

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](#).

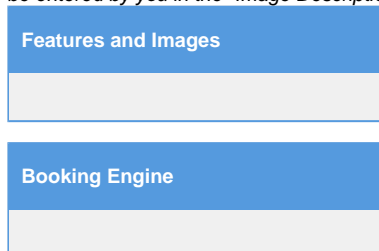
Note: AirBnB Connection Images uploaded to your AirBnB profile (7 Min. and 20 Max.). **Note:** AirbnB does require a minimum of seven photos. There needs to be at least three that are high quality, at least 1024 x 768. Please contact BookingCenter support if you need assistance with images. [*See additional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

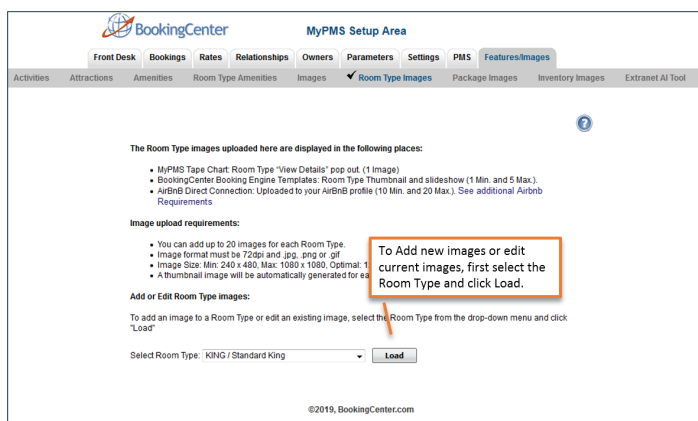
All BookingCenter Booking Engine Templates are designed with the necessary elements to meet [WCAG Guidelines](#) including "**Alternative Text**" also known as the "**ALT Tag**" for Images. We have provided an "ALT Text" field for each Room Type Image in MyPMS, but the descriptive text must be entered 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.

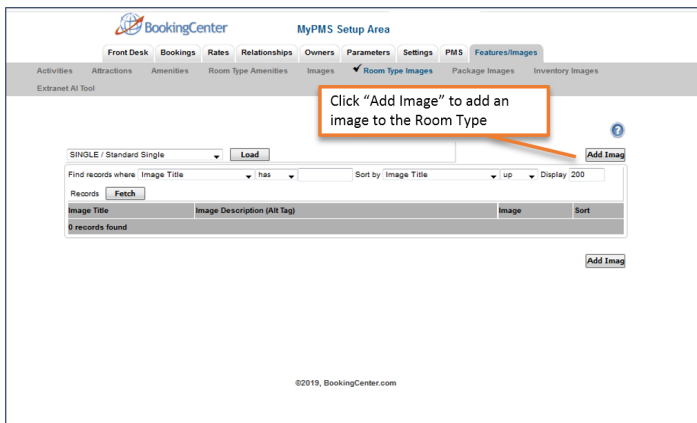


To Add or Edit Images: Go to SETUP | FEATURES AND IMAGES | ROOM TYPE IMAGES

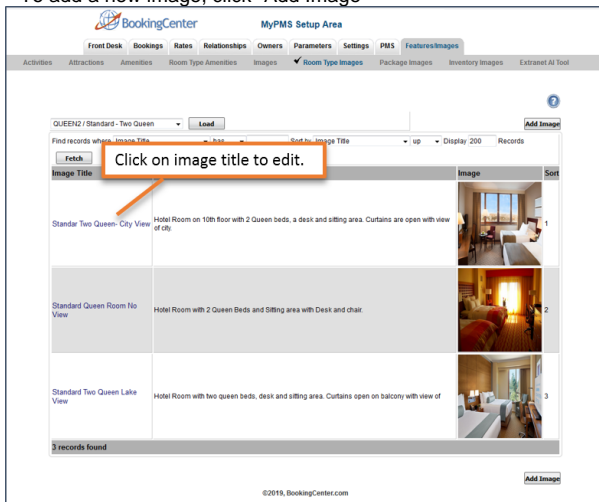
First, select the Room Type and click Load. The Room Type Image list will display with a list of images uploaded for the the Room Type. If there are no images uploaded yet, then the list will be blank. Then, follow the **step-by-step instructions below**. See screenshots of each step below.



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'. The 'Parameters' tab is active, and the 'Images' sub-tab is selected. A red box highlights the '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 filter is set to 'Find records where Image Title has'. A 'Fetch' button is visible. Below the search section, a table with columns 'Image Title' and 'Image Description (Alt Tag)' is shown, with a message '0 records found'.

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 'Room Type: QUEEN2'. The 'Parameters' tab is active, and the 'Room Type Images' sub-tab is selected. The page displays a form for adding an image. A red box highlights the 'Image Description (Alt Tag)' field, with a note 'Required for ADA Compliance'. The form includes fields for 'Image Title', 'Image Description (Alt Tag)', and 'Sort' (with a note '(enter 1 for primary image)'). A green 'Add QUEEN2' button is at the bottom. A dashed box on the right indicates the image upload area.

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

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: 1 (enter 1 for primary image)

Add QUEEN2

Required for ADA Compliance

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

QUEEN2 / Standard - Two Queen

Find records where Image Title

Fetch

Click on image title to edit.

Image Title	Image Description	Image Sort Order
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

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 Attractions Amenities Room Type Amenities Images Room Type Images

At Test

Back to QUEEN

Room Type: QUEEN

Images are to be 72 1000 pixels x 660 pixels

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

More rooms in 1000 pixels, your file is 1317 pixels

Current image: width: 1317 px / height: 892 px @base2

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 Attractions Amenities Room Type Amenities Images Room Type Images

At Test

Back to QUEEN

Room Type: QUEEN

Images are to be 72 1000 pixels x 660 pixels

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

More rooms in 1000 pixels, your file is 1317 pixels


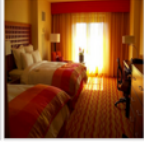
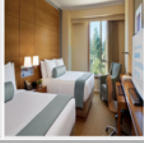
Current image: width: 1317 px / height: 892 px @base2

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

QUEEN2 / Standard - Two Queen
Load
Add Image

Find records where Image Title has 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.