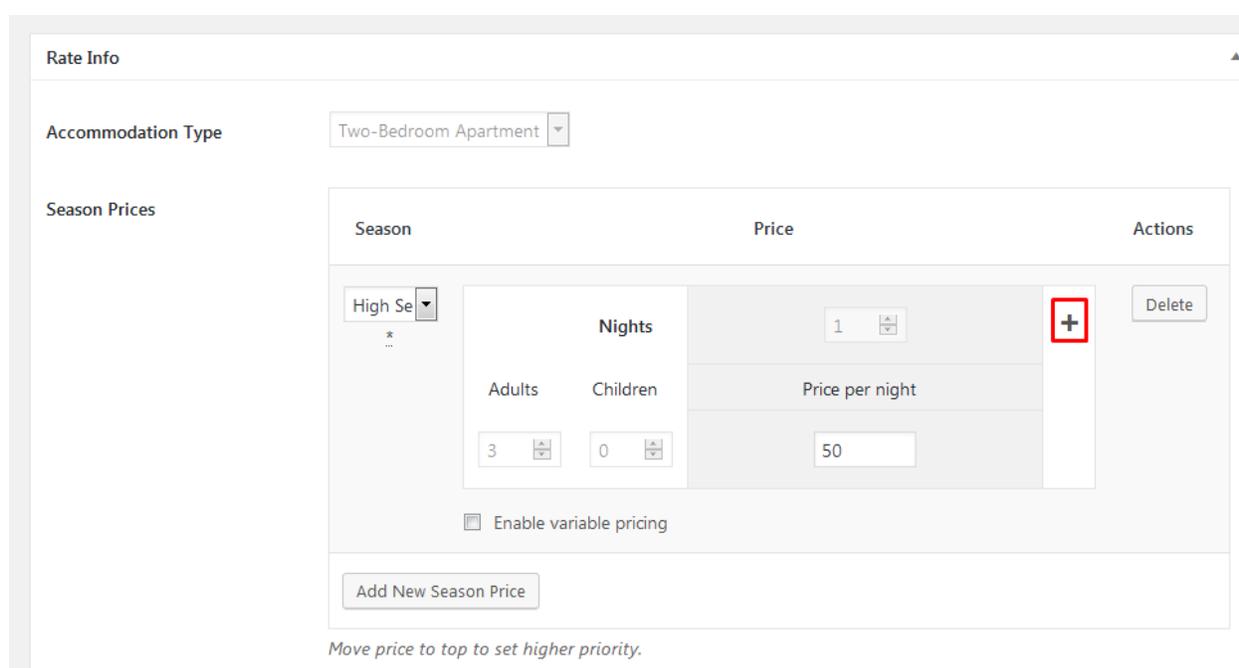
Season	Price	Actions																
<div style="display: flex; justify-content: space-between; align-items: center;"> <span style="border: 1px solid #ccc; padding: 2px 5px;">Main Season ▼ *</span> <span>Base price <span style="border: 1px solid #ccc; padding: 2px 5px;">116</span> *</span> <span style="border: 1px solid #ccc; padding: 2px 5px;">Delete</span> </div> <div style="margin-top: 5px;"> <input checked="" type="checkbox"/> Enable variable pricing         </div>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Adults</th> <th style="width: 20%;">Children</th> <th style="width: 40%;">Price</th> <th style="width: 20%;">Actions</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input style="width: 40px;" type="text" value="1"/></td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="0"/></td> <td style="text-align: center;"><input style="width: 60px;" type="text" value="75"/></td> <td style="text-align: center;"><a href="#">Delete</a></td> </tr> <tr> <td style="text-align: center;"><input style="width: 40px;" type="text" value="2"/></td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="0"/></td> <td style="text-align: center;"><input style="width: 60px;" type="text" value="95"/></td> <td style="text-align: center;"><a href="#">Delete</a></td> </tr> <tr> <td style="text-align: center;"><input style="width: 40px;" type="text" value="1"/></td> <td style="text-align: center;"><input style="width: 40px;" type="text" value="1"/></td> <td style="text-align: center;"><input style="width: 60px;" type="text" value="100"/></td> <td style="text-align: center;"><a href="#">Delete</a></td> </tr> </tbody> </table>	Adults	Children	Price	Actions	<input style="width: 40px;" type="text" value="1"/>	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="75"/>	<a href="#">Delete</a>	<input style="width: 40px;" type="text" value="2"/>	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="95"/>	<a href="#">Delete</a>	<input style="width: 40px;" type="text" value="1"/>	<input style="width: 40px;" type="text" value="1"/>	<input style="width: 60px;" type="text" value="100"/>	<a href="#">Delete</a>		
Adults	Children	Price	Actions															
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<input style="width: 40px;" type="text" value="2"/>	<input style="width: 40px;" type="text" value="0"/>	<input style="width: 60px;" type="text" value="95"/>	<a href="#">Delete</a>															
<input style="width: 40px;" type="text" value="1"/>	<input style="width: 40px;" type="text" value="1"/>	<input style="width: 60px;" type="text" value="100"/>	<a href="#">Delete</a>															
<a href="#">Add Variation</a>																		
<a href="#">Add New Season Price</a>																		

*Move price to top to set higher priority.*

When your site visitors perform a search, they will see prices of accommodations depending on available variations you set.

## Weekly/Monthly rates

Since version 2.7.5, you can set up different per night rates if a booking is placed for certain number of night or more. To add these variations, go to Accommodation > Rates > Select a rate you want to edit or add new. To add variations based on the number of booked dates click +. Make sure to start from the lowest variation, e.g. 3, 4, 7, 14 nights:



Rate Info

Accommodation Type: Two-Bedroom Apartment

Season Prices

Season	Nights		Price	Actions
High Se	Adults	Children	1	+ Delete
*	3	0	Price per night	
..			50	

Enable variable pricing

Add New Season Price

*Move price to top to set higher priority.*

And define the number of nights needed in a booking for the new rate to apply. For example, the following set up means that if a booking is placed for 7 or more nights, the total price will be counted as 40 per night:



# Generate Accommodations

This is an optional tool to reduce repetitive work if you have a lot of **real accommodations** of the same type. After all available accommodation types are added, you can simply generate the needed number of real rooms: go to Accommodation → Generate Accommodations:

1. Set the number of accommodations that should be generated (these are real rooms of your hotel establishment).
2. Choose an accommodation type.
3. Optionally put a title - it will be visible on the dashboard only.
4. Hit "Generate".

# Create System Pages

When configuring plugin settings, you'll need to set all appropriate pages for the plugin to work properly. You should be asked to install these pages automatically.

If for some reason you should add them manually, go add the following pages:

- Search Results page with [mphb\_search\_results] shortcode
- Search Availability page with [mphb\_availability\_search] shortcode
- Complete Booking page with [mphb\_checkout] shortcode
- Booking Confirmation with your message
- Booking Cancellation with your message

# Apply Plugin Settings

Time to set general settings to make your plugin work properly. Go to Accommodation → Settings.

In the first *General tab* you can configure the following settings:

## Select system pages

- Select **Search Results** page (a page where your guests will see the search results listing)
- Select **Complete Booking** page (where guests will complete their booking requests).  
These pages should be added earlier in order to appear in the drop-down menu.
- Select **Terms and Conditions** page - by adding a page here you enable a checkbox on the checkout page with text linked to this page. So your guest will be asked if they accept your terms before making a reservation.

## Skip Search Results

This option allows to skip search results page and enable direct booking if search is performed from accommodation pages. It is mostly useful for small rental establishments with several accommodation types.

## Set parameters for displaying accommodation types

- Specify square units
- Currency
- Currency position
- General check-in and check-out time
- Date format
- Bed types available in the hotel
- Specify the period of time to show the lowest price. If guests don't set check-in and check-out dates, they'll see the cheapest accommodation for the period of time you set (for example, if you set 20 days - they'll see the cheapest price during 20 days).

General	Admin Emails	Customer Emails	Email Settings	Booking Rules	Payment Gateways	License
---------	--------------	-----------------	----------------	---------------	------------------	---------

### Pages

Search Results Page

*Select page to display search results. Use search results shortcode on this page.*

Checkout Page

*Select page user will be redirected to complete booking.*

### Misc

Square Units

Currency

Currency Position

Datepicker Date Format

Check-in Time

Check-out Time

Show Lowest Price for  days

*Lowest price of accommodation for selected number of days if check-in and check-out dates are not set. Example: set 0 to display today's lowest price, set 7 to display the lowest price for the next week.*

- Enable/disable the search form *to recommend the best set of accommodations* according to a number of guests. This feature is great to support multiple accommodations booking at a time (perfect for hotels). That is, if a guest is looking for rooms for 10 people, for example, the system will recommend several rooms to accommodate 10 people. So, the guest can either go ahead and add all recommended

rooms into one reservation or skip the recommendation and choose rooms manually. For example (frontend):

## Search Results

3 accommodations found from September 29, 2017 - till October 9, 2017

## Recommended for 10 adults

2 × <b>Comfort Triple Room</b>	\$1,480
Max occupancy: 3 adults , 1 child	
1 × <b>Classic Double Room</b>	\$460
Max occupancy: 2 adults	
1 × <b>Superior Double Room</b>	\$600
Max occupancy: 2 adults	

Total: \$2,540

**RESERVE**

Select from available accommodations.

**Quick tips** regarding *“To recommend the best set of accommodations according to a number of guests”*:

- 1) This option is perfect for hotels.

- 2) If you use the plugin for a vacation rental, BnB or a guest house, which are generally rent out as one item, you'll most likely need to **turn off** this option, because travellers might not find it useful to be advised several, say, villas, in different locations.
  - Enable/Disable the use of coupons (Add new discount coupons via *Bookings* → *Coupons* → *Add new*)
  - Put the text of your Terms and Conditions.

If you plan to disable a booking option, simply tick “Disable Booking” button and include any notification for your guests while booking is disabled.

## Booking confirmation and cancellation settings

At first, set a confirmation mode - who should confirm a booking after the booking request is placed by the customer:

- you (pick By admin manually)
- your guest (pick by Customer via email)
- automatically after payment (pick Confirmation upon payment)

In the same section select which page the users will be redirected to once their booking request is confirmed.

If you prefer the user to confirm their booking, specify an approval time given for this procedure in *Approval Time for User* section (e.g. *25 minutes*).

In the same section set what address information **is required** from the guest in order to place a booking: either it's only a country or residence or full address.

**Booking Confirmation**

Confirmation Mode

Confirmation Page   
*Page user will be redirected to once the booking is confirmed.*

Approval Time for User   
*Period of time in minutes the user is given to confirm booking via email. Unconfirmed bookings become Abandoned and accommodation status changes to Available.*

Country of residence field is required for reservation.

Full address fields are required for reservation.

Now, set booking *cancellation option*.

If you want to allow users cancel booking by clicking on cancellation link in the email, tick the appropriate field and specify the page where users will be redirected to after cancellation is made.

**Booking Cancellation**

User can cancel booking via link provided inside email.

Cancellation Page   
*Page to redirect to after booking cancellation.*

## Set up search parameters

This is maximum accommodation occupancy available in the Search Form.

Set the maximum adults and children accommodation occupancy for the Search form (the values are unlimited).

To support multiple accommodations booking at a time, set the maximum limit of guests. For example, there are 20 rooms with a total capacity 60 people; you may set the maximum adults to 40, for example, because one guest can make a reservation for 20,30, etc. people at a time.



The image shows a configuration panel titled "Search Options". Below the title is a descriptive text: "Maximum accommodation occupancy available in the Search Form." There are two input fields: "Max Adults" with a value of 30 and "Max Children" with a value of 10. Each input field is a spinner control with up and down arrows.

Field	Value
Max Adults	30
Max Children	10

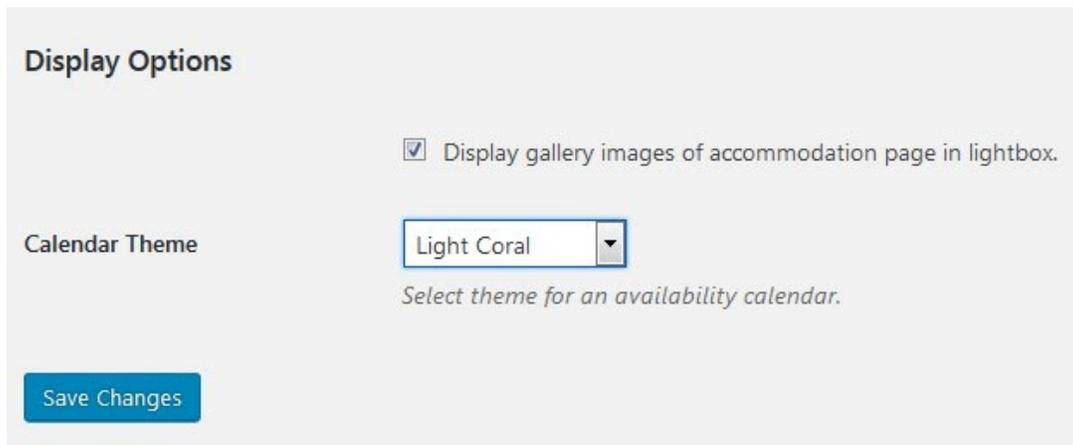
Don't forget to hit *Save Changes* button after all settings are defined.

## Set Display options

There are 2 options so far:

1. Enable/disable displaying gallery images of accommodation page in lightbox. This option was integrated to improve compatibility with [Jetpack](#) plugin that supports a great gallery and lightbox modules to display the images of your properties in a beautiful way.

2. Choose the theme for your Search Availability calendar to fit design of your WordPress theme.



**Display Options**

Display gallery images of accommodation page in lightbox.

Calendar Theme:

*Select theme for an availability calendar.*

[Save Changes](#)

## Edit Admin and Customer email templates

**Please note:** If you update the plugin to Version 2.0.0, make sure to update your email templates to support multiple accommodations booking.

Go to *Admin Emails* tab to configure your email settings and templates.

You have a list of tags (to put the needed info automatically into email) to customize your admins emails:

- pending booking email - notifies you that new booking is placed by a guest;
- approved booking email - notifies you that a customer confirmed their booking via email;
- cancelled booking email - notifies you that a customer cancelled a booking;

- approved booking email (via payment) - notifies that the a booking is confirmed by payment.

You are free to change a header, subject and body of email templates or completely disable chosen email notifications.

The screenshot shows a web-based configuration interface for an email template. At the top, there is a checkbox labeled "Disable this email notification" which is currently unchecked. Below this, there are three main sections: "Subject", "Header", and "Email Template".

- Subject:** A text input field containing the placeholder text "%site\_title% - New booking #%%booking\_id%".
- Header:** A text input field containing the text "Confirm new booking".
- Email Template:** A rich text editor area. It includes an "Add Media" button, a "Visual" tab (selected), and a "Text" tab. The editor contains the following content:
  - A paragraph: "Booking #%%booking\_id% is pending for Administrator approving."
  - A blue hyperlink: "[View Booking](#)".
  - A bold section header: "**DETAILS OF BOOKING**".
  - A list of booking details, each on a new line:
    - Check-in Date: %%check\_in\_date%
    - Check-out Date: %%check\_out\_date%
    - Adults: %%adults%
    - Children: %%children%
    - Room: [%%room\\_type\\_title%](#)
    - Room Rate: %%room\_rate\_title%
    - %%room\_rate\_description%
    - Bed Type: %%room\_type\_bed\_type%
  - A bold section header: "**CUSTOMER INFO**".

Go to *Customer Emails tab* to configure email templates of your customers:

You have a list of tags (to put the needed info automatically into email) to customize email notifications of your guests:

- new booking email (by admin) - notifies your guest that a booking waits to be approved by admin (sent on admin confirmation mode set in *General Settings*);
- new booking email (by user) - notifies your guest that a booking is placed and they (guest) should proceed with email confirmation (sent on user confirmation mode set in *General Settings*);
- approved booking email - notifies your guest that their booking is confirmed;
- cancelled booking email - notifies your guest that their booking is cancelled.

You are free to change a header, subject and body of email templates or completely disable chosen email notifications.

Disable this email notification

**Subject**

**Header**

**Email Template**  Visual Text

**B** *I* ABC

ABC

ID: #%%booking\_id%  
Check-in Date: %%check\_in\_date%  
Check-out Date: %%check\_out\_date%  
Adults: %%adults%  
Children: %%children%  
Room: [%%room\\_type\\_title%](#)  
Room Rate: %%room\_rate\_title%  
%%room\_rate\_description%  
Bed Type: %%room\_type\_bed\_type%

**ADDITIONAL SERVICES**

%%services%

**TOTAL PRICE:**

p

## Apply email settings

Go to *Email Settings tab* to apply general email settings:

1. In the Email Sender section specify email and name you'll be sending email notifications from.
2. Customize appearance of your email - add logo URL, footer text, set colors.

General

Admin Emails

Customer Emails

**Email Settings**

Booking Rules

Payment Gateways

## Email Sender

From Email

email@mail.com

From Name

Tramonto Hotel

Logo URL

Footer Text

 Add Media



Tramonto Hotel

p » a

## Styles

Base Color



Background Color



Body Background Color



Body Text Color



Save Changes

# Configure payment gateways

At first, install Success and Failed Transaction pages for future payments.

To set up payment methods, go to *Payment Gateways tab*.

At first, set General Settings:

- Specify whether the customer pays a *full price or a deposit*;
- If the deposit, choose whether it'll be *fixed price or percent*;
- Enable *SSL for secure payments (HTTPS is required by most payment gateways)*;
- Select *Success and Failed Transaction* pages you installed beforehand;
- Select a default *payment gateway*: PayPal, Stripe, 2Checkout, Braintree, Pay on arrival or a direct bank transfer. The one you choose will be displayed by default; all others, if enabled, will be displayed as alternative for users;
- Set Pending payment time - period of time in minutes the user is given to complete payment. Unpaid bookings become Abandoned and accommodation status changes to Available.

## Test payments

Enable *Sandbox Mode* of the payment gateway for test payments, specify your testing credentials, save changes.

On the frontend, you'll be able to test the payments in the following way:

# Billing Details

Select Payment Method:

PayPal (Visa, MasterCard, Discover, or American Express)

Pay via PayPal. In TEST MODE, you can use the card number 5555555555554444 with CVC 123 and a valid expiration date.

2Checkout (Visa, MasterCard, Discover, American Express, Diners, JCB)

Pay via 2Checkout. In test mode, you can use the card number 4000000000000002 with CVC 123 and a valid expiration date.

Pay by Card via Stripe (Visa, MasterCard etc.)

Pay with your credit card via Stripe. TEST MODE ENABLED. In test mode, you can use the card number 4242424242424242 with any CVC and a valid expiration date or check the documentation "**Testing Stripe**" for more card numbers.

Pay by Card (Braintree)

Pay with your credit card via Braintree. TEST MODE ENABLED. In test mode, you can use the card number 4111111111111111 or check the documentation "**Testing Braintree**" for more card numbers.

## Enable PayPal

To turn on and set up PayPal, go to the appropriate tab:

- Enable PayPal;
- Enable test mode if needed;
- Specify title and description for it;
- Specify PayPal business email (or Sandbox email for testing);
- Disable IPN (instant payment verifications) if needed.

General Admin Emails Customer Emails Email Settings Booking Rules **Payment Gateways** License

[General Settings](#) | [Test Payment](#) | **PayPal** | [2Checkout](#) | [Stripe](#) | [Braintree](#)

Enable PayPal

**Test Mode**  Enable Sandbox Mode  
*Sandbox can be used to test payments.*

**Title**   
*Payment method title that the customer will see on your website.*

**Description**   
*Payment method description that the customer will see on your website.*

**Paypal Business Email**

Disable IPN Verification  
*Specify an IPN listener for a specific payment instead of the listeners specified in your PayPal Profile.*

## Enable 2Checkout

- Enable 2Checkout;
- Enable test mode if needed;
- Write title and description for it;
- Specify your account number and secret word.

General | Admin Emails | Customer Emails | Email Settings | Booking Rules | **Payment Gateways** | License

[General Settings](#) | [Test Payment](#) | [PayPal](#) | **2Checkout** | [Stripe](#) | [Braintree](#)

To setup the callback process for 2Checkout to automatically mark payments completed, you will need to

1. Login to your 2Checkout account and click the Notifications tab
2. Click Enable All Notifications
3. In the Global URL field, enter the url `https://www.yourwebsite.com/yourwebsite/checkout/2checkout/2checkout`
4. Click Apply

Enable 2Checkout

**Test Mode**  Enable Sandbox Mode  
*Sandbox can be used to test payments.*

**Title**   
*Payment method title that the customer will see on your website.*

**Description**   
*Payment method description that the customer will see on your website.*

**Account Number**

**Secret Word**

[Save Changes](#)

## Accept bookings with Stripe

Stripe is one of the top chosen payment gateways to accept online payments globally: it's so far available for businesses in [34 countries](#), which allows you to meet widely varying customer preferences.

The Stripe payment gateway is by default built into the MotoPress Hotel Booking plugin; you may optionally turn it on at checkout in case you opt to confirm bookings upon payment. Since guests will be able to stay on the same website page during checkout, the booking and payment process should be more convenient and quick for them.

### Benefits of using Stripe

- In addition to Stripe card payments, in Hotel Booking, you can optionally enable such local payment methods as iDEAL, SOFORT, Bancontact, Giropay and SEPA Direct Debit. This option will definitely help you serve international travelers better.
- Stripe works with all major debit and credit cards.

- Stripe operates according to the EU's second payment services directive (PSD2) and supports Strong Customer Authentication (SCA) to give you an extra fraud protection layer. This is required for safe transactions within the European Economic Area (EEA). Stripe made sure that the SCA mechanisms will require your customers to authenticate purchases when there's a real need for it.
- Stripe is optimized for fast mobile checkout.
- Take advantage of free new innovative features as Stripe launches new updates.
- Stripe provides in-depth analytics on how and what payment methods are used across the world so you can better set up and optimize payment methods for different regions.
- Since you'll have access to a centralized Stripe dashboard, you can perform easy payment monitoring and reporting.

## How to enable Stripe

To start using Stripe for accepting online bookings, log into your WordPress dashboard > Accommodation > Settings > Payment gateways > Stripe tab. Before you set up Stripe, make sure that the booking confirmation mode is set to "Upon payment" (Accommodation > Settings > General).

You can use Stripe with either deposit or full payments (Accommodation > Settings > Payment Settings > General Settings). Then go through the following configuration:

1. Customize the title and description of the payment method at checkout to state any specific details.
2. Obtain your [Stripe Secret and Public keys](#) via your [Stripe dashboard](#) and insert them into the appropriate fields.
3. Optionally configure Stripe Webhook settings.
4. Enable the preferable payment methods (credit cards or other available local payment methods).
5. Set up language preferences for the checkout.

General

Admin Emails

Customer Emails

Email Settings

Payment Gateways

Extensions

License

[General Settings](#) | [Test Payment](#) | [Pay on Arrival](#) | [Direct Bank Transfer](#) | [PayPal](#) | [2Checkout](#) | **Stripe** | [Braintree](#) | [Beanstream/Bambora](#)

Enable "Pay by Card (Stripe)"

The [Force Secure Checkout](#) option is disabled. Please enable SSL and ensure your server has a valid SSL certificate. Otherwise, Stripe will only work in Test Mode.

Test Mode

Enable Sandbox Mode

Sandbox can be used to test payments.

Title

Pay by Card (Stripe)

Payment method title that the customer will see on your website.

Description

Pay with your credit card via Stripe.

Payment method description that the customer will see on your website.

Public Key

[Find API Keys](#)

Secret Key

Webhook Secret

[Setting Up Webhooks](#)

Payment Methods

Card Payments

Bancontact

iDEAL

Giropay

SEPA Direct Debit

SOFORT

Euro is the only acceptable currency for the selected payment methods. Change your currency to Euro in General settings.

Checkout Locale

Auto

Display Checkout in the user's preferred language, if available.

Save Changes

You can register [a demo account](#) to see the process in action.

## Payment Method

**Pay on Arrival**

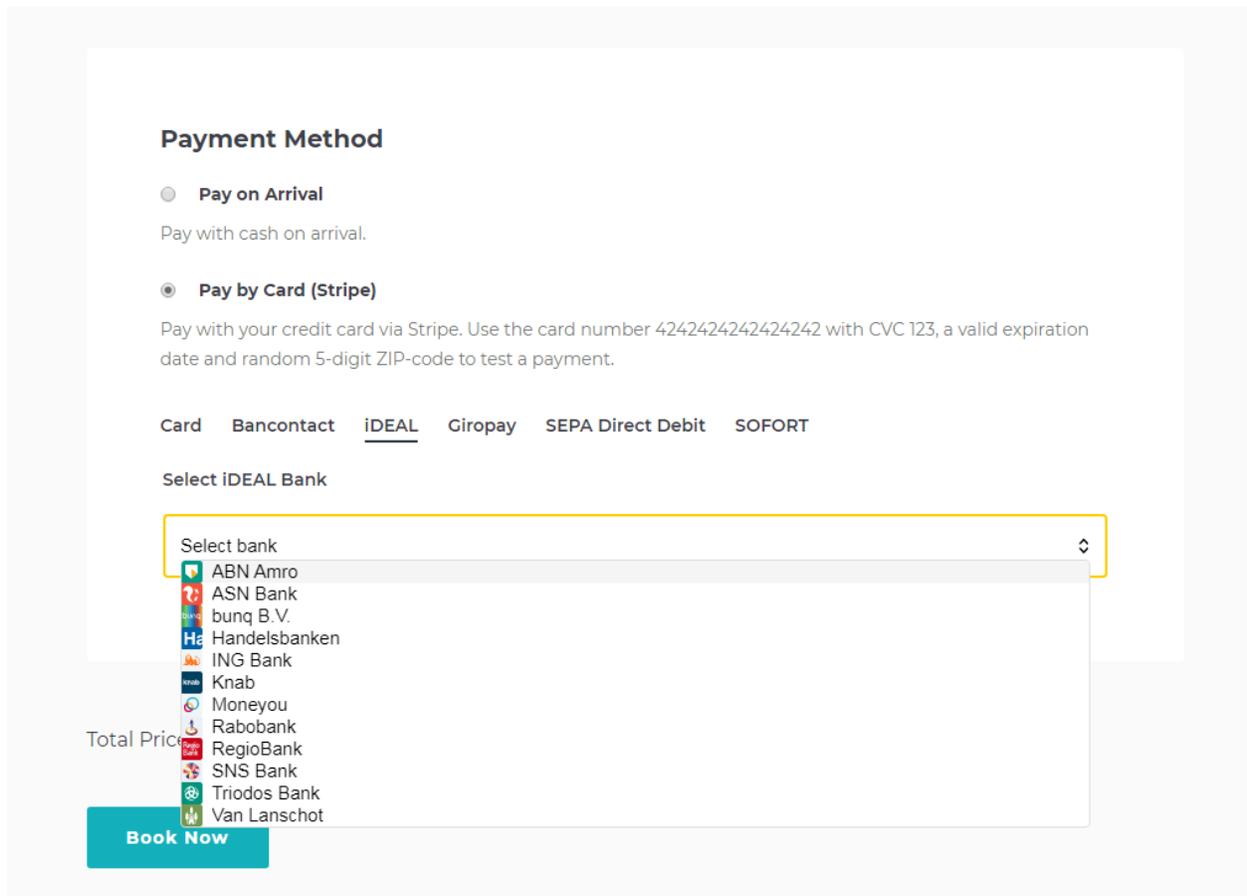
Pay with cash on arrival.

**Pay by Card (Stripe)**

Pay with your credit card via Stripe. Use the card number 4242424242424242 with CVC 123, a valid expiration date and random 5-digit ZIP-code to test a payment.

Card Bancontact iDEAL Giropay SEPA Direct Debit SOFORT

<input type="text" value="Card number"/>	MM / YY CVC
--	-------------



Please note:

- A valid SSL certificate (you can ask your hosting provider about this) is required to ensure that the payment process is secure for your guests.
- You can process test payments by enabling the Sandbox mode in the plugin.

## Enable Braintree

- Enable Braintree;
- Enable sandbox for test payment if needed;
- Set title and description;
- Set merchant ID;
- Set public and private key;
- Set Merchant Account ID.

General Admin Emails Customer Emails Email Settings Booking Rules **Payment Gateways** License

General Settings | Test Payment | PayPal | 2Checkout | Stripe | Braintree

Webhooks Destination URL:

Enable Pay by Card (Braintree)

**Test Mode**  Enable Sandbox Mode  
*Sandbox can be used to test payments.*

**Title**   
*Payment method title that the customer will see on your website.*

**Description**   
*Payment method description that the customer will see on your website.*

**Merchant ID**   
*In your Braintree account select Account > My User > View Authorizations.*

**Public Key**

**Private Key**

**Merchant Account ID**   
*In case the site currency differs from default currency in your Braintree account, you can set specific merchant account to avoid [complications with currency conversions](#). Otherwise leave the field empty.*

## Direct bank transfer

- Enable direct bank transfer
- Designate instructions explaining how guests must pay.

General Admin Emails Customer Emails Email Settings **Payment Gateways** Extensions

Note: Payment methods will appear on the checkout page only when Confirmation Upon Payment is enabled in Accommodation > Settings > General > Confirmation Mode.

General Settings | Test Payment | Pay on Arrival | **Direct Bank Transfer** | PayPal | 2Checkout | Stripe | Braintree | Beanstream/Bambora

Enable "Direct Bank Transfer"

**Title**  
Direct Bank Transfer  
*Payment method title that the customer will see on your website.*

**Description**  
Make your payment directly into our bank account. Please use your Booking ID as the payment reference.  
*Payment method description that the customer will see on your website.*

**Instructions**  
*Instructions for a customer on how to complete the payment.*

Save Changes

## More payment gateways

If you need more payment gateways, use [Hotel Booking WooCommerce Payments](#) extension - it will help you integrate dozens of WooCommerce payment gateways with your hotel / vacation rental website.

## Language settings and edits

The plugin is translated into multiple languages. So you can benefit from it even without additional translation efforts.

All default plugin content like labels, buttons, system messages will be displayed in the main site language which you set in *General* → *Settings* → *Site Language*.

If you want to customize anything, simply follow the guide right inside *Accommodation* → *Language*. You can translate plugin texts using any free program like Poedit, Loco, Pootle etc.

If you run a multilingual website, all your added content should be also translated.

## Language Guide

### Default language

This plugin will display all system messages, labels, buttons in the language set in *General* > *Settings* > *Site Language*. If the plugin is not available in your language, you may [contribute your translation](#).

### Custom translations and edits

You may customize plugin translation by editing the needed texts or adding your translation following these steps:

1. Take the source file for your translations `\motopress-hotel-booking\languages\motopress-hotel-booking.pot` or needed translated locale.
2. Translate texts with any translation program like Poedit, Loco, Pootle etc.
3. Put created .mo file with your translations into the folder `/wp-content/languages/motopress-hotel-booking/motopress-hotel-booking-{lang}_{country}.mo` . Where `{lang}` is ISO-639 language code and `{country}` is ISO-3166 country code. Exmample: Brazilian Portuguese file would be called `motopress-hotel-booking-pt_BR.mo`.

### Multilingual content

If your site is multilingual, you may use additional plugins to translate your added content into multiple languages allowing the site visitors to switch them.

## Shortcodes

Go to *Accommodation* → *Shortcodes* to get all needed shortcodes to place to the needed pages and output all hotel booking info.

Here are the shortcodes you can use:

## Availability Search Form

[mphb\_availability\_search] - use this shortcode to display a search form.

- **adults** - the number of adults preset in the search form. (values: 1...10/ default: 1)
- **children** - the number of children preset in the search form (values: 0...10/ default: 0)
- **check\_in\_date** - check-in date preset in the search form. (values: date in format d/m/Y / default: empty string)
- **check\_out\_date** check-out date preset in the search form (values: date in format d/m/Y / default: empty string)
- **attributes** custom attributes for advanced search (values: comma-separated slugs of attributes / default: empty string)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example:[mphb\_availability\_search adults="2" children="1"  
check\_in\_date="25/06/2018" check\_out\_date="30/06/2018"  
attributes="city,price-range"]

## Availability Calendar

[mphb\_availability\_calendar] - use this shortcode to show the individual availability calendar of a particular accommodation type.

- **id** - indicate the ID of a certain accommodation type whose availability calendar you want to show. (values: integer number / this parameter is **Required**)

- **monthstoshow** - how many months to show (values: set the number of columns or the number of rows and columns separated by comma, example: "3" or "2,3" / default: 2)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_availability_calendar id="123" monthstoshow="2,3"]`.

*Note: you can find ID of Accommodation Type at URL while editing it - in the address bar of your browser e.g. <https://your-site.com/wp-admin/post.php?post=777&action=edit>*

### Availability Search Results

`[mphb_search_results]` - use this shortcode to show search results listing according to user's search criteria.

- **title** - whether to display title of the accommodation type (values: true, yes, 1, on | false, no, 0, off / default: true)
- **featured\_image** - whether to display featured image of the accommodation type (values: true | false (yes, 1, on | no, 0, off / default: true)
- **gallery** - whether to display gallery of the accommodation type (values: true | false (yes, 1, on | no, 0, off / default: true)
- **excerpt** - whether to display excerpt (short description) of the accommodation type (values: true, yes, 1, on | false, no, 0, off / default: true)
- **details** - whether to display details of the accommodation type (values: true, yes, 1, on | false, no, 0, off / default: true)

- **price** - whether to display price of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **view\_button** - whether to display 'View Details' button with the link to accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **orderby** - sort by (values: price, order, ID, title, date, menu\_order. See the [full list](#). / default: menu\_order)
- **order** - designates the ascending or descending order of sorting. ASC - from lowest to highest values (1, 2, 3). DESC - from highest to lowest values (3, 2, 1) (values: ASC, DESC / default: DESC)
- **meta\_key** - custom field name. Required if "orderby" is one of the "meta\_value", "meta\_value\_num" or "meta\_value\_\*" (values: custom field name / default: empty string)
- **meta\_type** - specified type of the custom field. Can be used in conjunction with orderby="meta\_value" (values: NUMERIC, CHAR, DATETIME. See the [full list](#). / default: empty string)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

**Example:**`[mphb_search_results title="true" featured_image="true" gallery="false" excerpt="false" details="true" price="true" view_button="false" default_sorting="price"]`

### **Accommodation Types Listing**

`[mphb_rooms]` - listing of available room types.

- **title** - whether to display title of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **featured\_image** - whether to display featured image of the accommodation type (values: true | false (yes,1,on | no,0,off / default: true)
- **gallery** - whether to display gallery of the accommodation type (values: true | false (yes,1,on | no,0,off / default: true)
- **excerpt** - whether to display excerpt (short description) of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **details** - whether to display details of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **price** - whether to display price of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **view\_button** - whether to display 'View Details' button with the link to accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **book\_button** - whether to display Book button (values: true, yes,1, on | false, no,0,off / default: true)
- **posts\_per\_page** - amount of accommodations to show per page of pagination (values: *number* / default: empty string) e.g. `posts_per_page="6"`
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)
- **category** - indicate IDs of categories you want to list accommodations from (values: Comma-separated IDs. / default: empty string)

- **tags** - indicate IDs of tags you want to list accommodations by (values: Comma-separated IDs. / default: empty string)
- **ids** - indicate IDs of certain accommodation types that you want to list. (values: Comma-separated IDs. / default: empty string)
- **relation** - this parameter can be applied for **category** and **tags** terms. Its allows you to define whether to meet **all** or **any** of the conditions specified in tags and categories.  
Values:  
AND - is used to list accommodations that meet ALL tags and categories values.  
OR - is used to list accommodations that meet at least one of tags or categories values (default value: OR)
- **orderby** - sort by (values: price, order, ID, title, date, menu\_order. See the [full list](#). / default: menu\_order)
- **order** - designates the ascending or descending order of sorting. ASC - from lowest to highest values (1, 2, 3). DESC - from highest to lowest values (3, 2, 1) (values: ASC, DESC / default: DESC)
- **meta\_key** - custom field name. Required if "orderby" is one of the "meta\_value", "meta\_value\_num" or "meta\_value\_\*" (values: custom field name / default: empty string)
- **meta\_type** - specified type of the custom field. Can be used in conjunction with orderby="meta\_value" (values: NUMERIC, CHAR, DATETIME. See the [full list](#). / default: empty string)

**Example:**`[mphb_rooms title="true" featured_image="true" gallery="false" excerpt="false" details="true" price="true" view_button="true"`

```
book_button="false" posts_per_page="6" category="25,33" tags="112,287"
relation="OR"]
```

*Note: you can find ID of tag or category at URL while editing it - in the address bar of your browser e.g.*

*https://your-site.com/wp-admin/term.php?taxonomy=mphb\_room\_type\_tag&tag\_ID=50&post\_type=...*

## Services Listing

[`mphb_services`] this shortcode allows to list all services of your rental establishment.

- **ids** - indicate IDs of certain services that you want to list. (values: Comma-separated IDs. / default: empty string)
- **posts\_per\_page** - amount of services to show per page of pagination (values: *number* / default: empty string) e.g. `posts_per_page="3"`
- **orderby** - sort by (values: price, order, ID, title, date, menu\_order. See the [full list](#). / default: menu\_order)
- **order** - designates the ascending or descending order of sorting. ASC - from lowest to highest values (1, 2, 3). DESC - from highest to lowest values (3, 2, 1) (values: ASC, DESC / default: DESC)
- **meta\_key** - custom field name. Required if "orderby" is one of the "meta\_value", "meta\_value\_num" or "meta\_value\_\*" (values: custom field name / default: empty string)

- **meta\_type** - specified type of the custom field. Can be used in conjunction with `orderby="meta_value"` (values: NUMERIC, CHAR, DATETIME. See the [full list](#). / default: empty string)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_services ids="138,78,79" posts_per_page="2"]`

*Note: you can find ID of Service at URL while editing it - in the address bar of your browser e.g. <https://your-site.com/wp-admin/post.php?post=138&action=edit>*

## Display Single Accommodation Type

`[mphb_room]` - this shortcode is used to display certain accommodation type

- **id** - indicate ID of certain accommodation type that you want to show. (values: integer number / this parameter is **Required**)
- **title** - whether to display title of the accommodation type (values: true, yes, 1, on | false, no, 0, off / default: true)
- **featured\_image** - whether to display featured image of the accommodation type (values: true | false (yes, 1, on | no, 0, off / default: true)
- **gallery** - whether to display gallery of the accommodation type (values: true | false (yes, 1, on | no, 0, off / default: true)
- **excerpt** - whether to display excerpt (short description) of the accommodation type (values: true, yes, 1, on | false, no, 0, off / default: true)

- **details** - whether to display details of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **price** - whether to display price of the accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **view\_button** - whether to display 'View Details' button with the link to accommodation type (values: true, yes,1, on | false, no,0,off / default: true)
- **book\_button** - whether to display Book button (values: true, yes,1, on | false, no,0,off / default: true)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_room id="777" title="true" featured_image="true"]`

*Note: you can find ID of Accommodation Type at URL while editing it - in the address bar of your browser e.g. <https://your-site.com/wp-admin/post.php?post=777&action=edit>*

## Checkout Form

`[mphb_checkout]` - this shortcode shows checkout form while making a reservation.

*Note: Use only on page that you set as Checkout Page in Settings*

## Specific Accommodation Booking Form

`[mphb_availability]` - a booking form to check availability of a particular accommodation type.

- **id** - indicate ID of certain accommodation type to check availability for (values: integer number / default: empty string)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_availability id="777"]`

*Note: you can find ID of Accommodation Type at URL while editing it - in the address bar of your browser e.g. <https://your-site.com/wp-admin/post.php?post=777&action=edit>*

### **Accommodation Rates List**

`[mphb_rates]` - to show all rates for a particular room.

- **id** - indicate ID of certain accommodation type to list its available rates (values: integer number / default: empty string)
- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

Example: `[mphb_rates id="777"]`

*Note: you can find ID of Accommodation Type at URL while editing it - in the address bar of your browser e.g. <https://your-site.com/wp-admin/post.php?post=777&action=edit>*

### **Booking Confirmation**

`[mphb_booking_confirmation]` - a page with a confirmed booking notification.

- **class** - custom CSS class for shortcode wrapper (values: whitespace separated css classes / default: empty string)

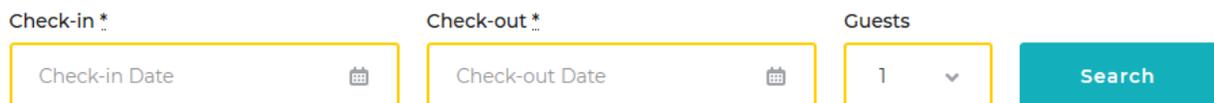
| *Note: Use this shortcode on Booking Confirmation Page*

You can add the needed shortcode in the following way: go to add new Post, Page or Custom Post Type → paste your shortcode in the content area → publish the changes.

## Customize Hotel Booking styles

If you want to customize the look (styling) of the property search form, booking forms, widgets and more, you can use extra Hotel Booking classes accessible via the [Hotel Booking Styles](#) addon. It allows you to copy/paste the needed class to the Hotel Booking shortcodes or Gutenberg blocks in order to make such adjustments as to make the search form horizontal, delete field labels, etc.

For example:



The image shows a horizontal hotel booking form. It consists of three input fields and a search button. The first field is labeled 'Check-in \*' and contains the text 'Check-in Date' with a calendar icon. The second field is labeled 'Check-out \*' and contains the text 'Check-out Date' with a calendar icon. The third field is labeled 'Guests' and contains the number '1' with a dropdown arrow. To the right of these fields is a teal button labeled 'Search'.

This form is created thanks to the “is-style-horizontal-form” class:

Document **Block** ×

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Styles ∨

---

Settings ∨

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Advanced ∧

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Additional CSS Class

---

## Manage Bookings

### All Bookings

If you enabled users to submit online bookings through your site, you can manage all received bookings with all statuses under *Bookings* → *All bookings menu*.

You can check or change the status of the booking: it can be Pending User Confirmation, Pending Payment, Pending Admin, Abandoned, Confirmed, Cancelled.

### Add booking manually

Since version 2.7.0 it is possible to add new bookings at the back-end. Follow the steps below to learn how to add new bookings:

- navigate to Bookings>All Bookings
- click '**New Booking**' button at the top

Bookings [New Booking](#)

All (0)

Email

<input type="checkbox"/> ID	Status	Check-in / Check-out	Guests	Customer Info	Price	Date
No bookings found						
<input type="checkbox"/> ID	Status	Check-in / Check-out	Guests	Customer Info	Price	Date

- select Check in/out dates, certain accommodation type if needed, and capacity and click '**Search**' button

Add New Booking

Required fields are followed by \*

Check-in \*

Check-out \*

Accommodation Type

Adults

Children

- system will show available accommodations types and its accommodations Select needed accommodations and click **Reserve** button

- After that fill the forms like on the front-end checkout page. So here you can select the amount of guests, add extras/services, guest name, apply coupon code (optional), fill required fields like name, email and phone number.
- Fill all the information and click the **Book Now** button.

## Add payment manually

If the guest has already paid the needed amount of money and should pay the rest after arrival to the hotel, you can **add the payment manually** to the appropriate booking.

To do this, simply go to a needed booking, scroll down to *Additional info* and click *Add payment manually*.

**Additional Information** ▲

Total Booking Price  \$

Payment ID	Status	Amount
<a href="#">#384</a>	Abandoned	\$520

Total Paid \$0

To Pay \$1,040

[Add Payment Manually](#)

The history of all payments you can view under Accommodation → Payments History.

## Modify existing bookings

You can edit booking information collected at checkout or added by your staff manually.

To edit a booking, go to Booking → select a booking and click “Edit”.

- In the “Booking Information” section, you can edit check-in and check-out dates.
- In the “Reserved accommodations” section, you can manage accommodations and other booking information, such as booked services or a property rate (all information you can see in this section is editable).

**To edit arrival/departure dates**, follow the next steps:

1. Click “Edit Dates” and select new dates to check the availability of the already booked properties in this reservation. Pick dates and *click “Check Availability”*.

If a property is available, you’ll see the “Available” status:

**Edit Dates**

Choose new dates to check availability of reserved accommodations in the original booking.

Check-in \*  
27/11/2019

Check-out \*  
30/11/2019

Check Availability

---

**Edit Accommodations** [Add Accommodation](#)

Add, remove or replace accommodations in the original booking.

Accommodation Type	Accommodation	Status	Actions
Villa Bastilicata Grande	Villa Bastilicata Grande 1	Available	Remove Replace

Continue

If not, it won't let you proceed with an unavailable one:

**Edit Accommodations** [Add Accommodation](#)

Add, remove or replace accommodations in the original booking.

Accommodation Type	Accommodation	Status	Actions
Villa Bastilicata Grande	Villa Bastilicata Grande 1	Not Available	Remove Replace

Continue

- Continue if a property is available. You'll see the source and target accommodation. The source accommodation is used to transfer already available client data to a new updated booking. If you just change dates, most likely the source accommodation will be the same as the target one.

## Edit Booking #1097 [Back](#)

### Choose how to associate data

Use Source Accommodation to assign pre-filled booking information available in the original booking, e.g., full guest name, selected rate, services, etc.

Source accommodation

Target accommodation

Villa Bastilicata Grande 1



Villa Bastilicata Grande 1

[Continue](#)

3. On the final step, you can compare the new booking details with those in the original booking.

### Original Booking Details

Check-in: December 26, 2019 , from 11:00 am  
Check-out: December 27, 2019 , until 10:00 am

#### Accommodation #1

Accommodation Type: [Family Villa Alegria](#)  
Accommodation: [Villa #8 1](#)

Guests

Full Guest Name

Rate: Refundable, \$580

Additional Services

- Car rental (\$50 / Per Day)
- Food hamper (\$55 / Once)
- Meal catering (\$20 / Per Day)

### New Booking Details

Check-in: April 10, 2020 , from 11:00 am  
Check-out: April 14, 2020 , until 10:00 am

#### Accommodation #1

Accommodation Type: [Family Villa Alegria](#)  
Accommodation: [Villa #8 1](#)

Guests \*

Full Guest Name

Choose Rate

Refundable, \$2,320  
Providing you want to reject your reservation in two days before the actual arrival, money for the booking can be successfully given back to you without any excessive procedures.

Non-Refundable, \$2,160  
If for a some reason you need to cancel the reservation, this action not be applied to this type of payment. All bookings will be automatically stored in online booking system without cancellation.

Choose Additional Services

- Car rental (\$50 / Per Day)
- Food hamper (\$55 / Once)
- Meal catering (\$20 / Per Day)
- Baby sitter (\$23 / Per Day) for  guest(s)
- Weddings and birthdays celebration (\$250 / Once)

[Save](#)

The dates are changed. But when you also want to update any other information (e.g. to add a service), you can do it on this step - the details are customizable.

Click “Save” when you are ready to change new details.

**To edit, remove or replace accommodation**, follow these steps:

1. Click “Edit Accommodations” - here you can add new accommodations for the same or other dates. Also, you can edit rates, services, the number of guests, etc.

2. Click “Add”, “Remove” or “Replace” accommodation to make the required changes.

**Edit Accommodations** [Add Accommodation](#)

*Add, remove or replace accommodations in the original booking.*

Accommodation Type	Accommodation	Status	Actions
Villa Bastilicata Grande	Villa Bastilicata Grande 1	Available	<a href="#">Remove</a> <a href="#">Replace</a>

[Continue](#)

When you add or replace accommodation, you'll be offered to select an accommodation type and a physical accommodation of its type:

**Edit Dates**

Choose new  
Check-in \* 25/11/20  
Check-out \* 26/11/20  
Check Avail

**Edit Accommodations**

*Add, remove*

**Add Accommodation** [X]

**Accommodation Type**

Villa Bastilicata Grande [v]

**Accommodation**

Villa Bastilicata Grande 1 [v]

[Add](#)

Accommodation Type	Accommodation	Status	Actions
Villa Bastilicata Grande	Villa Bastilicata Grande 1	Available	<a href="#">Remove</a> <a href="#">Replace</a>

[Continue](#)

You can add as many properties as needed.

## Edit Dates

Choose new dates to check availability of reserved accommodations in the original booking.

Check-in \*

Check-out \*

## Edit Accommodations

Add, remove or replace accommodations in the original booking.

Accommodation Type	Accommodation	Status	Actions
Villa Pasadena	Villa Pasadena 1	Available	<input type="button" value="Remove"/> <input type="button" value="Replace"/>
Summer Villa Emilia	Summer Villa Emilia 1	Available	<input type="button" value="Remove"/> <input type="button" value="Replace"/>
Villa de la Corazon	Villa #6 1	Available	<input type="button" value="Remove"/> <input type="button" value="Replace"/>

3. Choose the source accommodation for each new one (to automatically transfer client data) and click “Continue”.
4. Customize the editable details of bookings if needed and click “Save”.

### Accommodation #3

Accommodation Type: [Villa de la Corazon](#)

Accommodation: [Villa #6 1](#)

Guests \*

Full Guest Name

#### Choose Rate

Refundable, \$590

Providing you want to reject your reservation in two days before the actual arrival, money for the booking can be successfully given back to you without any excessive procedures.

Refundable, \$590

Providing you want to reject your reservation in two days before the actual arrival, money for the booking can be successfully given back to you without any excessive procedures.

Non-Refundable, \$560

If for a some reason you need to cancel the reservation, this action not not be applied to this type of payment. All bookings will be automatically stored in online booking system without cancellation.

#### Choose Additional Services

Car rental (\$50 / Per Day)

Food hamper (\$55 / Once)

Meal catering (\$20 / Per Day)

Baby sitter (\$23 / Per Day) for  guest(s)

Weddings and birthdays celebration (\$250 / Once)

Save

You can see the history of changes in the Logs panel.

When you add new accommodations, update rates or services, the final booking cost may change. If it was already paid, you can do the following to charge the balance:

- Record a cash payment manually via dashboard after the arrival of your guest:

**Additional Information** ▲

Coupon

Total Booking Price  \$

Payment ID	Status	Amount
<a href="#">#1112</a>	Completed	\$780
Total Paid		\$780
To Pay		\$55

Price Breakdown

<input type="checkbox"/> <a href="#">#1 Villa Bastilicata Grande</a>	\$835
Total	\$835

- Integrate the [Payment Request add-on](#) to send a payment link with the balance in a click (guests will be able to pay online before arrival and the payment will be recorded automatically).

OTAs sync for updated bookings

If you list your properties on [external OTAs via iCal](#), the changes you make to bookings on the site will also be synchronized with those on OTAs.

Each accommodation in a booking (in “Reserved accommodations” - there can be several ones in a booking) has its unique ID (UID) that is used in iCal calendars.

If you change booking dates for properties in a reservation, the calendar UID stays the same.

If you change accommodation or its type in a booking (add, remove or replace properties), its UID in a calendar is also changed.

The updated booking data should be synced with external calendars during the next [scheduled automatic](#) sync.

During the export, the UIDs of the events in calendars are compared, so if there is new information, it should be also automatically updated on the external platforms.

**Note:** *you cannot edit the bookings imported from external sources/platforms.* To modify bookings sourced from external platforms, you need to update the source booking (the listing on the OTA) and resync your calendars to export new data to the Hotel Booking plugin on your WordPress website.

## Bookings Calendar

To preview all bookings in a user-friendly calendar view, go to *Bookings* → *Calendar*. Here you may find the bookings by an accommodation type, by period or status.

## Booking Calendar

Accommodation Type:  Period:

Status:   Legend: ■ Booked ■ Pending User ■ Pending Admin ■ Pending Payment

Accommodation	Sat 1 Apr	Sun 2 Apr	Mon 3 Apr	Tue 4 Apr	Wed 5 Apr	Thu 6 Apr	Fri 7 Apr	Sat 8 Apr	Sun 9 Apr	Mon 10 Apr	Tue 11 Apr	Wed 12 Apr	Thu 13 Apr	Fri 14 Apr	Sat 15 Apr	Sun 16 Apr	Mon 17 Apr	Tue 18 Apr	Wed 19 Apr	Thu 20 Apr	Fri 21 Apr
Classic Double Room 2																					
Classic Double Room 3																					
Classic Double Room 4																					
Classic Double Room 5																					
Classic Double Room 6																					
Classic Double Room 7																					
Classic Double Room 8															360						
Classic Double Room 9																					
Classic Double Room 10																					
Classic Double Room 1																					

Accommodation

## Create discount coupons

**Please note:** the use of coupons should be enabled via *Accommodation* → *Settings* → *General tab* → *Misc* → tick “Enable the use of coupons” (the option was released in Version 2.1.0).

If you want to provide guests with discount coupon codes, which they can apply on the checkout page, you should go to *Bookings* → *Coupons* → *Add new*.

All the settings of this menu will let you customize the coupon:

- Create the coupon name

- Add coupon description
- Set the discount amount of the coupon in % (required)
- Optionally set the expiration date
- Optionally choose accommodation types the discount coupon is valid for
- Optionally set check-in and check-out dates “frame” when the discount coupon is valid
- Optionally set minimum and maximum days to stay required for the coupon to be valid
- Optionally set the number of times the coupon can be used

## Add New Coupon

motopress

### Coupon Information

Description

test coupon

Coupon Amount (%)

15

Expiration Date

30/08/2017

Accommodation Types

Villa Harbor  
Cottage Brava  
Bungalow

Check-in After

Check-out Before

Minimum Days

1

Maximum Days

0

Usage Limit

0

Usage Count

0

The guests can apply the coupon on the checkout page when confirming and booking an accommodation:

**Coupon Code:**

**Apply**

**Price Breakdown**

<u>#1 Bungalow</u>	<b>€5,300</b>
<b>Total</b>	<b>€5,300</b>

So, when the coupon is applied, the guests pay a discounted price:

**Coupon Code:**

motopress

**Apply**

Coupon applied successfully.

**Price Breakdown**

<u>#1 Bungalow</u>	<b>€5,300</b>
<b>Coupon: motopress</b>	<b>-€795</b> <a href="#">Remove</a>
<b>Total</b>	<b>€4,505</b>

# Set Booking rules

**Note!** New booking rules were released in Version 2.3.0. Make sure that your old booking rules are successfully transformed into new ones.

Go to *Bookings* → *Booking Rules menu* to set your booking rules.

These rules allow you to set minimum and maximum check-in and check-out dates, minimum and maximum stay-in days for all or individual accommodations. Also, using this menu you'll be able to block the booking option for chosen accommodations at specific periods of time.

## Check-in rules

You may add as many rules as you want.

Select all available check-in days for chosen accommodation types and seasons.

For example, if guests can check in at any day and to any accommodation, just select All.

## Booking Rules

Check-in days

Add rule

Days	Accommodations	Seasons	Actions
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input type="button" value="Done"/> <input type="button" value="Delete"/>
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Classic Double	<input checked="" type="checkbox"/> 2018	
<input checked="" type="checkbox"/> Wednesday	Room	<input checked="" type="checkbox"/> Christmas 2017	
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Superior	<input checked="" type="checkbox"/> 2017	
<input checked="" type="checkbox"/> Friday	Double Room	<input checked="" type="checkbox"/> 2016	
<input checked="" type="checkbox"/> Saturday	<input checked="" type="checkbox"/> Comfort Triple	<a href="#">Unselect all</a>	
<input checked="" type="checkbox"/> Sunday	Room		
<a href="#">Select all -</a>	<a href="#">Unselect all</a>		
<a href="#">Unselect all</a>			

If you want to add a custom booking rule for any particular accommodation type, just add a new rule. For example, check-in is not available on Monday for Classic Double room:

## Booking Rules

Check-in days

[Add rule](#)

Days	Accommodations	Seasons	Actions
All	All	All	<a href="#">Edit</a> <a href="#">Delete</a>
<input type="checkbox"/> Monday	<input type="checkbox"/> All	<input checked="" type="checkbox"/> All	<a href="#">Done</a>
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Classic Double Room	<input checked="" type="checkbox"/> 2018	<a href="#">Delete</a>
<input checked="" type="checkbox"/> Wednesday	<input type="checkbox"/> Superior	<input checked="" type="checkbox"/> Christmas 2017	
<input checked="" type="checkbox"/> Thursday	Double Room	<input checked="" type="checkbox"/> 2017	
<input checked="" type="checkbox"/> Friday	<input type="checkbox"/> Comfort Triple	<input checked="" type="checkbox"/> 2016	
<input checked="" type="checkbox"/> Saturday	Room	<a href="#">Unselect all</a>	
<input checked="" type="checkbox"/> Sunday	<a href="#">Unselect all</a>		
<a href="#">Select all -</a>			
<a href="#">Unselect all</a>			

To make sure that it doesn't conflict with the rules for all other accommodation types, uncheck Classic Double room in the first rule applied for all other accommodations. Drag and drop the rules to set the needed priority:

## Booking Rules

Check-in days Add rule

1

Days	Accommodations	Seasons	Actions
<input checked="" type="checkbox"/> Monday	<input type="checkbox"/> All	<input checked="" type="checkbox"/> All	<span>Done</span> <span>Delete</span>
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Classic Double	<input checked="" type="checkbox"/> 2018	
<input checked="" type="checkbox"/> Wednesday	Room	<input checked="" type="checkbox"/> Christmas 2017	
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Superior	<input checked="" type="checkbox"/> 2017	
<input checked="" type="checkbox"/> Friday	Double Room	<input checked="" type="checkbox"/> 2016	
<input checked="" type="checkbox"/> Saturday	<input checked="" type="checkbox"/> Comfort Triple	<a href="#">Unselect all</a>	
<input checked="" type="checkbox"/> Sunday	Room		
<a href="#">Select all -</a>	<a href="#">Unselect all</a>		
<a href="#">Unselect all</a>			

2

<input type="checkbox"/> Monday	<input type="checkbox"/> All	<input checked="" type="checkbox"/> All	<span>Done</span> <span>Delete</span>
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Classic Double	<input checked="" type="checkbox"/> 2018	
<input checked="" type="checkbox"/> Wednesday	Room	<input checked="" type="checkbox"/> Christmas 2017	
<input checked="" type="checkbox"/> Thursday	<input type="checkbox"/> Superior	<input checked="" type="checkbox"/> 2017	
<input checked="" type="checkbox"/> Friday	Double Room	<input checked="" type="checkbox"/> 2016	
<input checked="" type="checkbox"/> Saturday	<input type="checkbox"/> Comfort Triple	<a href="#">Unselect all</a>	
<input checked="" type="checkbox"/> Sunday	Room		
<a href="#">Select all -</a>	<a href="#">Unselect all</a>		
<a href="#">Unselect all</a>			

On the frontend, if a guest wants to check in on Monday, there won't be Classic Double room in the search results list, because we made check-in on Mondays unavailable for this accommodation type.

## Check-out rules

You can do the same for the check-out days. Just set when guests can check out (can be applied to all accommodation types or to any individually). Make sure that rules don't conflict with each other.

### Check-out days [Add rule](#)

Days	Accommodations	Seasons	Actions
<input checked="" type="checkbox"/> Monday	<input checked="" type="checkbox"/> All	<input checked="" type="checkbox"/> All	<input type="button" value="Done"/>
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Classic Double	<input checked="" type="checkbox"/> 2018	
<input checked="" type="checkbox"/> Wednesday	Room	<input checked="" type="checkbox"/> Christmas 2017	<input type="button" value="Delete"/>
<input checked="" type="checkbox"/> Thursday	<input checked="" type="checkbox"/> Superior	<input checked="" type="checkbox"/> 2017	
<input checked="" type="checkbox"/> Friday	Double Room	<input checked="" type="checkbox"/> 2016	
<input checked="" type="checkbox"/> Saturday	<input checked="" type="checkbox"/> Comfort Triple	<a href="#">Unselect all</a>	
<input checked="" type="checkbox"/> Sunday	Room		
<a href="#">Select all -</a>	<a href="#">Unselect all</a>		
<a href="#">Unselect all</a>			

## Minimum stay rules

You may set a minimum stay-in period for all accommodations or each one individually.

Minimum stay		Add rule	
Minimum stay	Accommodations	Seasons	Actions
<input type="text" value="1"/> <input type="button" value="▲"/> <input type="button" value="▼"/> nights	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Classic Double Room <input checked="" type="checkbox"/> Superior Double Room <input checked="" type="checkbox"/> Comfort Triple Room <a href="#">Unselect all</a>	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> 2018 <input checked="" type="checkbox"/> Christmas 2017 <input checked="" type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2016 <a href="#">Unselect all</a>	<input type="button" value="Done"/> <input type="button" value="Delete"/>

For example, if you want to set 2 days as a minim stay-in period for all accommodations, this will be shown in the search availability calendar as well (guest will be able to choose a check-out date only in 2 days after the check-in date):

## Book your stay

Required fields are followed by \*

Check-in: \*

09/01/2018

Check-out: \*

11/01/2018

<Prev Today Next>

January 2018 February 2018

MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
									1	2	3	4	
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28				
29	30	31											

Clear Close

### Maximum stay rules

Set the maximum stay-in period for all accommodations or each one individually. For example,

you may set maximum 15 days for all rooms:

**Maximum stay**
[Add rule](#)

Maximum stay	Accommodations	Seasons	Actions
<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;">15</div> <div style="display: inline-block; vertical-align: middle;"> <input type="button" value="▲"/>  <input type="button" value="▼"/> </div> <span style="margin-left: 10px;">nights</span>	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Classic Double Room <input checked="" type="checkbox"/> Superior Double Room <input checked="" type="checkbox"/> Comfort Triple Room <a href="#">Unselect all</a>	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> 2018 <input checked="" type="checkbox"/> Christmas 2017 <input checked="" type="checkbox"/> 2017 <input checked="" type="checkbox"/> 2016 <a href="#">Unselect all</a>	<div style="border: 1px solid #ccc; padding: 5px; width: 60px; margin: 0 auto;">Done</div> <div style="border: 1px solid #ccc; padding: 5px; width: 60px; margin: 5px auto;">Delete</div>

In this case, a guest won't be able to choose more than 15 days for stay-in (and unavailable days will be crossed out in the search availability calendar).

## Book your stay

Required fields are followed by \*

Check-in: \*

01/02/2018

Check-out: \*

16/02/2018

<Prev Today Next>

February 2018 March 2018

MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
			1	2	3	4			1	2	3	4	
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28					26	27	28	29	30	31	

More than max days (15) stay

Clear Close

### Block accommodation rules

If you need to make all accommodations or any specific accommodation type/actual accommodation unavailable during a specific period of time, use "Block accommodation rules".

Among the restriction rules are: not check-in, not check-out and not stay-in (when you want to totally block accommodations/a specific accommodation at a chosen period of time).

**Block accommodation** [Add rule](#)

Accommodation Type	Accommodation	From	Till	Restriction	Comment	Actions
Classic Double Room ▼	1 ▼	20/12/20: *	28/12/20: *	<input type="checkbox"/> Not check-in <input type="checkbox"/> Not check-out <input checked="" type="checkbox"/> Not stay-in <a href="#">Select all</a> - <a href="#">Unselect all</a>	Mauris semper eu lorem id ...	<a href="#">Delete</a>

You may add as many rules as you want for each accommodation separately.

For example, if you rent out 2 apartments and want to totally block all for 8 days, simply choose needed dates and 'All'. Then, in the search availability form, all the blocked dates will be crossed out (the dates are blocked from December, 20 till December, 28):

## Book your stay

Required fields are followed by \*

Check-in: \*

01/02/2018

<Prev			Today							Next>			
December ▼				2017 ▼			January 2018						
MO	TU	WE	TH	FR	SA	SU	MO	TU	WE	TH	FR	SA	SU
				1	2	3							
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30	31				
Clear							Close						

### Minimum & Maximum advance reservation rules

In the *Minimum Advance reservation menu*, you can set the minimum number of days before a booking can be made depending on the current date. In other words, in how many days before the chosen check-in date a guest can make a booking.

In the *Maximum Advance reservation menu*, you can set the maximum number of days allowed for future reservations.

If a guest wants to check in earlier or later than allowed by the rules you set, they won't be able to do that.

You can apply either rule to all or individual properties/seasons.

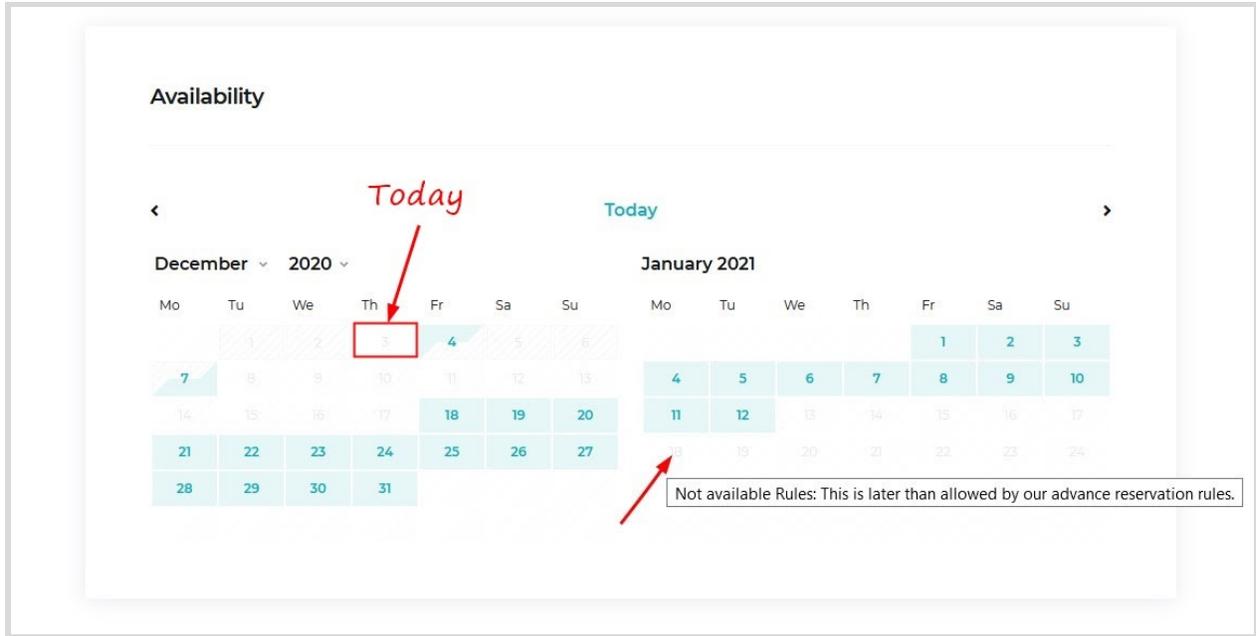
For example, let's designate in our Minimum advanced reservation booking rules that a booking can be made in minimum 15 nights before arrival:

Minimum advance reservation		Add rule	
Minimum advance reservation	Accommodations	Seasons	Actions
15 nights	All	All	<a href="#">Edit</a> <a href="#">Delete</a>

The frontend availability calendar will show unavailable days with the only 16th day as available:

The screenshot shows an availability calendar interface. On the left, the word "Availability" is displayed. The main calendar area shows two months: December 2020 and January 2021. A red arrow points to the 3rd of December, which is labeled "Today" in red text. A tooltip box is overlaid on the calendar, pointing to the 1st of December, with the text: "Not available Rules: This is earlier than allowed by our advance reservation rules." The days from the 1st to the 15th of December are shown in a light grey color, indicating they are unavailable. The 16th of December is shown in a light blue color, indicating it is available for booking. The days from the 17th to the 31st of December and the days of January 2021 are also shown in light blue, indicating they are available.

If we set the maximum Advance reservation rule to, for example, 40 nights, the property will become unavailable for booking starting from the 41st night from the current date.



Guests will see the reason why the property is unavailable by hovering over unavailable days in a calendar.

### Booking buffer rules

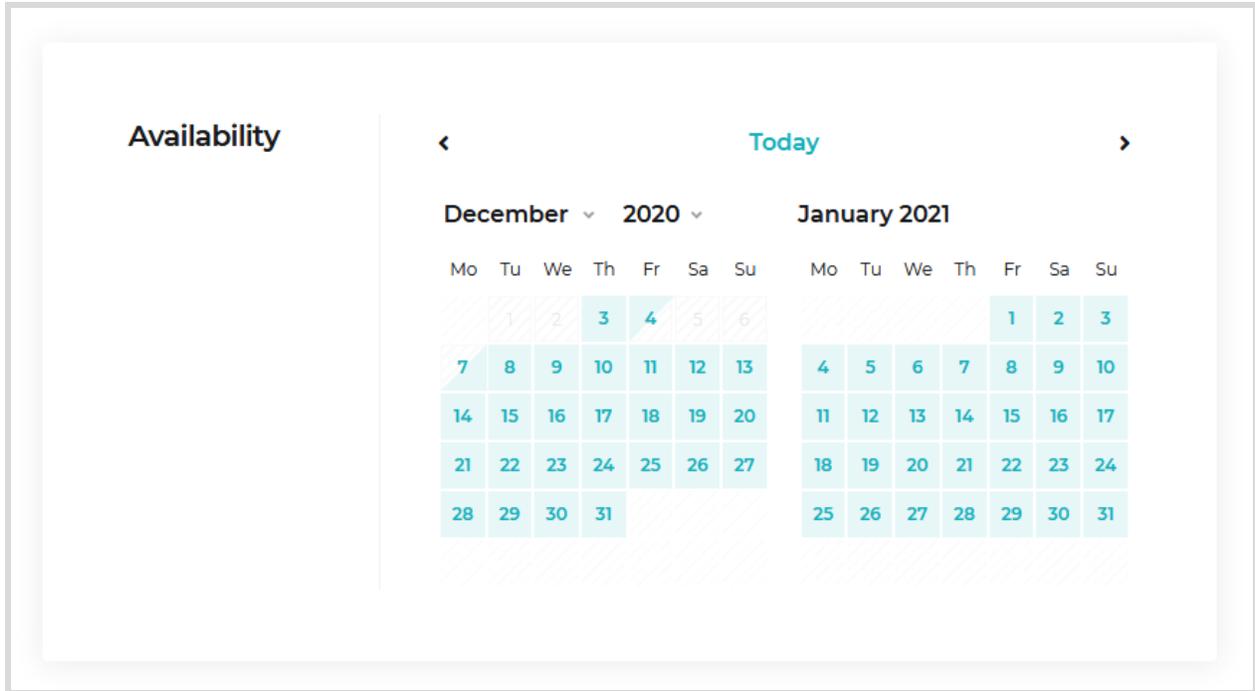
The booking buffer is an extra time (in nights) added to the already booked dates - before and after the check-out and check-in dates. This might be helpful when you need to perform any extra cleaning or sanitizing procedures before your client arrives and after they depart. You can apply it to all or individual properties / seasons.

For example, you set a booking buffer to 1 night:

**Booking buffer** [Add rule](#)

Booking buffer	Accommodations	Seasons	Actions
1 <input type="text"/> nights	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Standard Single Room <input checked="" type="checkbox"/> Classic Double Room <input checked="" type="checkbox"/> Comfort Double Room <input checked="" type="checkbox"/> Villa Sa Riera Sea View <input checked="" type="checkbox"/> Villa Pasadena <input checked="" type="checkbox"/> Villa Bastilicata Grande <input checked="" type="checkbox"/> ena <input checked="" type="checkbox"/> Summer Villa Emilia <input checked="" type="checkbox"/> Seaside Villa Tuscany Maremma <input checked="" type="checkbox"/> Deluxe and Stylish Apartment <input checked="" type="checkbox"/> Le Marche Etna House <input checked="" type="checkbox"/> Beachfront Villa Casa Aurora <input checked="" type="checkbox"/> Alps Mountains Cottage Monte <input checked="" type="checkbox"/> Villa la Parese <input checked="" type="checkbox"/> Summer Villa Alexandria <input checked="" type="checkbox"/> Summer Villa Emilia <input checked="" type="checkbox"/> Villa de la Corazon <input checked="" type="checkbox"/> Seaside Villa Egardo Aparente <input checked="" type="checkbox"/> Family Villa Alegria <input checked="" type="checkbox"/> Villa Casadillia <input checked="" type="checkbox"/> Villa de la Tarde <input checked="" type="checkbox"/> Villa de la Corazon <input checked="" type="checkbox"/> Mountains Villa Monte <input checked="" type="checkbox"/> Family Villa Alegria <a href="#">Unselect all</a>	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Season <input checked="" type="checkbox"/> Season <a href="#">Unselect all</a>	<a href="#">Done</a> <a href="#">Delete</a>

If a guest booked the accommodation for Dec, 5 - Dec, 6, the plugin will automatically block out one extra day before and after these dates according to your booking buffer rule, so potential guests will see the property as unavailable for Dec, 4 - Dec, 7.



So this is visible for your potential guests on the frontend availability calendar. In your admin calendar, however, you'll see the normal booked dates:

**Booking Calendar** [New Booking](#)

Accommodation Type:  Period:    [Show](#)

Status:  [Search](#) Legend: ■ Blocked ■ Pending ■ Booked

Accommodation	2 Dec 2020	3 Dec 2020	4 Dec 2020	5 Dec 2020	6 Dec 2020	7 Dec 2020	8 Dec 2020	9 Dec 2020	10 Dec 2020	11 Dec 2020	12 Dec 2020	13 Dec 2020	14 Dec 2020	15 Dec 2020	16 Dec 2020	17 Dec 2020	18 Dec 2020	19 Dec 2020	20 Dec 2020	21 Dec 2020	22 Dec 2020	23 Dec 2020
	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
Villa Sa Riera Sea View 1					1684																	
Villa Pasadena 1																						
Villa Bastilicata Grande 1																						
Summer Villa Emilia 1																						
Seaside Villa Tuscany Ma...																						

Sun 6, Dec 2020: Check-out #1684  
 Ann Taylor  
 anntaylor@gmail.com  
 123456789  
 Adults: 1

You can also notice the buffer times are colored in grey around the booked dates (visible on hover)

Accommodation	2 Dec 2020 Wed	3 Dec 2020 Thu	4 Dec 2020 Fri	5 Dec 2020 Sat	6 Dec 2020 Sun	7 Dec 2020 Mon	8 Dec 2020 Tue	9 Dec 2020 Wed	10 Dec 2020 Thu
Villa Sa Riera Sea View 1				1684					
Villa Pasadena 1									
Villa Bastilicata Grande 1									
Summer Villa Emilia 1									
Seaside Villa Tuscany Ma...									

Fri 4, Dec 2020: Buffer time.

Don't forget to save your changes!

Please note, if there are too many different rules, the frontend search availability calendar won't be able to show all of them instantly, but all the rules will work delivering results according to all your rules.

As you see, the system of booking rules is very flexible - you can customize the rules for any accommodation type / actual accommodation / season with ease.

## Taxes And Fees

### Fees

Fee is a separate mandatory charge in addition to base accommodation rate. Follow the steps below to add a new fee:

1. Go to Bookings>Taxes & Fees> push Add New button (next to Fees)

Taxes & Fees

Fees [Add new](#)

Label	Type	Amount	Limit	Accommodations	Actions
<input type="text" value="New fee"/>	<input type="text" value="Per guest / per day"/> <ul style="list-style-type: none"> <li><input type="text" value="Per guest / per day"/></li> <li><input type="text" value="Per accommodation / per day"/></li> </ul>	Per adult: <input type="text" value="0"/> Per child: <input type="text" value="0"/>	<input type="text" value="0"/> days	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Classic Double Room <input checked="" type="checkbox"/> Superior Double Room <input checked="" type="checkbox"/> Comfort Triple Room <input type="checkbox"/> Unselect all	<input type="button" value="Done"/> <input type="button" value="Delete"/>

2. Give a name to your fee e.g. 'Cleaning fee'. This label will be shown at Checkout page under price breakdown.
3. Select whether to charge the fee per guest or per accommodation:
  - a. 'Per guest / per day'
  - b. 'Per accommodation / per day'
4. Define the price (Amount) of fee for Adult and Child. (when you set to 'charge per accommodation', there is single box for price)
5. Next you can set a limit of days the fee is charged. If you put '0' days the fee is charged each day of stay period. If you want to charge once only, set 1 day.
6. Check the accommodation types you want to tie the fee with. You should uncheck **All** to select certain accommodation types.
7. Click 'Done' and 'Save Changes'

Here is an example of Cleaning Fee with price \$10 and that is charged once (1 day limit) for whole accommodation (not per guest) and is tied to Classic Double Room and Comfort Triple Room

Taxes & Fees

Fees [Add new](#)

Label	Type	Amount	Limit	Accommodations	Actions
Cleaning Fee	Per accommodation / per day	\$10.00	1 days	Classic Double Room, Comfort Triple Room	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

You can add unlimited amount of fees in the same way.

Your guests can see all applied Fees at checkout page by breaking down the price table

## Price Breakdown

#1 Comfort Triple Room Rate: Standard 	\$158
Adults	1
Children	0
Nights	1
<b>Dates</b>	<b>Amount</b>
January 31, 2018	\$148
<b>Dates Subtotal</b>	<b>\$148</b>
<b>Accommodation Subtotal</b>	<b>\$148</b>
<b>Fees</b>	<b>Amount</b>
Cleaning Fee	\$10
<b>Fees Subtotal</b>	<b>\$10</b>
<b>Subtotal</b>	<b>\$158</b>
<b>Total</b>	<b>\$158</b>

## Taxes

You can add Taxes for Accommodations, Services and Fees separately.

### Taxes for Accommodations

In order to make Accommodation types taxable you should navigate to your *Dashboard* → *Bookings* → *Taxes & Fees* and follow the next steps:

1. Click Add new button next to Accommodation Taxes

Accommodation Taxes [Add new](#)

Label	Type	Amount	Limit	Accommodations	Actions
New tax	<input type="text" value="Per guest / per day"/> <ul style="list-style-type: none"> <li>Per guest / per day</li> <li style="background-color: #e0e0e0;">Per guest / per day</li> <li>Per accommodation / per day</li> <li>Per accommodation (%)</li> </ul>	Per adult: <input type="text" value="0"/> Per child: <input type="text" value="0"/>	<input type="text" value="0"/> days	<input checked="" type="checkbox"/> All <input checked="" type="checkbox"/> Classic Double Room <input checked="" type="checkbox"/> Superior Double Room <input checked="" type="checkbox"/> Comfort Triple Room <input type="checkbox"/> Unselect all	<input type="button" value="Done"/> <input type="button" value="Delete"/>

2. Name the Tax. The label will appear in a price breakdown on the frontend (your guests will see it).
3. Select a type of the tax among:
  - a. Per guest / Per day - allows to add different tax for adult and child.
  - b. Per accommodation / Per day - add fixed tax for accommodation per day - not depending on guests quantity.
  - c. Per accommodation in percents (%) - add tax in percents for accommodation without days count.
4. Define 'Amount' of Tax - this will depend on type of the Tax - percentage or price.
5. Add limit of days if needed. When there is '0' the tax will be applied to all days of stay-in period. You can put '1' to charge the tax once only.
6. Check the accommodation types you want to apply this tax for. You should uncheck **All** to select certain accommodation types.
7. Click 'Done' and 'Save Changes'

Here is an example of 6 % Occupancy Tax for whole accommodation and is applied for all Accommodation

Types

Accommodation Taxes [Add new](#)

Label	Type	Amount	Limit	Accommodations	Actions
Occupancy Tax	Per accommodation (%)	6.00%	0 days	All	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

You can add more Taxes in the same way.

Your guests will see all applied taxes at checkout page by breaking down the price table.

## Taxes for Services and Fees

In addition to Accommodation taxes, you can also add taxes for Services and Fees separately.

There are the same properties for both types of taxes available:

Service Taxes						<a href="#">Add new</a>
Label	Type	Amount	Limit	Accommodations	Actions	
<input type="text" value="Service Tax"/>	<input type="text" value="Percentage"/>	<input type="text" value="0"/>	<input type="text" value="0"/> days	-	<input type="button" value="Done"/>	<input type="button" value="Delete"/>

Fee Taxes						<a href="#">Add new</a>
Label	Type	Amount	Limit	Accommodations	Actions	
<input type="text" value="Fee Tax"/>	<input type="text" value="Percentage"/>	<input type="text" value="0"/>	<input type="text" value="0"/> days	-	<input type="button" value="Done"/>	<input type="button" value="Delete"/>

These percentage taxes are for total fees and services amount.

*Tip: If you need to apply Tax for total sum of reservation, you should create a tax for each type (accommodation, service (if there are any) and fee(if there are any)) with the same percent amount.*

Your guests will see all applied taxes at checkout page by breaking down the price table (before they pay).

## Reports (CSV)

Since the Hotel Booking 3.5.0 version it is possible to export Bookings in CSV format. This allows to import the bookings and related information to excel or spreadsheet document. In order to export Bookings you should navigate to Dashboard > Bookings > Reports. There you may use available options to filter the Bookings you want to export by the following parameters:

- Accommodation Type - bookings of certain accommodation type
- Status of Bookings - bookings with certain status applied
- The periods/time frames to select the booking for export between start and end dates

Once you configured these parameters you may select the columns of reservation to export. In other words what information of the booking you would need exporting CSV file:

- ID
- Status
- Check-in

- Check-out
- Accommodation Type
- Accommodation Type ID
- Accommodation
- Rate
- Adults/Guests
- Children
- Services
- First Name
- Last Name
- Email
- Phone
- Country
- Address
- City
- State / County
- Postcode
- Customer Note
- Full Guest Name
- Coupon
- Total
- Paid
- Payment Details
- Date

The final selection is saved for further export so you would not need to unselect the unnecessary columns again with each next export of bookings.

## Bookings

### Export Bookings

All Accommodation Types



All Statuses



Booking dates between



Choose start date

Choose end date

#### [Select columns to export](#)

- ID
- Status
- Check-in
- Check-out
- Accommodation Type
- Accommodation Type ID
- Accommodation
- Rate
- Adults/Guests
- Children
- Services
- First Name
- Last Name
- Email
- Phone
- Country
- Address
- City
- State / County
- Postcode
- Customer Note
- Full Guest Name
- Coupon
- Total
- Paid
- Payment Details
- Date

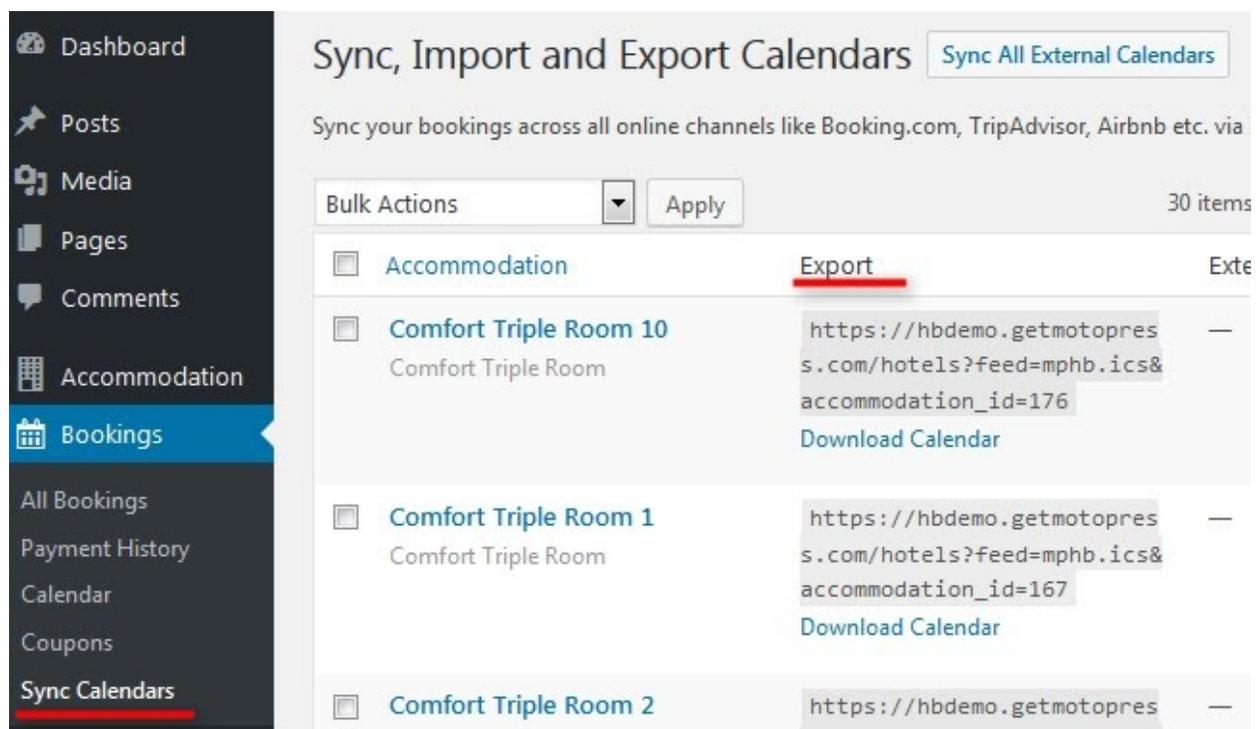
[Select all](#) - [Unselect all](#)

Generate CSV

# Synchronize your hotel website with OTAs via iCal

If you list your property on multiple online channels and also offer online website bookings via MotoPress Hotel Booking plugin, you can easily avoid overbooking by synchronizing all those channels with your site and with each other. To make this synchronization possible, the online channels you use should support **iCalendar file format**.

To configure synchronization of your bookings across all channels, go to your WordPress *Dashboard* → *Bookings* → *Sync Calendars*. You'll see a list of all your real accommodations with their unique URLs (the link under Export).



The screenshot displays the 'Sync, Import and Export Calendars' interface in WordPress. The left sidebar shows the 'Bookings' menu with 'Sync Calendars' highlighted. The main content area shows a table with columns for 'Accommodation', 'Export', and 'Download Calendar'. Three rows are visible, each representing a 'Comfort Triple Room' with a unique iCalendar URL.

Accommodation	Export	Download Calendar
<input type="checkbox"/> Comfort Triple Room 10 Comfort Triple Room	<a href="https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=176">https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=176</a>	<a href="#">Download Calendar</a>
<input type="checkbox"/> Comfort Triple Room 1 Comfort Triple Room	<a href="https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=167">https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=167</a>	<a href="#">Download Calendar</a>
<input type="checkbox"/> Comfort Triple Room 2	<a href="https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=168">https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=168</a>	<a href="#">Download Calendar</a>

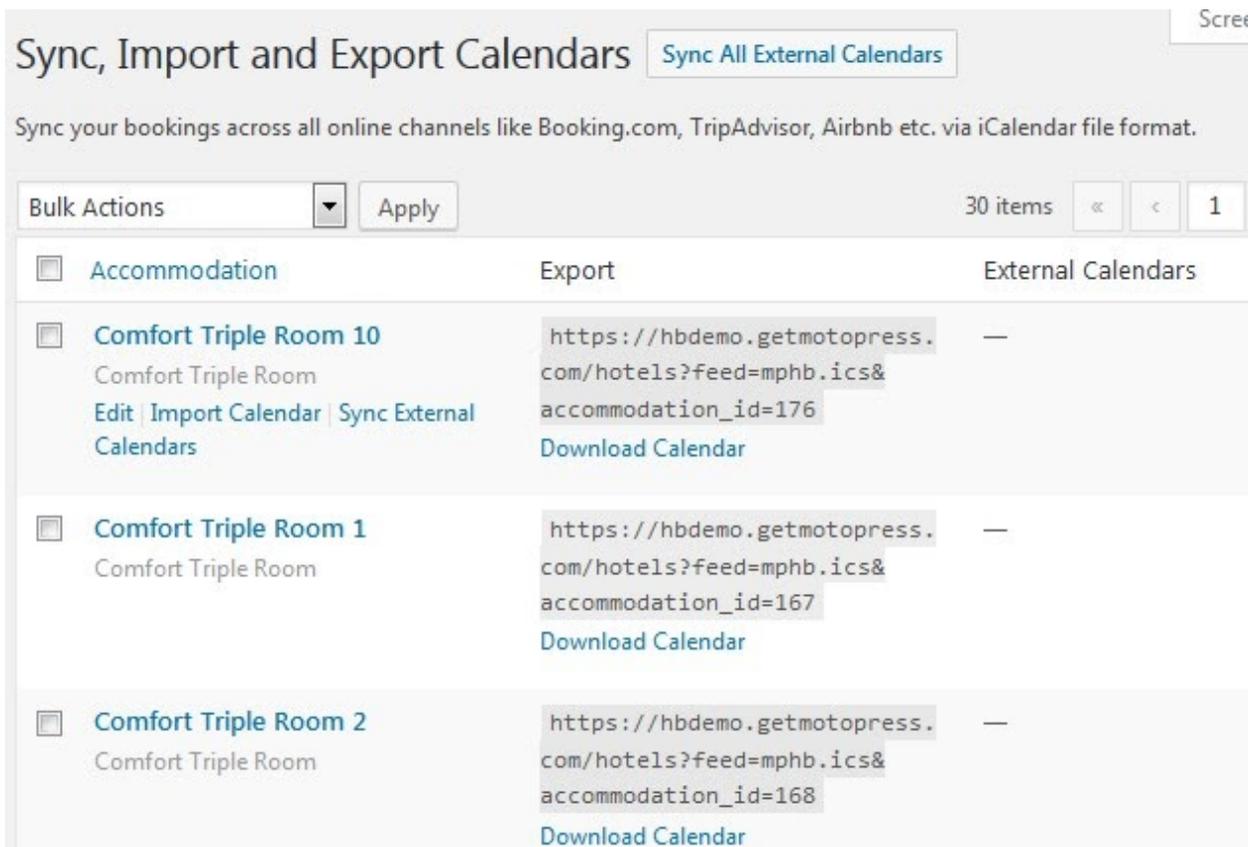
In short, setting up synchronization is a **2-phase process**: you'll need to export a calendar URL to an external channel/channels (to notify them about the bookings made through your site) and import the link from them to your site (to notify your site about the bookings made through the

channels). In this way, your availability across channels and a website will always be up to date. During synchronization, the plugin will download the bookings from external booking platforms by the imported links. The external channels will download the bookings from our plugin by the exported links according to their internal schedules.

### ***How to export your website calendars to online channels***

Use Export Calendar link to export your calendars to any external online travel channel. So, just copy the URL and paste it into the appropriate field in the OTA backend.

**Note:** each accommodation comes with its unique calendar URL.



The screenshot shows a web interface titled "Sync, Import and Export Calendars" with a "Sync All External Calendars" button. Below the title, it says "Sync your bookings across all online channels like Booking.com, TripAdvisor, Airbnb etc. via iCalendar file format." There is a "Bulk Actions" dropdown menu and an "Apply" button. On the right, it says "30 items" with navigation arrows and a page number "1". The main content is a table with three columns: "Accommodation", "Export", and "External Calendars".

Accommodation	Export	External Calendars
<input type="checkbox"/> <b>Comfort Triple Room 10</b> Comfort Triple Room <a href="#">Edit</a>   <a href="#">Import Calendar</a>   <a href="#">Sync External Calendars</a>	<a href="https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=176">https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=176</a> <a href="#">Download Calendar</a>	—
<input type="checkbox"/> <b>Comfort Triple Room 1</b> Comfort Triple Room	<a href="https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=167">https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=167</a> <a href="#">Download Calendar</a>	—
<input type="checkbox"/> <b>Comfort Triple Room 2</b> Comfort Triple Room	<a href="https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=168">https://hbdemo.getmotopress.com/hotels?feed=mphb.ics&amp;accommodation_id=168</a> <a href="#">Download Calendar</a>	—

### ***How to import calendars from external online channels to your website***

Go to the external online channel, find the iCal file URL and copy it (each real accommodation should have its unique iCal URL). Then go to your WordPress dashboard → *Bookings* → *Sync Calendars* → *choose a needed accommodation and click Edit* → *click Add New Calendar* → *paste the URL* → *Update*. Here you may add as many URLs from different channels as needed:

Calendar URL	Actions
airbnb	Delete
booking.com	Delete

Add New Calendar

Update Back

**Quick links: how to import/export calendars across most popular online channels:**

[How to import and export Calendars on Booking.com](#)

[How to import and export Airbnb calendars](#)

[How to import and export HomeAway calendars](#)

[How to import and export TripAdvisor calendars](#)

If you list your property on any other online travel agency, make sure that it supports iCal file format for synchronization.

Once all your calendars are crosslinked, you can synchronize the bookings manually or enable the automatic sync. To manually sync only a specific accommodation across the channels, click

'Sync external calendars' only under this particular accommodation. To synchronize all calendars for all accommodations, click on the 'Sync all external calendars' button:

Sync, Import and Export Calendars [Sync All External Calendars](#)

Sync your bookings across all online channels like Booking.com, TripAdvisor, Airbnb etc. via iCalendar

Bulk Actions  30 items «

<input type="checkbox"/>	Accommodation	Export	External Cal
<input type="checkbox"/>	<b>Comfort Triple Room 10</b> Comfort Triple Room <a href="#">Edit</a> <a href="#">Import Calendar</a> <a href="#">Sync External Calendars</a>	<a href="https://hbdemo.getmotopres.com/hotels?feed=mphb.ics&amp;accommodation_id=176">https://hbdemo.getmotopres.com/hotels?feed=mphb.ics&amp;accommodation_id=176</a> <a href="#">Download Calendar</a>	—
<input type="checkbox"/>	<b>Comfort Triple Room 1</b> Comfort Triple Room	<a href="https://hbdemo.getmotopres.com/hotels?feed=mphb.ics&amp;accommodation_id=167">https://hbdemo.getmotopres.com/hotels?feed=mphb.ics&amp;accommodation_id=167</a> <a href="#">Download Calendar</a>	—

And wait for the process to start and finish:

## Calendars Synchronization Status

Here you can see synchronization status of your external calendars.

[Sync All External Calendars](#)

[Abort Process](#)

[Delete All Logs](#)

[Expand All](#) [Collapse All](#)

Accommodation	Status	Errors	Total
<a href="#">Classic Double Room 6</a>	DONE	—	—
<a href="#">Classic Double Room 7</a>	DONE	—	—
<a href="#">Classic Double Room 8</a>	DONE	—	—
<a href="#">Classic Double Room 9</a>	DONE	—	—
<a href="#">Classic Double Room 10</a>	DONE	—	—

When the process is complete, you can click on any chosen accommodation and see how many bookings were received. Moreover, you'll be able to see all bookings in the **"All Bookings"** menu and **"Calendar"** menu. So far, you may check the source of the booking (whether it's your website or any external online travel channel via All Bookings → choose booking → click Edit → view Logs).

You may also manually download calendars from your site to your PC or upload external calendars by clicking **Import Calendar** or **Download calendar** buttons:

## Sync, Import and Export Calendars Sync All External Calendars

Sync your bookings across all online channels like Booking.com, TripAdvisor, Airbnb etc. via iCalendar file format.

Bulk Actions

Accommodation	Export
<input type="checkbox"/> <b>Comfort Triple Room 10</b> Comfort Triple Room Edit <input type="button" value="Import Calendar"/> <input type="button" value="Sync External Calendars"/>	<input type="button" value="Download Calendar"/> <code>https://hbdemo.getmotopress.com/hotels?feed=mpfb.ics&amp;accommodation_id=176</code>
<input type="checkbox"/> <b>Comfort Triple Room 1</b> Comfort Triple Room	<input type="button" value="Download Calendar"/> <code>https://hbdemo.getmotopress.com/hotels?feed=mpfb.ics&amp;accommodation_id=167</code>

## How to configure automatic synchronization

In the *Accommodation tab* → *Settings (scroll down)* you can enable and configure the automatic sync:

### Calendars Synchronization Scheduler

Enable automatic external calendars synchronization

**Clock**   HH:MM  
Sync calendars at this time (UTC) or starting at this time every interval below.

**Interval**

**Automatically delete sync logs older than**

Choose the time when the synchronisation should start in the **Clock** field and the time period of the synchronisation in the **Interval** field. The available intervals are:

- a. daily
- b. twice daily
- c. once hourly.

**Note:** to prevent unnecessary requests to the server, the automatic sync is executed in the set time interval only if there is a visitor on your website within that time interval. This means that the plugin will download bookings from external calendars as soon as someone visits your website.

You can also automatically delete synchronization logs by choosing a suitable period of time: every day, week, month, quarter, half a year (or never).

## For Developers

This plugin contains hooks that allow you to edit, add and move content without needing to edit template files. This method protects against upgrade issues.

Alternatively, you can copy template files from `'/wp-content/motopress-hotel-booking/templates/'` folder to `'/wp-content/your-theme/hotel-booking/'` to override them.