

# Setting Up Campspot for Future Reservations Checklist

## Start in Unit Setup

**Review Existing Site Types** - This is also a good time to check your photos, descriptions, add-ons, and amenities.

- Do additional site types need to be created?
- Have sites or site types moved? If you move them, you may need to move reservations first.
- Are your add-ons still accurate?

## Review Individual Sites

- RV site lengths
- Site numbers/names
- Map locations

## Move to Properties

### Messaging, Policies, Form Lists

### Base Pricing

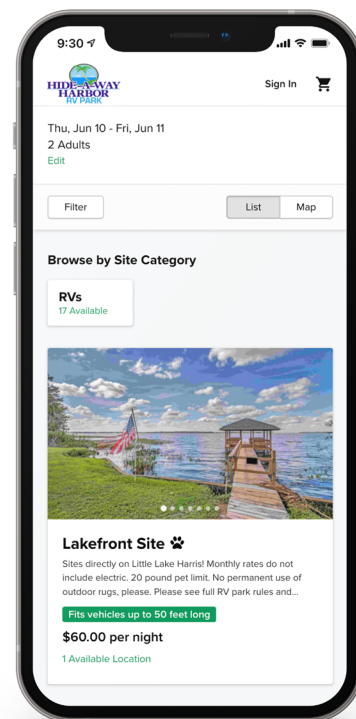
- If you did create new site types, go to Pricing Templates to copy the site type name and ID.

### Reporting Module: Search for Base Prices for Campsites

- Download and save the file as your “Before” base rate sheet
- Add new columns to the right of existing columns
  - Holiday date groups, shoulder/peak season, and special event weekends
  - Separate weekday/weekend columns as needed
  - Columns between special event periods, or a “catch-all” period at the end
- Double check formatting: no punctuation or symbols, days of the week abbreviated correctly, dates formatted consistently, and check for missing dates.
- Do you need to add your new site type(s) in here?
- Update pricing for each column and site type
- Save the file and rename as your “After” base rate sheet

### Repeat Base Rate process for Add-Ons if needed

- Upload base rate and add on base rate sheets in Campground Setup
- Look for a confirmation message at top of the screen in green



## Move to Consumer Site Admin

Update Event Calendar as needed

## Move to Rules Section

### Start in Date Groups

- Most park setups have a “Wide Range” date group that does not need an end date and can be used year after year for rules that are constant.
- Create additional date groups as needed. Examples include 2022 Season, Shoulder/Peak Season, Holidays, Special Events, and Seasonal.

### Move to Reservations

- Check each rule type. If you’re reusing the rule, you may just need to update the date group and expiration date.

### Move to Pricing

- Check Packages
- Check Occupancy Based Surcharge
- The other rules do not have expiration dates but could/should be reviewed as best practice.

### Jump to Policy

- Update Cancellation Policy Rules
- Update Payment Policy Rules

### Move to Functions

- Resort Closed
- Cannot be Reserved Online
- Booking in Advance Limit
  - If you’re currently set to something like 365 days, you’ll need to extend that to allow bookings for next year.

### Double Check Your Work

- To do so, attempt to make a new reservation for the following year.
  - Do you show sites available?
  - Are they priced correctly?
  - Did you run into any business rules or should you have?