

Hotel Booking Plugin for WordPress Documentation

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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

01/01/2017

*

...

End date

31/12/2017

*

...

Applied for days

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

*

...

Hold Ctrl / Cmd to select multiple.

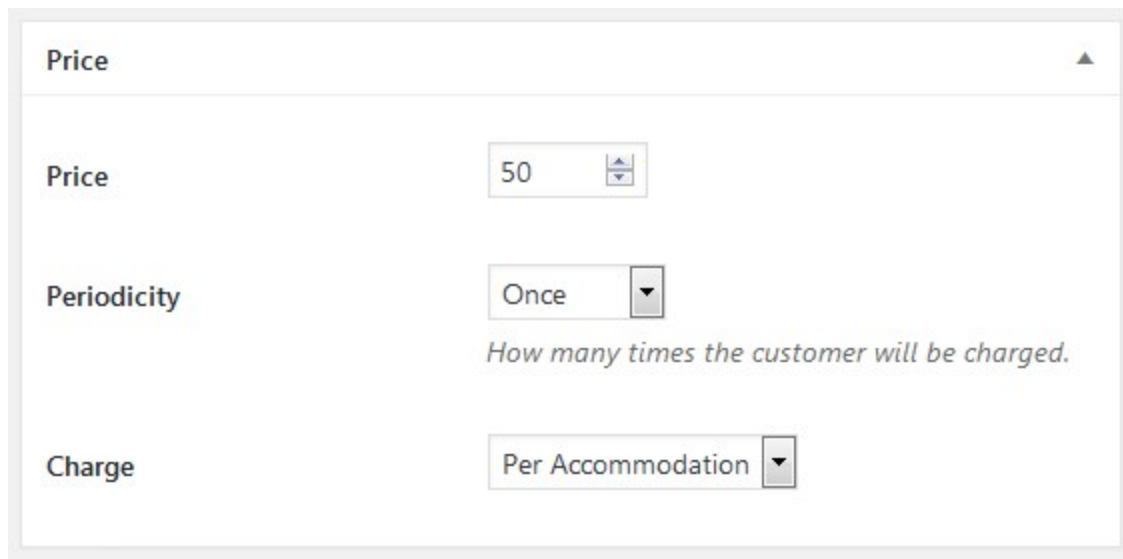
Add Services

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 screenshot shows a configuration panel for a service. It has a title bar labeled 'Price' with an upward-pointing triangle icon on the right. The panel contains three settings:

- Price:** A numeric input field with the value '50' and a small up/down arrow icon to its right.
- Periodicity:** A dropdown menu showing 'Once' with a downward arrow icon. Below this dropdown is the text: *How many times the customer will be charged.*
- Charge:** A dropdown menu showing 'Per Accommodation' with a downward arrow icon.

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).
3. Add view (e.g. *seaside*, *city view*) and bed types in this accommodation type.
4. Add bed types - you'll be redirected to *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.

Active Accommodations: 1 [Show Accommodations](#)

[Generate Accommodations](#)

Capacity

Adults

4 

Children

0 

Size, m²

140  

Other

View

ocean view

City view, seaside, swimming pool etc.

Bed type

1 full bed and 1 sofa

Set bed types list in [settings](#)

Available Services

Available Services

- ☒ Massage (€10 / Once / Per Adult)
- ☐ Golf course (€15 / Once / Per Adult)
- ☒ BBQ facilities (€10 / Once / Per Accommodation)

[+ Add New Service](#)

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"/>	Bungalow	Beach Bungalow	Bathroom, Bathtub, Board games, Carpeted, Clothes rack, Coffee machine, Dining area, Free parking, Free WiFi, Hardwood/Parquet floors,		Adults: 4 Children: 0 Size: 140m ²	1 full bed and 1 sofa	Total: 1 Active: 1	Published 2017/03/24

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.

 Name	Description	Slug	Count
 32" HD Flatscreen TV	LCD digital terrestrial channels	32-hd-flatscreen-tv	2
 Air-conditioning	Professional air-conditioning unit.	air-conditioning	2
 Desk	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 Comfort Triple Room ▼ *

Season Prices

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

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	
Main Season ▼ *	Base price 116 * <input checked="" type="checkbox"/> Enable variable pricing	Delete	
Adults	Children	Price	Actions
1	0	75	Delete
2	0	95	Delete
1	1	100	Delete
Add Variation			
Add New Season Price			

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

☐ 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:

Rate Info

Accommodation Type

Two-Bedroom Apartment

Season Prices

Season	Nights		Price		Actions
High Se			1	7	+ Delete
*					
...					
	Adults	Children	Price per night		
	3	0	50	40	
<input type="checkbox"/> Enable variable pricing					
Add New Season Price					

Move price to top to set higher priority.

There is no limitation to the number of days or variations that you can add here. These rules can be also combined with the per person rates if you tick Enable Variable Pricing:

Rate Info

Accommodation Type

Two-Bedroom Apartment

Season Prices

Season	Nights		Price		Actions
High Se			1	7	+ Delete
*					
...					
	Adults	Children	Price per night		
	3	0	50	40	
<input checked="" type="checkbox"/> Enable variable pricing					
	Adults	Children	Price per night		
	1	0	40	30	🗑
	3	0	60	50	🗑
Add Variation					
Add New Season Price					

Move price to top to set higher priority.

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 × Comfort Triple Room	\$1,480
Max occupancy: 3 adults , 1 child	
1 × Classic Double Room	\$460
Max occupancy: 2 adults	
1 × Superior Double Room	\$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 upon payment ▼

Confirmation Page

Booking Confirmed ▼

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

Approval Time for User

20 ▼

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

Booking Cancellation Page ▼

Page to redirect to after booking cancellation.

Define search parameters

This is maximum accommodation occupancy available in the Search Form.

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

To support multiple accommodations booking at a time, maximum increase the number 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 screenshot 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. Both fields are accompanied by up and down arrow icons for adjustment.

Field	Value
Max Adults	30
Max Children	10

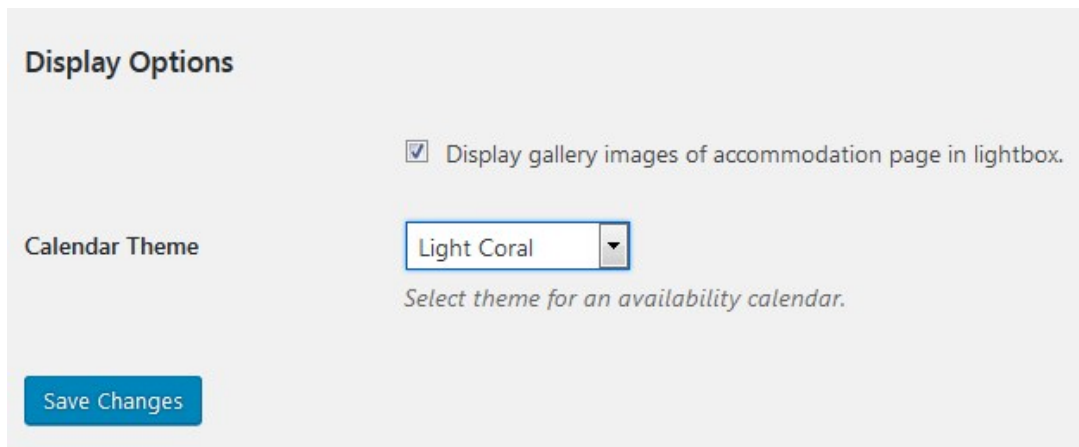
Don't forget to hit *Save Changes* button after all setting are defined.

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: Light Coral ▼

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 interface for configuring an email template. At the top, there is a checkbox labeled "Disable this email notification". 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 placeholder text: `Confirm new booking`.
- Email Template:** This section includes a rich text editor. At the top of the editor is a button labeled "Add Media". To the right of the editor are two tabs: "Visual" (selected) and "Text". The editor's toolbar contains various icons for bold, italic, text color, background color, bulleted list, numbered list, quote, link, unlink, table, undo, redo, and help. The main text area of the editor contains the following content:
 - A paragraph: "Booking #%%booking_id% is pending for Administrator approving."
 - A link: "[View Booking](#)"
 - A 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 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
—
A
📁 🔗 Ω
☰ ☷
↶ ↷ ⚙

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

B *I* ABC   “ ” —      


ABC — A       

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 default *payment gateway*: PayPal, Stripe, 2Checkout, Braintree. 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.

GeneralAdmin EmailsCustomer EmailsEmail SettingsBooking RulesPayment GatewaysLicense

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

☐ Enable PayPal

Test Mode

☐ Enable Sandbox Mode
Sandbox can be used to test payments.

Title

PayPal

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

Description

Pay via PayPal

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.

GeneralAdmin EmailsCustomer EmailsEmail SettingsBooking RulesPayment GatewaysLicense

[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://domain.com/your-shop-name/checkout.php?method=2Checkout-2Checkout`
4. Click Apply

☐ Enable 2Checkout

☐ Enable Sandbox Mode
Sandbox can be used to test payments.

Title

2Checkout

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

Description

Pay via 2Checkout

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

Account Number

Secret Word

Save Changes

Enable Stripe

- Enable Stripe;
- Enable text sandbox if needed;
- Specify title and description;
- Specify secret and public key;
- Provide the link to your brand image;
- Apply several more options: enable/disable Remember me option, collect/not collect billing address, accept/not accept Bitcoins;
- Specify default language for checkout.

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

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

☐ Enable Pay by Card (Stripe)

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.

Secret Key

Public Key

Image of Your Brand

A relative or absolute URL pointing to a square image of your brand or product. The recommended

☐ Enable "Remember Me" Option
Specify whether to include the option to "Remember Me" for future purchases.

☐ Collect Billing Address
Specify whether Checkout should collect the user's billing address.

☐ Accept Bitcoin
Specify whether to accept Bitcoin.

Checkout Locale

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

Save Changes

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.

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 anythings, 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 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 content area → publish the changes.

Manage Bookings

All Bookings

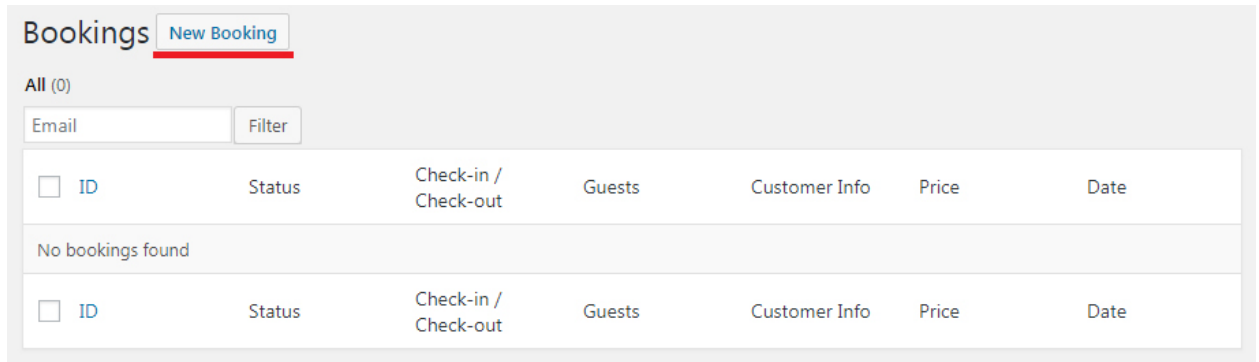
If you enabled users to submit online bookings through your site, you can manage all received bookings with all statuses under *Bookings* → *All bookings menu*.

You can check or change 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



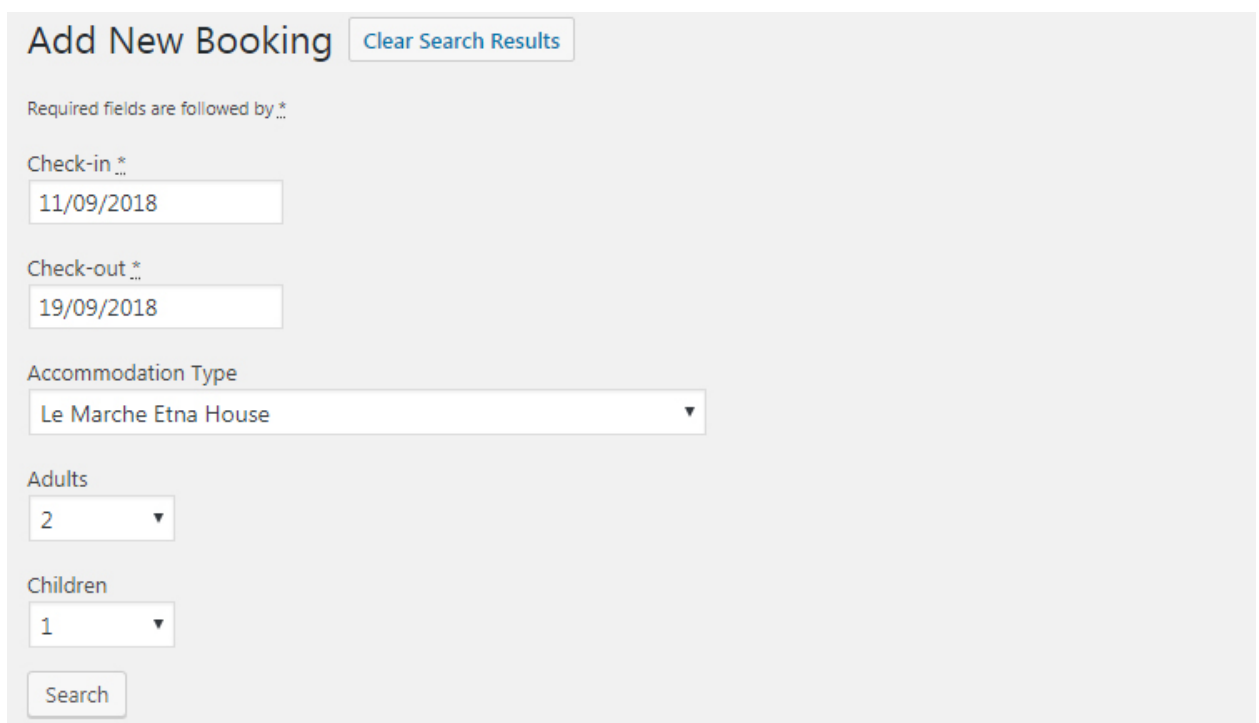
Bookings [New Booking](#)

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 front-end checkout page. So here you can select 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 **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

1040

\$

Recalculate Total Price

Payment ID	Status	Amount
#384	Abandoned	\$520

Total Paid \$0

To Pay \$1,040

[Add Payment Manually](#)

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

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: Classic Double Room

Period: < Prev Month Next >

Show

Status: All

Search

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

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

< ||| >

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

#1 Bungalow €5,300

Total €5,300

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

Coupon Code:

motopress

Apply

Coupon applied successfully.

Price Breakdown

#1 Bungalow €5,300

Coupon: motopress -€795 [Remove](#)

Total €4,505

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	<div>Done</div> <div>Delete</div>
<input checked="" type="checkbox"/> Tuesday	<input 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	Unselect all	
<input checked="" type="checkbox"/> Sunday	Room		
Select all -	Unselect all		
Unselect all			

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

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	Done
<input checked="" type="checkbox"/> Tuesday	<input type="checkbox"/> Classic Double	<input checked="" type="checkbox"/> 2018	Delete
<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	Unselect all	
<input checked="" type="checkbox"/> Sunday	Room		
Select all -	Unselect all		
Unselect all			

2

<input type="checkbox"/> Monday	<input type="checkbox"/> All	<input checked="" type="checkbox"/> All	Done
<input checked="" type="checkbox"/> Tuesday	<input checked="" type="checkbox"/> Classic Double	<input checked="" type="checkbox"/> 2018	Delete
<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	Unselect all	
<input checked="" type="checkbox"/> Sunday	Room		
Select all -	Unselect all		
Unselect all			

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	<div>Done</div> <div>Delete</div>
<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	Unselect all	
<input checked="" type="checkbox"/> Sunday	Room		
Select all -	Unselect all		
Unselect all			

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
<div>1</div> <div> <div></div> <div></div> </div> 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 Unselect all	<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 Unselect all	<div>Done</div> <div>Delete</div>

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
15   nights	<div><input checked="" type="checkbox"/> All</div> <div><input checked="" type="checkbox"/> Classic Double Room</div> <div><input checked="" type="checkbox"/> Superior Double Room</div> <div><input checked="" type="checkbox"/> Comfort Triple Room</div> <div>Unselect all</div>	<div><input checked="" type="checkbox"/> All</div> <div><input checked="" type="checkbox"/> 2018</div> <div><input checked="" type="checkbox"/> Christmas 2017</div> <div><input checked="" type="checkbox"/> 2017</div> <div><input checked="" type="checkbox"/> 2016</div> <div>Unselect all</div>	<div>Done</div> <div>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 Select all Unselect all	Mauris semper eu lorem id	Delete

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

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)

Label	Type	Amount	Limit	Accommodations	Actions
New fee	<div>Per guest / per day</div> <div>Per guest / per day</div> <div>Per accommodation / per day</div>	Per adult: 0 Per child: 0	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 Unselect all	<div>Done</div> <div>Delete</div>

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	Edit 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
Dates	Amount
January 31, 2018	\$148
Dates Subtotal	\$148
Accommodation Subtotal	\$148
Fees	Amount
Cleaning Fee	\$10
Fees Subtotal	\$10
Subtotal	\$158
Total	\$158

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	<div> <div>Per guest / per day</div> <div>Per guest / per day</div> <div>Per accommodation / per day</div> <div>Per accommodation (%)</div> </div>	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 Unselect all	Done Delete

- Name the Tax. The label will appear in a price breakdown on the frontend (your guests will see it).
- Select a type of the tax among:
 - Per guest / Per day - allows to add different tax for adult and child.
 - Per accommodation / Per day - add fixed tax for accommodation per day - not depending on guests quantity.
 - Per accommodation in percents (%) - add tax in percents for accommodation without days count.
- Define 'Amount' of Tax - this will depend on type of the Tax - percentage or price.
- 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.
- Check the accommodation types you want to apply this tax for. You should uncheck **All** to select certain accommodation types.
- 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	Edit 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
Add new

Label	Type	Amount	Limit	Accommodations	Actions
Service Tax	Percentage	0	0 days	-	Done Delete

Fee Taxes
Add new

Label	Type	Amount	Limit	Accommodations	Actions
Fee Tax	Percentage	0	0 days	-	Done 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 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

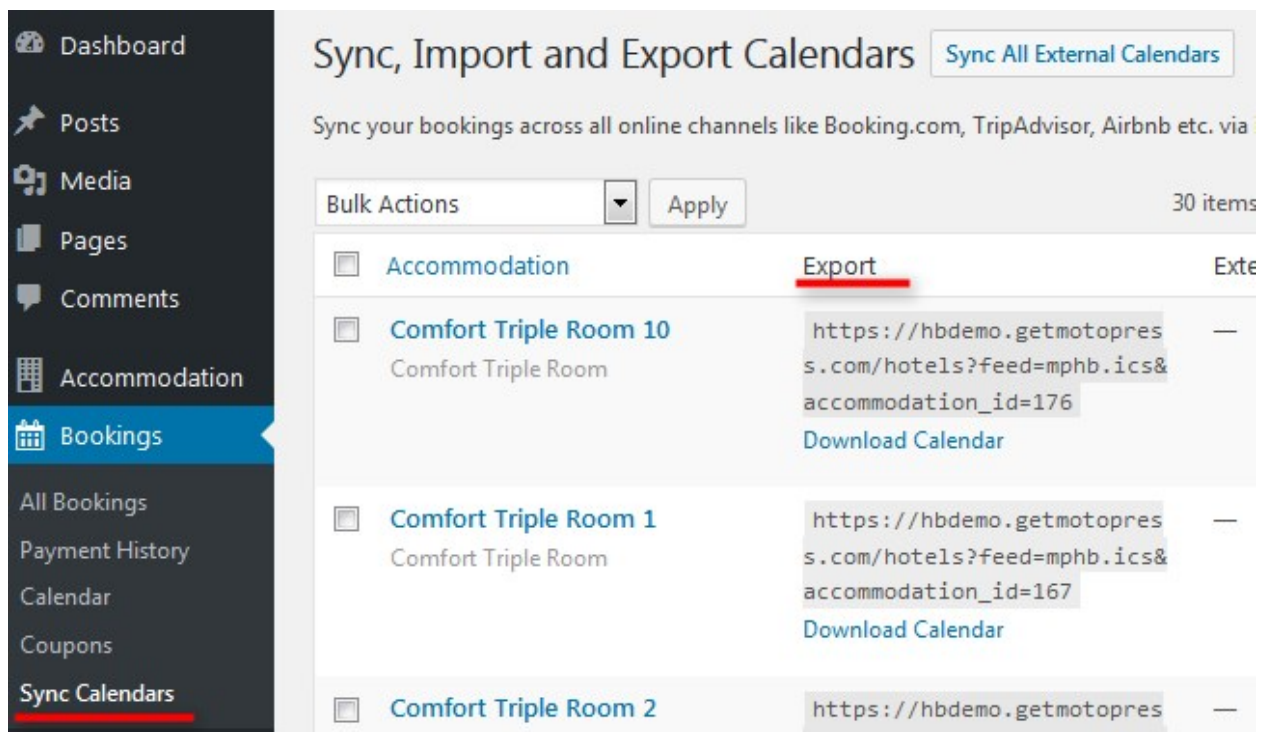
[Select all](#) - [Unselect all](#)

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 a WordPress dashboard. The left sidebar contains a menu with 'Bookings' selected, and 'Sync Calendars' is highlighted. The main content area shows a table of accommodations with the following structure:

<input type="checkbox"/>	Accommodation	Export	External
<input type="checkbox"/>	Comfort Triple Room 10 Comfort Triple Room	https://hbdemo.getmotopress.com/hotels?feed=mpfb.ics&accommodation_id=176 Download Calendar	—
<input type="checkbox"/>	Comfort Triple Room 1 Comfort Triple Room	https://hbdemo.getmotopress.com/hotels?feed=mpfb.ics&accommodation_id=167 Download Calendar	—
<input type="checkbox"/>	Comfort Triple Room 2	https://hbdemo.getmotopress.com/hotels?feed=mpfb.ics&accommodation_id=168	—

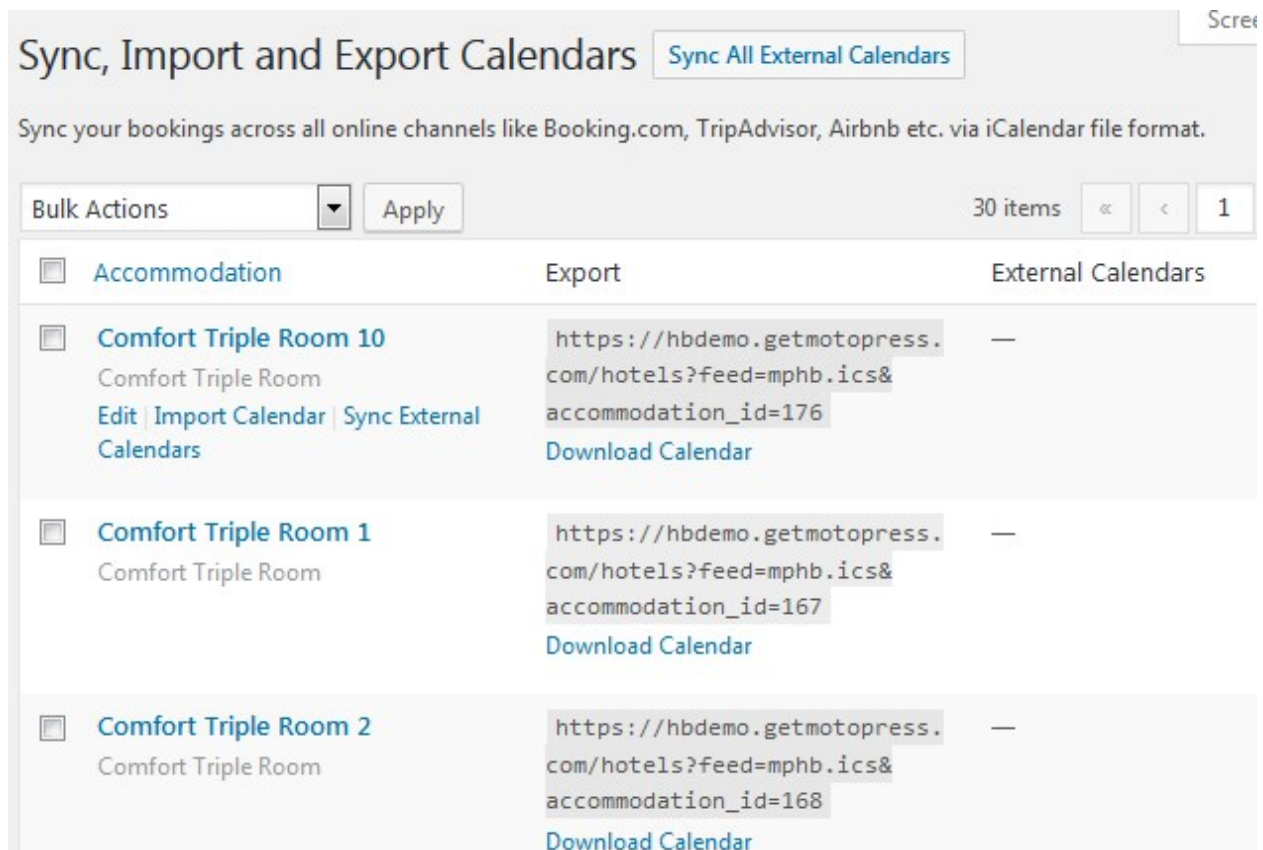
In short, setting up synchronization is a **2-phase process**: you'll need to export a calendar URL to an external channel/channels (to notify them about the bookings made through your site) and import the link from them to your site (to notify your site about the bookings made through the

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". At the top right is a button labeled "Sync All External Calendars". Below the title is a descriptive text: "Sync your bookings across all online channels like Booking.com, TripAdvisor, Airbnb etc. via iCalendar file format." Below this is a "Bulk Actions" dropdown menu with an "Apply" button. To the right of the dropdown, 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". The table lists three accommodations, all of which are "Comfort Triple Room". Each row includes a checkbox, the room name, a sub-name "Comfort Triple Room", a set of links ("Edit", "Import Calendar", "Sync External Calendars"), and a unique "Export" URL. The "External Calendars" column contains a dash for each row. The "Export" URLs are:
1. `https://hbdemo.getmotopress.com/hotels?feed=mpfb.ics&accommodation_id=176` with a "Download Calendar" link below it.
2. `https://hbdemo.getmotopress.com/hotels?feed=mpfb.ics&accommodation_id=167` with a "Download Calendar" link below it.
3. `https://hbdemo.getmotopress.com/hotels?feed=mpfb.ics&accommodation_id=168` with a "Download Calendar" link below it.

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

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:

The screenshot shows a web interface titled "Sync, Import and Export Calendars". At the top right, there is a button labeled "Sync All External Calendars" which is highlighted with a red rectangular box. Below the title, a subtitle reads: "Sync your bookings across all online channels like Booking.com, TripAdvisor, Airbnb etc. via iCalendar".

Below the subtitle, there is a "Bulk Actions" dropdown menu and an "Apply" button. To the right of these, it says "30 items" with navigation arrows.

The main content is a table with the following columns: "Accommodation", "Export", and "External Cal".

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

In the table, the "Sync External Calendars" link for "Comfort Triple Room 10" is highlighted with a red rectangular box.

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
Classic Double Room 6	DONE	—	—
Classic Double Room 7	DONE	—	—
Classic Double Room 8	DONE	—	—
Classic Double Room 9	DONE	—	—
Classic Double Room 10	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 ▼ [Apply](#)

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

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

[Save Changes](#)

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

- daily
- twice daily
- 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.

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.