

Add Package Image

Images appear on your website when you have a Package Rate setup and available online. Each package is allowed one image so be sure that you have the best photos available for this function. 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.

To to see your Package images or to add or edit images, go to **SETUP | FEATURES AND IMAGES | PACKAGE IMAGES..** The Package Item images uploaded here are displayed on the BookingCenter Booking Engine Templates under "Add ons", if you are selling Package Items on your Booking Engine. Each image category is allowed one image so be sure that you have the best photo available for this function. 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.

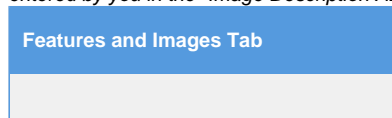
:BookingCenter image upload requirements.

- Only image files (.jpg, .gif, .png) are allowed
- Image Size: Min: 600 x 300. Any file over 1080 x 1080 will be automatically resized.
- A thumbnail image will be automatically generated for each image uploaded.

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 Package Item Image in MyPMS, but the descriptive text must be entered by you in the "ALT Text" field for each Package Item Image. This means that every Package Item 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 Package Item 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 Package Images: Go to **SETUP | FEATURES AND IMAGES | PACKAGE IMAGES**

First, select the Package Item and click Load. The Package Item Image list will display with a list of images uploaded for the the Package Item. 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.

Once you have selected and loaded a Package Item, the Package Item 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: Bouquet of Flowers. *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: Bouquet of Flowers sitting on a table.
- **Sort Order:** The sort order determines the order in which the Slideshow displays the images. The Package Item 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.

Find the name of the Package Item in the
List and click "Load"

To add a new image, click "Add Image"
To Edit an image, click on the Image Title