

Getting Started on BelizeBooking.com



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*Note: details are subject to change. Service providers should consult the tech support link on the website for the most current details or email btbsupport@belizing.com.

These instructions can be found at <https://belizebooking.com/Help-Center/>

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Summary

This document provides a brief overview of the process to get started as a service provider on the BelizeBooking.com website. This website allows you to create a business profile page and post and manage a list of special offers that potential customers can learn more about. This website allows you to provide instructions to customers on how to book your special offers. You can embed links to your website, social media pages, and your TripAdvisor page.

**We recommend using a desktop or laptop computer to manage your account and content. While the website customer experience is optimized for mobile devices, the account management process is best using a desktop or laptop computer.*

Tasks to Complete

There are three main tasks to complete to get started and get the best value from this website.

1. **Create a Login Account.** This is required so that you can come back and manage your content or add new content.
2. **Create a Business Profile.** You will create ONE business listing for each business that you manage.
3. **Add Special Rates.** Within your business profile, you can add a table of special rates for Belizeans.

How to create an account

Note: this is your personal user account, not your business profile that you use to post your Belizean rates. A personal user account is required to create a business profile. We recommend using an email account that can be accessed by multiple people. The email address used here will be used as the primary contact to send automated messages from potential customers.

1. Visit <https://belizebooking.com/> and click **Create Login** on the top-right corner of the screen.
2. You can create a new account by using your existing Google or Facebook account. This is the recommended way of creating your website account. Optionally, you can create your account manually using your preferred business email address, and a strong password.
 - a. Google/Facebook login (recommended):
 - i. You will be redirected to Google/Facebook login page where you will be required to input your corresponding email address and password.
 - ii. Once you are authenticated by Google or Facebook, you will be redirected back to <https://belizebooking.com/User-Account/> where you will be able to see your user dashboard.
 - b. Manual account creation:
 - i. You will be required to enter your first name, last name, preferred email address, a strong password, and the numeric captcha code in order to create an account.
 - ii. You will receive an email notification to activate your account. In the email, click on the **Activate** button in the email. This will redirect you to BelizeBooking.com with a message stating that your account has been activated.
 - iii. Click **Continue** to proceed to your user dashboard.
 - c. Your user dashboard is where you will be able to see and respond to messages sent by potential customers. You can also manage your login account here.

How to create a business profile deal

1. Visit <https://belizebooking.com/Business-Profile/> or scroll to the footer of the page, under **Service Providers**, click **Sign Up** to create a business profile.
2. Read the step-by-step instructions on the page and click **Create/Access Account** to create your business profile.
3. Click on **Create/Update Business Page**. You will be redirected to the provider dashboard where you can create and manage business profiles. There are five easy steps to create/update your business page.

- a. **Business Profile** (Deals Listings) information
 - i. Enter the name of your business
 - ii. Select an account type. Your account type should correspond to the type of service your business offers. Example: vacation packages - hotel/resort, tours/activities - tour operator, shuttles - transportation provider.
 - iii. Upload your company's logo.
 - iv. Upload photos of the services your company offers. Recommended 3-5 photos.
 - v. Click **Save & Continue**. All changes must be saved in order to proceed. If you do not save, you will be required to reenter the necessary information.
- b. **General Information** about your business
 - i. Select the type(s) of service(s) that your company offers. You can select more than one.
 - ii. If you have any videos showcasing your company's services/amenities, enter a valid YouTube link of the video.
 - iii. Type a brief description of your company. Recommended length is 200-300 words.
 - iv. Enter a highlight. Example: Open, Close, Open weekends only, operations resume May 20 etc. *This will be highlighted on your profile page and in search results.*
- c. **Contact Information** for your business
 - i. Enter the necessary information of the business profile's main contact person. Your full name, preferred booking email (recommended business email if you did not sign up with your business email), a working phone number, your website URL, your public Facebook page, and TripAdvisor profile page.
- d. **Rates & Booking Information** of your deal
 - i. Enter the URL that your deal should link to on your website. You can leave this blank if you don't have one.
 - ii. Enter instructions that interested customers need to take in order to book your special deal.
 - iii. Enter your rates for any specials that you are offering. You can add multiple rates for your profile. For example, for different room types, or different tours, etc.
 1. **Title** - Unique name for seasonal deal. Example: Mother's Day Deal, Snorkeling Tour, Weekend Rate, Beachfront Villa, VIP Room etc.
 2. **Per** - Select group size you are charging.
 3. **Price** - Enter price you are charging for deal

4. **Currency** - Select currency you are charging
 5. **Promo Code** - A special code customers should use
 6. **Start & End Dates** - when this rate is available
 - iv. If you have any additional services you would like to offer with the deal, enter them in **Fees**. You can add more than one fee.
 1. **Fee** - Enter name of fee you are charging. Example: Pick Up/Drop Off Fee, Lunch Fee etc.
 2. **Price** - Enter price you are charging for additional service/amenity
 - v. Select your payment and cancellation options.
 1. You will receive free leads via your business profile on BelizeBooking.com
 2. Select the cancellation policy for your deal
 - a. None (no refunds)
 - b. Refundable (full refund)
 - c. Custom Policy (full or partial refund adhering to your specified time period)
 - vi. Enter additional terms to book your deal
 - vii. Click **Save & Continue**.
- e. The **Location & FAQ** of your business
- i. Enter the address of your business
 - ii. Select the district your business is located in
 - iii. Select the region your business is in
 - iv. Enter the map location of your office or base location or where you usually meet your customers. Drag the icon to pinpoint your location.
 - v. Enter any frequently asked questions and the corresponding answers that your company usually gets.
 - vi. Check the box that states **I agree to the terms and conditions of this website**.
 - vii. Click **Save & Continue**. Your business profile will be sent to review by the BTB team.
4. Once your business profile is published, you can access it by visiting <https://belizebooking.com/Provider-Dashboard/> or scroll to the footer of the page, under **Service Providers**, click **Provider Dashboard** and then **View My Profile** to see your business profile.

How to edit a listing

1. Visit <https://belizebooking.com/Provider-Dashboard/> or scroll to the footer of the page, under **Service Providers**, click **Provider Dashboard** to access your business profile dashboard.
2. In your business profile dashboard, select **My Listings**. You will be redirected to a page that shows you all your listings you have uploaded and have been approved and published.
3. If you don't have any listings and would like to create a new listing, click **Add New Deals Listing**. Each business has one listing.
4. Click on an existing listing to open the edit form. You can use the header titles to skip between sections. Find the field you want to edit, and make your changes.
5. Always click on "Save & Continue" at the bottom of the page after you make any change. When you're done editing your listing, you will see a confirmation page with a button to preview your listing on the website. **This button is only available after your listing has been approved.* You can make as many changes as necessary.
6. Your changes are subject to review. If your listing violates any terms and conditions, it may be unpublished from the site. If this occurs, we will contact you.