

NEW OWNERS PORTAL


ACCESS: www.aphroditerentals.com/owners-portal

The screenshot shows the 'OWNERS PORTAL' interface. At the top, it says 'LOGIN TO THE SYSTEM | MAKE BOOKINGS | CONTACT US'. On the left, there is a login form with fields for 'Enter your email or username' and 'Enter your password', and a 'Login' button. A callout box points to this form with the text: 'Login area to access the booking system, where bookings, calendar and owner statement can be viewed.' On the right, there is a contact form with fields for 'First Name', 'Last Name', 'Email', 'Phone', and 'Your Email Address', along with a 'Send Enquiry' button. A callout box points to this form with the text: 'Contact Us'. Below the contact form is a 'OUR BLOG' section with three article cards. A callout box points to this section with the text: 'Direct Access to our Blog'.

OR: from any page on the NEW Aphroditerentals.com website, on the footer: 'Owner Portal':

The screenshot shows the footer of the website. It contains several links: 'FAQS', 'PROPERTY MANAGEMENT', 'RESORT MAP', 'WEDDINGS', 'COVID-19', 'NEWSLETTER SIGN UP', 'COOKIE POLICY (EU)', and 'OWNERS PORTAL'. The 'OWNERS PORTAL' link is circled in blue. To the right of the footer, there are social media icons for Facebook, Instagram, and YouTube, a Trustpilot logo with a 5-star rating, and a '8509' badge.

BOOKING SYSTEM:



The screenshot shows the owner reservations interface. At the top left is the Aphrodite Rentals logo. To the right are 'MENU' and 'LOGOUT' buttons. A central grey banner reads: 'Hello, OWNER RESERVATIONS! Welcome to your Property Owner Login Page. [Click here for details.](#)'

Below the banner, there are two dropdown menus: 'Your Property' (set to 'INITIAL MAIN PROPERTY') and 'Date' (set to 'Feb 06 2023'). To the right is a legend for reservation statuses: Available (white), Quote (grey), Tentative (red), Booked (blue), Owner Reservation (dark blue), and Blocked (black).

The main area contains a calendar grid for February, March, April, and May 2023. Each month's calendar shows days of the week (Sun-Sat) and dates. A blue button labeled 'Accounting tools' with a left arrow is positioned below the calendar.

You have the option to Block or Book Dates.

NB please ignore nightly rate, this just displays the property's advertised daily rate for guests, it does not apply to anything in the owner portal bookings.

Block Dates: this should NOT be used, this simply blocks dates in the property's calendar, but in these cases, the property manager (us) should do this, so that we are aware of any reasons for blocks and in order to block calendar dates on external advertising sites.

As always, you can contact us at anytime for assistance, or to make the bookings on your behalf: [Contact Reservations](#)

The following page contains instructions on how to make a booking...

MAKING BOOKINGS:

As always, there are two categories of bookings: OWNER STAY (non-commercial booking) / OWNER BOOKING (commercial booking). Please see the different procedures for booking each below:

OWNER STAY:

- Select start date & end date, then select Book
- Write your first name, last name, email address (x2) and number of adults (can just put 1 if you prefer)
- **Arrival clean** is automatically selected, if you would not like one then please untick.
- Other Extra Services that can apply:
OWN stay: Meet & Greet – this is if you have family coming and you would like to pay for a meet & greet
OWN: owner linen required.
- If you have any other specific requirements then please add them as notes in ‘Memo’.
- Click **‘pool heating’** if you’d like us to make sure that the pool is heated for your arrival.
- Please also include your rough arrival time in the ‘Memo’ notes (this can be added at any time, but please do so at least a few days ahead of arrival, as it is important for our housekeeping scheduling).

The screenshot shows a web form titled "Owner Reservation" with a red header bar. Below the header, it says "Property: INITIAL MAIN PROPERTY". The form is divided into several sections:

- Guest Details:** Includes a dropdown for "Mr", fields for "First Name *", "Last Name *", "Street address", "City", "State", "Post / Zip code", and "Cyprus" (dropdown). There are also fields for "+357 Phone (Primary)" and "+357 Phone (Secondary)", and "Email Address *" with a "Confirm Email Address *" field.
- Reservation Details:** Includes date pickers for "Mar 10 2023" and "Mar 17 2023", dropdowns for "Number of Adults *" and "Number of Children", and a "Memo" text area.
- Extra Services:** A list of checkboxes:
 - Arrival Clean
 - Pool Heating
 - GUEST booking: standard welcome pack
 - GUEST booking: hire high chair
 - GUEST booking: NO meet & greet
 - OWN stay: Meet & Greet required
 - GUEST booking: Meet & Greet NOT required
 - GUEST booking: premium welcome pack
 - GUEST booking: hire travel cot
 - OWN: owner linen required

At the bottom right, there are "Cancel" and "Save" buttons.

OWNER BOOKING:

(commercial booking for guests)

- Select start date & end date, then select Book
- Write guest name, last name, include email address (if you prefer to include yours then please do so), telephone number (guests) and number of persons (this can be updated later, so if you’re not sure then just put 1 and then update when you have the information).
- *To change country code on tel no just change Country accordingly.*
- Flight details: to be included on the ‘Memo’ – again this can be added later if you don’t have them at time of booking.
- **Select COMMERCIAL BOOKING** – this is imperative.
- Extras: anything starting with ‘GUEST’ can be applicable for a commercial booking, so you can opt if a meet and greet is or is not required, if they require hire items or welcome pack, and please make sure to add pool heating if they want it.

ACCOUNTING TOOLS:

only applicable for AR holiday rental booking income

When you click on 'Accounting Tools' underneath your property's calendar, you can then click on 'owner statement' to view the breakdown of booking pricing and commissions. Please bear in mind that this is a basic overview of booking incomes, and does not replace the monthly invoicing, credits and statement we currently send out from our accounting system. These prices and commissions do not reflect any taxes or VAT, or pool heating, for example:

BOOKING INFORMATION

Reference Information		Booking Details				Financial Details		Owner Amounts
#	Booking ID	Property	Arrival	Departure	Nights	Rent	Commission	Total
1	#1-1036	INITIAL MAIN PROPERTY	02/22/2023	02/23/2023	1	€0.00	€0.00	€0.00
2	#1-977	INITIAL MAIN PROPERTY	03/02/2023	03/09/2023	7	€4,205.00	€0.00	€4,205.00
3	#1-463	INITIAL MAIN PROPERTY	03/11/2023	03/18/2023	7	€4,205.00	€0.00	€4,205.00
4	#1-1098	INITIAL MAIN PROPERTY	04/04/2023	04/12/2023	8	€0.00	€0.00	€0.00
5	#1-1163	INITIAL MAIN PROPERTY	04/13/2023	04/22/2023	9	€0.00	€0.00	€0.00
6	#1-1220	INITIAL MAIN PROPERTY	05/03/2023	05/10/2023	7	€1,000.00	-€300.30	€699.70
7	#1-1145	INITIAL MAIN PROPERTY	05/12/2023	05/20/2023	8	€0.00	€0.00	€0.00
Total For Period					47	€9,410.00	-€300.30	€9,109.70
Taxes							€0.00	€0.00
TOTAL BILLABLE						€9,410.00	-€300.30	€9,109.70

This section shows Total gross rental price, AR commission, and, if applicable, any Channel partner commissions (eg Booking.com)

BILLABLE EXPENSES

Expense	Booking ID	Property Name	Expenses Description	Fee	Note	Total
1	#1-1036	INITIAL MAIN PROPERTY	Arrival Clean	€109.00		-€109.00
2	#1-1036	INITIAL MAIN PROPERTY	GUEST booking: Meet & Greet NOT required	€40.00		-€40.00
3	#1-1098	INITIAL MAIN PROPERTY	Arrival Clean	€109.00		-€109.00
4	#1-1098	INITIAL MAIN PROPERTY	GUEST booking: NO meet & greet	€0.00		€0.00
5	#1-1098	INITIAL MAIN PROPERTY	OWN: owner linen required	€0.00		€0.00
6	#1-1145	INITIAL MAIN PROPERTY	Arrival Clean	€109.00		-€109.00
7	#1-1163	INITIAL MAIN PROPERTY	Arrival Clean	€109.00		-€109.00

This section shows some of the basic standard charges that apply for your owner stays