

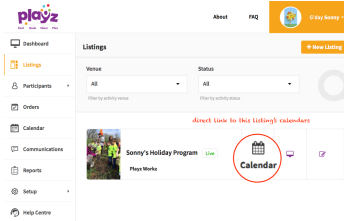
Updating Holiday Activities

When a set of holidays approaches you will need to update the dates associated with your activities. This is done quickly and easily by using the **calendar rollover** function in your listings.

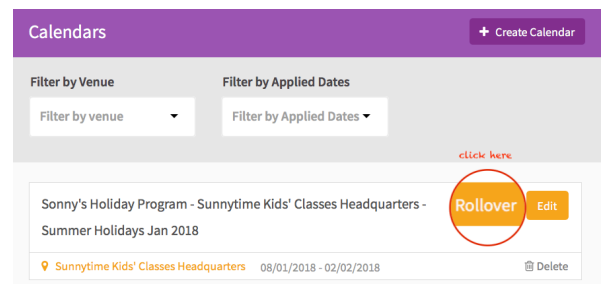
Once you have updated your dates and pricing for the new holiday activities, you can promote the activities to past participants and future participants using the **Participant Management Tool**.

To update your holiday activities, follow these simple steps:

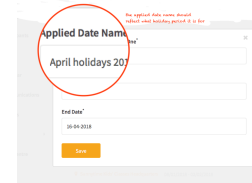
- <Dashboard <Listings <Calendar



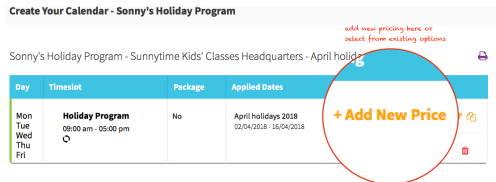
- click the rollover button and follow the prompts.



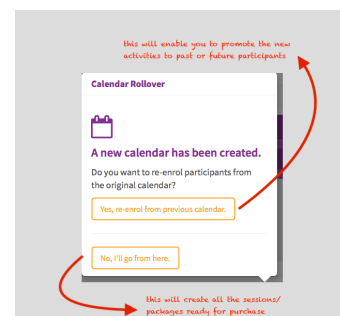
- Enter in the new **applied dates** for the next holiday period.



- Don't forget to add pricing in.



- Almost there! Choose to connect with previous or future participants. (You can choose to do this later using the Participant Management Tool). The calendar and all the associated activities and prices are ready for bookings.



- You can send a URL link out now to your contact lists to direct families to book this via the Admin tab on the listing.

