

HELP / INSTRUCTIONS TO:
“SUBMIT YOUR RENTAL REGISTRATION FORM”

TO SUBMIT ONLINE

For AIRBNB and VRBO (Homeaway) calendars you will copy/paste your 'iCal' (export calendar) Link(s)

For GOOGLE CALENDAR you will 'Share' your calendar by inviting the Board to Subscribe –

Here's how to get the iCal (export) calendar link from AIRBNB and VRBO...

AIRBNB

- 1) Choose your "Listing"
- 2) On left menu under "Pricing and availability", choose "Calendar sync"
- 3) Click "Export Calendar", then Copy the link
- 4) Return to our website... Paste the Export Link into the "'Rental Form" field

VRBO

- 1) Log in to your listing "Dashboard"
- 2) On left menu choose "Calendar"... then select "Import & Export" from top of the Calendar.
- 3) Choose "Export calendar"... then Copy the link
- 4) Return to our website... Paste the Export Link into the "'Rental Form" field

Here's how to 'Share / Subscribe' to your Google Calendar...

GOOGLE CALENDAR

**IMPORTANT - In Google Calendar, in your list of calendars on the left,
BE SURE you've chosen your 'Rental' (not 'Personal') Calendar**

Then follow these steps...}

- 1) Hover over your Rental Calendar in the "My calendars" list... then click the (3 dots) and choose "Settings and sharing"
- 2) Scroll down to "Share with specific people"... choose "+ Add people" and put in our email address 'RavenRidgeBoard@gmail.com - (we will then receive an email from you inviting us to your calendar and we will accept it and be joined)

TO MANUALLY SUBMIT OFFLINE

Either 'Download' and complete the hard copy form from our website and either

email it to: ravenridgeboard@gmail.com – or -

mail to: Raven Ridge HOA Board, PO Box 711, Maggie Valley NC 28751

- or Contact our Secretary for further assistance.