

# Keeping your calendars in sync

Follow the process below to synchronise each listing

## Import a calendar into your Vrbo calendar

- ✓ Retrieve the calendar URL for the appropriate listing from the website that you want to sync with Vrbo. Each site has its own process for retrieving the calendar link. This information is available online.

### **Airbnb example**

- Search the Airbnb Help Centre for 'Syncing your Airbnb calendar with other calendars'.

- ✓ Log in to your **Vrbo dashboard**, select the appropriate listing and go to your calendar.
- ✓ Click on the **Availability** tab of the **Settings** box, located on the right-hand side of your calendar.
- ✓ Click on **Connect calendars** under calendar sync.
- ✓ Select **Import a calendar** to open the edit panel. Paste the calendar URL into the URL field.
- ✓ Change `webcal://` to `http://` in the imported calendar's URL in the edit panel.  
Name the calendar, pick a colour and select **Import** to sync the calendar to Vrbo.

## Export your Vrbo calendar

- ✓ Log in to your **Vrbo dashboard**, select the appropriate listing and go to your calendar.
- ✓ Click on the **Availability** tab of the **Settings** box, located on the right-hand side of your calendar.
- ✓ Click on **Connect calendars** under calendar sync.
- ✓ Select **Export calendar** from the pop-out panel.
- ✓ Select **Copy URL** and follow the instructions on the website that you're syncing with to export your Vrbo calendar using this link.

Calendar

Sun	Mon	Tues	Wed	Thurs	Fri	Sat
	1 £170	2 £170	3 £170	4 £170	5 £210	6 £210
7 £170	8 £170	9 £170	10 £170	11 £185	12 £185	13 £185

■ Booked   
 ■ Tentative   
 ■ Blocked   
 ■ Conflict   
 ■ Airbnb

## Exporting tentative reservations

- Do not include tentative reservations when exporting to another booking site. That feature should only be used when exporting to a private calendar.

## Third party software:

- Only partners using the Vrbo dashboard can sync calendars. Those connecting via a third-party software cannot use this feature.