

Lodger tutorial: Editing your lodging information

Once at www.destinationsoft.com/ruidoso/admin, enter your username (your email) and the password assigned to your account:

Login

Username:

Password:

Login

This brings you to the welcome screen where you can choose one of three options. Click on 'Edit an Accommodation':

Welcome username@email.com

- [Edit an Accommodation](#)
- [Change Password](#)
- [Logout](#)

Now you can change your vacancy status simply by choosing 'yes' or 'no' and clicking the 'Update Vacancy Status' button. Click 'Edit This Accommodations Details'.

Editing Vacancy status of New Accomodation

Vacancy: yes
 no

Update Vacancy Status

[Edit This Accommodations Details](#)

[Return to Main Menu](#)

Here, fill in your information as appropriate. It is important that you double check each of these settings before clicking 'save' since this is what will be displayed to your potential guests:

Editing Accomodation Listing

Name of Accomodation

Type of Accomodation

Tagline

Description

Address

For examples and hints, click 'hint' next to whichever setting you are unsure about.
(To be implemented).

Now that your accommodation details are updated, if your 'vacancy sign' is set to 'yes', you can view your listing on the system by visiting www.destinationsoft.com/ruidoso and selecting your accommodation type (ie. cabin).