

# Add Room Type Images

Room Type Images display on your website, in "View Room Details" on the Tape Chart and in the [Booking by Inquiry](#) function and on your AirBnB listing. Before you upload your images, it is important to prepare them to meet size requirements and edit for best presentation.

## BookingCenter image upload requirements.

The size of the image is very important and must meet size requirements. Before you upload any images, please prepare your images according to these guidelines.

- You can upload up to **20 images per Room Type**. (A maximum of 5 will display on the Booking Engine)
- Only **image files** (.jpg, .gif, .png) are allowed
- **Image Size: Min:** 600 x 300. Any file over 1080 x 1080 will be automatically resized.
- **Max Image Size** is 3MB. Images larger than this will be rejected.
- **Sort Order:** The sort order determines the order in which the Slideshow displays the images. The Room Type Thumbnail that displays on the "Select Room" page on the Booking Engine must be set at "**Sort Order=1**". A "**Sort Order=1**" also defines image you want to see on your 'legacy' Booking Engine (used for the TripAdvisor 'Book Direct' feature) as the 'legacy' Booking Engine show only one image per Type, Item, and Package.
- **Slideshow Order:** The slideshow will display in the "View Details" Window. You can add up to 5 images to the slideshow. See [Booking Engine | View Details and Amenities](#).

**Note:** AirBnB Connection Images uploaded to your AirBnB profile (7 Min. and 20 Max.). **Note:** AirbnB does require a minimum of seven photos. There needs to be at least three that are high quality, at least 1024 x 768. Please contact BookingCenter support if you need assistance with images. [\\*See additional AirBnB requirements](#)

NOTE: To enable the thumbnails to appear on your website go to [Booking Engine Settings](#) and choose "yes" for Display Thumbnail images. The first image in the Image Slideshow (Sort 1) will display as the Thumbnail image on all BookingEngine Templates and the Legacy Booking Engine(Request Server). Therefore, to see an image display on the BookingEngine, you must have at least one image set to Sort Order=1. Note: This also applies to Package and Inventory Item Images.

## BookingCenter Booking Engines and ADA Compliance

All BookingCenter Booking Engine Templates are designed with the necessary elements to meet [WCAG Guidelines](#) including "**Alternative Text**" also known as the "**ALT Tag**" for Images. We have provided an "ALT Text" field for each Room Type Image in MyPMS, but the descriptive text must be entered by you in the "ALT Text" field for each Room Type Image. This means that every Room Type image on your Booking Engine should have descriptive "Alt Text" entered in MyPMS to ensure that your Booking Engine complies with ADA and WCAG standards. See [Booking Engine | ADA Compliance](#)

**\*IMPORTANT ADA Compliance:** We have provided an "ALT Text" field for each Room Type Image in MyPMS, but the descriptive text must be entered by you in the "Image Description ALT Tag" Field. See below for step-by-step instructions.

### Features and Images

### Booking Engine

## To Add or Edit Images: Go to SETUP | FEATURES AND IMAGES | ROOM TYPE IMAGES

First, select the Room Type and click Load. The Room Type Image list will display with a list of images uploaded for the the Room Type. If there are no images uploaded yet, then the list will be blank. Then, follow the **step-by-step instructions below**. See screenshots of each step below.

The Room Type Images uploaded here are displayed in the following places:

- MyPMS Tape Chart: Room Type "View Details" pop out. (1 Image)
- BookingCenter Booking Engine Templates: Room Type Thumbnail and slideshow (1 Min. and 5 Max.)
- AirBnB Direct Connection: Uploaded to your AirBnB profile (10 Min. and 20 Max.). See [additional AirBnB Requirements](#)

**Image upload requirements:**

- You can add up to 20 Images for each Room Type.
- Image format must be 72dpi and .jpg, .png or .gif
- Image Size: Min: 240 x 480, Max: 1080 x 1080, Optimal: 1
- A thumbnail image will be automatically generated for each image

**Add or Edit Room Type images:**

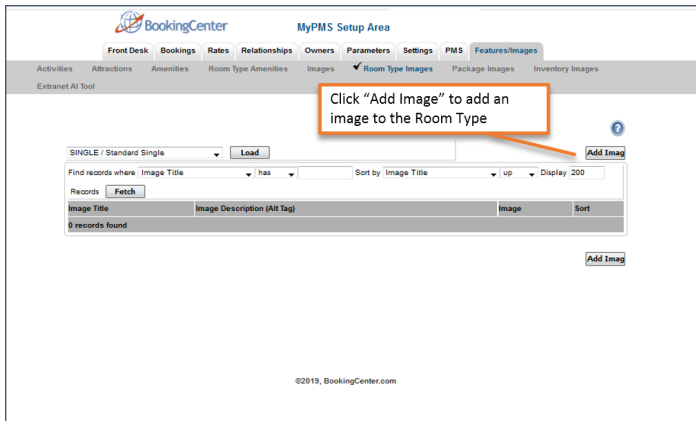
To add an image to a Room Type or edit an existing image, select the Room Type from the drop-down menu and click "Load"

Select Room Type: KING / Standard King

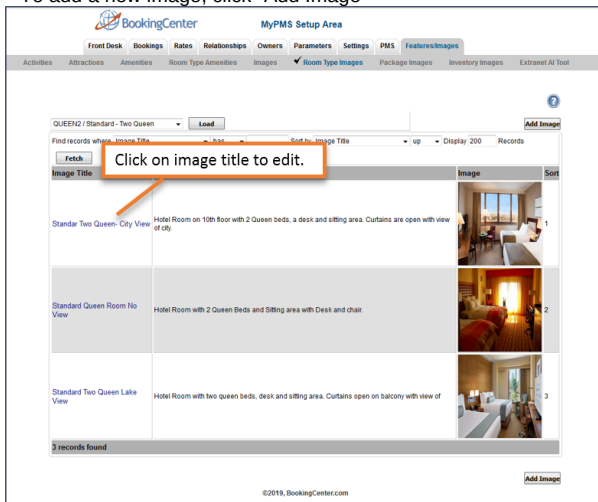
To Add new images or edit current images, first select the Room Type and click Load.

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Find the name of the Room Type in the List and click "Load"



To add a new image, click "Add Image"



To Edit an image, click on the Image Title

## To "Add" or Edit Room Type Image follow these steps:

Once you have selected and loaded a Room Type, the Room Type Image List will display.

- To add a new image, click on "Add Image".
- To Edit or Replace an Image: Click on the Image Title

Each Image will need the following information entered.

- **Image Title.** Enter a clear title. Ex: Standard King with View. *Remember, search engines to display images based on written descriptions and will display search results more accurately with clean, descriptive text.*
- **Image Description (ALT Tag)** : Enter a description of the image. For example: Hotel Room with one King Bed and a sitting area with desk and chair. Sliding glass door opens to balcony with view of city. \*
- **Sort Order:** The sort order determines the order in which the Slideshow displays the images. The Room Type Thumbnail that displays on the "Select Room" page on the Booking Engine must be set at "**Sort Order=1**". A "**Sort Order=1**" also defines image you want to see on your 'legacy' Booking Engine (used for the TripAdvisor 'Book Direct' feature) as the 'legacy' Booking Engine show only one image per Type, Item, and Package.

## "Add" Room Type Image

## Click "Add Image"

The screenshot shows the BookingCenter MyPMS Setup interface. The top navigation bar includes 'Front Desk', 'Bookings', 'Rates', 'Relationships', 'Owners', and 'Parameters'. Below this, a sub-navigation bar lists 'Activities', 'Attractions', 'Amenities', 'Room Type Amenities', 'Images', and 'Room Type Images'. The 'Images' tab is selected. A red box highlights the 'Click "Add Image"' button. Below the navigation bar, there is a search section with a dropdown menu set to 'SINGLE / Standard Single' and a 'Load' button. A search criteria section shows 'Find records where Image Title has'. Below this is a 'Records' section with a 'Fetch' button. A table with two columns, 'Image Title' and 'Image Description (Alt Tag)', is shown with '0 records found'. The footer indicates '©2013, BookingCenter'.

Once you have selected and loaded a Room Type: Click on **Add Image**. The Add Image screen will display.

## Upload Image

The screenshot shows the BookingCenter MyPMS Setup interface for the 'Room Type: QUEEN2'. The top navigation bar is the same as the previous screenshot. The sub-navigation bar includes 'Activities', 'Attractions', 'Amenities', 'Room Type Amenities', 'Images', and 'Room Type Images'. The 'Room Type Images' tab is selected. A red box highlights the 'Required for ADA Compliance' label. Below this, there is a form with fields for 'Image Title', 'Image Description (Alt Tag)', and 'Sort'. A dashed box indicates the area for uploading an image. A green button labeled 'Add QUEEN2' is at the bottom. The footer indicates '©2013, BookingCenter'.

Click on the box to open the upload folder and select the image from your local folder or, drag and drop the image into the box.

## Title, Description and Sort

BookingCenter MyPMS Set

Front Desk Bookings Rates Relationships Owners Parameters Settings

Activities Attractions Amenities Room Type Amenities Images Room Type Images

Enter an image title, description and Sort order. When finished, click "Add"

Room Type: QUEEN2

Image Title: Standard Two Queen Lake View

Image Description (Alt Tag): Hotel Room with two queen beds, desk and sitting area. Curtains open on balcony with view of

Sort: (enter 1 for primary image)

Add QUEEN2

Enter a clear Image **Title**, **Description**, and **Sort Order**. The sort order determines the order in which the Slideshow displays the images. The Room Type Thumbnail that displays on the "Select Room" page on the Booking Engine must be set at "**Sort Order=1**"

## "Edit" Existing Room Type Image

### Open Image Details

BookingCenter MyPMS Setup Area

Front Desk Bookings Rates Relationships Owners Parameters Settings

Activities Attractions Amenities Room Type Amenities Images Room Type Images

QUEEN2 / Standard - Two Queen Load

Find records where Image Title is [ ] Sort by Image Title

Fetch

Image Title

|                                |                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------|
| Standard Two Queen - City View | Hotel Room on 10th floor with 2 Queen beds, a desk and sitting area. View of city |
| Standard Queen Room No View    | Hotel Room with 2 Queen Beds and Sitting area with Desk and chair                 |
| Standard Two Queen Lake View   | Hotel Room with two queen beds, desk and sitting area. Curtains open              |

3 records found

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A list of images uploaded for the the Room Type. Click on the Image Title to open the Edit screen.

## Edit or Replace Image

BookingCenter MyPMS Setup Area

Front Desk Bookings Rates Relationships Channels Parameters Settings

Activities Reservations Reservations Room Type Assignments Images Room Type Images

At Test

Room Type: QUEEN

Image Title: Standard Two Queen Lake View

Image Description (Alt Tag): Queen Room with two queen beds, desk and sitting area. Concierge open on balcony with view of...

Sort: 3 (Enter 1 for primary image)

Update QUEEN Delete QUEEN

Images are to be 7200x4800 pixels

Click HERE TO DELETE

More rooms in 1000 pixels, your file is 1317 pixels

Current image: width: 1317 px / height: 892 px @60x3

Standard Two Queen Lake View

**To Edit or Replace an Image:** Click on the box to open the upload folder and select the image from your local folder or, drag and drop the image into the box. The uploaded image will display in the Image Box.

## Replace or Update Image

BookingCenter MyPMS Setup Area

Front Desk Bookings Rates Relationships Channels Parameters Settings

Activities Reservations Reservations Room Type Assignments Images Room Type Images

At Test

Room Type: QUEEN

Image Title: Standard Two Queen Lake View

Image Description (Alt Tag): Queen Room with two queen beds, desk and sitting area. Concierge open on balcony with view of...

Sort: 3 (Enter 1 for primary image)

Update QUEEN Delete QUEEN

Images are to be 7200x4800 pixels

Click HERE TO DELETE

More rooms in 1000 pixels, your file is 1317 pixels

Current image: width: 1317 px / height: 892 px @60x3

Standard Two Queen Lake View

The new image will display. To change the image, click "remove". Click **Update** to add the image.

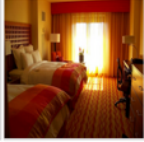
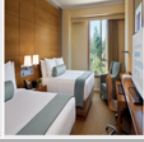
The uploaded image will display in the Image Box

[Add Image](#)

QUEEN2 / Standard - Two Queen [Load](#)

Find records where Image Title Sort by Image Title up Display 200 Records

[Fetch](#)

| Image Title                  | Image Description (Alt Tag)                                                                               | Image                                                                               | Sort |
|------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------|
| Standar Two Queen- City View | Hotel Room on 10th floor with 2 Queen beds, a desk and sitting area. Curtains are open with view of city. |  | 1    |
| Standard Queen Room No View  | Hotel Room with 2                                                                                         |  | 2    |
| Standard Two Queen Lake View | Hotel Room with two queen beds, desk and sitting area. Curtains open on balcony with view of              |  | 3    |

**3 records found**

The image is added to the Room Type Image List.