


# How do I enable and set up short breaks?

Setting-up your Short Break settings is a 2-stage process. First you must set-up your default settings on the 'Settings' page of each property (Stage 1). Then, you need to add the individual Short Break bands to the Price Planner of the property (Stage 2).

## Stage 1: How to Enable Short Breaks

1. To allow short breaks go to *Properties > Edit > select property > Settings > Go*.
2. Scroll down to "Short breaks" and choose your short break model; *Fixed price for number of nights OR Daily prices*.

 **Fixed price for number of nights** - Allows you to enter a price based on number of nights e.g. 1 night mid-week, 2 nights mid-week, 3 nights mid-week etc.

**Daily prices** - Allows you to add a price based on each day e.g. Monday price, Tuesday price, Wednesday price etc.

N.B. Any stay including a Friday or a Saturday night would be classed as a 'weekend' rate, i.e. Thurs, Fri and Sat nights would be priced as '3 nights weekend'.

**Fixed price for number of nights model**

Weekly price:	600.00	2 people ▼
1 night mid-week:	100	
2 nights mid-week:	200	
3 nights mid-week:	300	
4 nights mid-week:	400	
1 night weekend:	150	
2 nights weekend:	250	
3 nights weekend:	350	
4 nights weekend:	450	
5 nights:	500	
6 nights:	600	

**Daily prices model**

Weekly price:	560	7 ▼	+ by	2 people ▼
Monday price:	80			
Tuesday price:	80			
Wednesday price:	80			
Thursday price:	80			
Friday price:	80			
Saturday price:	80			
Sunday price:	80			

Short breaks	
Short break pricing model:	Fixed prices for number of nights ▾
	Don't allow short breaks
	Daily prices
	Fixed prices for number of nights

**i Use first weekly rate for weekly bookings:** If a customer books a week that crosses two separate price bands, by default SuperControl will calculate the price on a daily basis. If you tick this box SuperControl will use the weekly price of the arrival date for the full week.

**Pro rata after first week:** Tick this box if you would like the 8th night onwards to be calculated pro rata (week rate divided by 7) rather than according to the short break pricing model rule that you have set up above.

**Use a percentage of the weekly price to calculate short breaks:** If this option is ticked it will open up percentage fields allowing you to enter a percentage price for each short break duration. Type in a percentage figure here of the weekly price to calculate a short break price.

**Calculate short breaks across price band:** SuperControl will calculate an average price across the price bands.

**3.** For your start days and length of stay you can customise which days you want to allow short breaks.

For example, if you are fully flexible and you can arrive on any day for any number of nights your settings would look like image 1.

If you only allow mid weeks and weekend stays only, your settings would look like image 2.

**1**

Start days and length of stay:

	Min days	Max days
Mon:	1	7+
Tue:	1	7+
Wed:	1	7+
Thu:	1	7+
Fri:	1	7+
Sat:	1	7+
Sun:	1	7+

**2**

Start days and length of stay:

	Min days	Max days
Mon:	4	4
Tue:	N/A	N/A
Wed:	N/A	N/A
Thu:	N/A	N/A
Fri:	3	3
Sat:	N/A	N/A
Sun:	N/A	N/A

**4.** Days prior to arrival to always allow short break: This rule will apply even for periods when you do not normally offer short breaks, e.g. if you enter "14" and you have availability available in the next 14 days from today's date, then it will automatically enable short breaks for the next 14 days. The days will rollover as the dates pass by.

**5.** Click Save once you have chosen your settings.

## Stage 2: How to Set-Up Short Breaks in the Price Planner

- Go to *Properties > Edit > select property > Price planner > Go*.
- If you want to add short breaks click on the date your short breaks should start within the Short breaks row.

Jan 2017																															
	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Availability																															
Start days																															
Prices	1,000.00																														
Short breaks																															
Spec prices																															

Feb 2017																															
				W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Availability																															
Start days																															
Prices				1,000.00																											
Short breaks																															
Spec prices																															

3. Next you can choose the date range for when you would like to allow short breaks. Once you click on your start date a pop-up window will appear allowing you to enter an end date. Your start days and length of stay will populate based on your settings within *Properties > Edit > select property > Settings > Go*.

Property: Mountain Lodge

Start date: 2016-01-01

End date: 2016-05-28

☐ Short breaks cannot extend beyond end date

	Min days	Max days
Mon:	1 ▼	7+ ▼
Tue:	1 ▼	7+ ▼
Wed:	1 ▼	7+ ▼
Thu:	1 ▼	7+ ▼
Fri:	1 ▼	7+ ▼
Sat:	1 ▼	7+ ▼
Sun:	1 ▼	7+ ▼

💡 The tick box *Short breaks cannot extend beyond this date*: It is important to set an end date for short breaks, otherwise the short break could fall into high season.


Make sure that you have selected a value for each of the min and max fields for a day. If you have the min field as N/A and the Max as 7 for example, this will not save the latter as two values are needed e.g. 1 to 7.

## I have updated my short break percentages but why hasn't the price planner updated?

1. Go to *Properties > Edit > select property > Settings > Go*.
2. Scroll down to the heading "Short breaks". Ensure your percentages are correct and click "Update prices for this property".

1 night mid-week:	<input type="text" value="40"/>	%	1 night weekend:	<input type="text" value="40"/>	%	<a href="#">Update prices for this property</a>
2 nights mid-week:	<input type="text" value="50"/>	%	2 nights weekend:	<input type="text" value="50"/>	%	
3 nights mid-week:	<input type="text" value="60"/>	%	3 nights weekend:	<input type="text" value="60"/>	%	
4 nights mid-week:	<input type="text" value="70"/>	%	4 nights weekend:	<input type="text" value="70"/>	%	
5 nights:	<input type="text" value="80"/>	%				
6 nights:	<input type="text" value="90"/>	%				

**3.** This will automatically update your short break prices in your price planner using these percentages.

 This method saves you time. The alternative would be to go into your price planner and click to manually update each short break price. This setting does it all for you in one click.