

FLBBA Website Member Administration Instructions:

1. Update member listing
2. Submit a recipe for Inn of the Week
3. Gift Certificate Redemption

Please print these instructions. It is your responsibility to take possession of your listing and keep it up to date with text and pictures.

1. Update Member Listing

1. Go to www.flbba.com and scroll to the bottom of the page and click on **Members Login**.
2. Enter your username and password. Your username is the name of your B&B (excluding an apostrophe- i.e. *Fintons* NOT *Finton's*). Your password is the main word in your name i.e. *Abner* (these both contain upper and lower case and are case and space sensitive.) Then click **Submit**.
3. Click the **edit** link on the right hand side of the page.
4. Enter/edit the text in the **Description** box including your rates. As a point of interest you should enter information containing keywords that would be valuable in a search to find your B&B.
5. **Nearest Town** can be the town you are in or the nearest destination. (i.e. if you are in *RockStream* the nearest town might be *Watkins Glen*.) This is important because you will show up in both searches.
6. Enter the **Nearest Lake**.
7. Enter your **URL** (this is your website address.) Be sure to include <http://www>. ..etc.
8. Enter your **Contact** information.
9. Check the **Amenities** boxes that pertain to your B&B.
10. Scroll to the bottom and click **Submit**. *This is very important to save your changes.*

To add photos:

1. Scroll back to the top of the page and click the **Images** tab.
2. Click the **Add an Image** link.
3. Choose your B&B **listing** from the dropdown box. *This is very important to assign the image to your B&B.*
4. Click the **Browse** button.
5. Choose a photo from a file on your computer. (This is just like attaching a file to an email.) Files should not be too large as they will take a long time to upload and a long time for a guest to view the picture once it is selected for enlargement.
6. Name the picture as something you'll recognize in the **Description** box.
7. Click **Submit**.
8. Add more photos (up to 10) by going back to step 13.
9. Be sure to set one of the pictures as **Main**. This image should be "signature picture" representative of your B&B.

Last Minute Availability

If you wish to participate in "Last Minute Availability", you need to place a check mark in the small box after: **Show Last Minute Availability on FLBBA.org**

Then set the number of rooms available for each day. You receive an email reminder each Sunday morning to update this listing. The purpose of this page is to fill rooms at the last minute. If you have a room you want to fill or had a last minute cancellation, it makes it easier for us to help each other and remain on the FLBBA site to do so. Be sure to scroll to the bottom of the page and click Submit. **If you do not update your availability after receiving 2 email**

reminders, your last minute availability will be removed and not show until you log in and recheck the box.

You can get help by clicking on the support link at the top of the member admin page.

Or email: support@flbba.com or call Lynda 585-657-4681.

2. [Submit a Recipe for Inn of the Week](#)

Please email your recipe to support@flbba.com and your recipe and your Inn will be posted as Featured Inn of the Week in the order they are received. You may submit as many recipes as you like, but please submit each one separately.

3. [Gift Certificate Instructions:](#)

FLBBA Gift Certificate Program GUIDELINES:

This program is a FREE member benefit. There is no cost to the Innkeeper to participate. The face value of the Certificate shall be returned to the Innkeeper upon receipt of the original signed certificate. You should treat this Certificate the same as a cash sale.

To participate in this program, member inns **must agree by email** that you will accept the Certificates (send email to support@FLBBA.com saying that you would like to participate). Each participating Inn will be displayed on the FLBBA website with a small Gift Package logo next to their member listing.

[Gift Certificate redemption:](#)

Certificates will be accepted at all participating Inns at no cost to them. Gift Certificates will be issued in \$50 and \$100 increments. Certificate shall be redeemed to the Innkeeper for face value. If the certificate value is more than the actual cost of the room, including taxes, Innkeeper shall refund the balance to the guest in the form of cash or Inn check. New York State Law prohibits purchased Gift Certificates from expiring. The certificates will include a "Use by" date to encourage use in a timely fashion, but certificates must continue to be accepted until redeemed. All certificates regardless of "Use by" date shall be honored at face value.

Member Inn upon receiving certificate will complete and sign the back of the certificate and mail to the FLBBA Vice President for full refund of the value of the Certificate.

Mail to: **FLBBA**
Barristers Bed and Breakfast
56 Cayuga Street
Seneca Falls, NY 13148