

Step One - Lodgify Onboarding

Account Setup + General Settings checklist

Property OVERVIEW Section:

- ☐ Property Description and Property Details completed? (<http://support.lodgify.com/15913-my-properties/add-your-property-description-and-amenities>)
- ☐ Rental Types created (<http://support.lodgify.com/15913-my-properties/295512-add-multiple-rooms-or-units-to-the-same-property>)

Property MAP AND GALLERY Section:

- ☐ Location completed (<http://support.lodgify.com/15913-my-properties/263288-location-and-directions-of-your-property>)
- ☐ Gallery completed (<http://support.lodgify.com/18737-design/232707-photos>)

Property RATES Section:

- ☐ Bookability of the property has been select(<http://support.lodgify.com/299195-use-cases-bookability-setting-booking-request>)
- ☐ Policy created and applied (<http://support.lodgify.com/15912-calendar-reservation-system/230000-policies>)
- ☐ Default and Season Rates created (<http://support.lodgify.com/15913-my-properties/228333-rates>)
- ☐ Promotions created (<http://support.lodgify.com/15913-my-properties/add-promotions>)
- ☐ Add-ons created (<http://support.lodgify.com/15913-my-properties/create-add-ons>)
- ☐ Contact created (<http://support.lodgify.com/15913-my-properties/add-your-contact-details-to-the-property>)
- ☐ Reviews or Recommendations added (<http://support.lodgify.com/15913-my-properties/add-reviews>)

General Settings Section (under menu)

- ☐ Payout method created (<http://support.lodgify.com/18739-settings/226802-configure-forms-of-payments>)
- ☐ Email notifications customised (<http://support.lodgify.com/15912-calendar-reservation-system/230129-set-up-and-edit-automatic-email-notifications>)
- ☐ Calendar Import/Export enabled (<http://support.lodgify.com/15912-calendar-reservation-system/258287-export-and-import-your-calendar-via-ical>)