

Operator Self Serve Manual - Attractions and Tours

Operator Self-Serve allows operators to manage their English contact information, features, descriptions and photos on the tourism website. Any description changes requested are moderated by Tourism PEI prior to going live on the site. Helpful notes are included in the application to guide operators through self-serve.

All operators using Self-Serve will login via www.bookpei.com To obtain a username and password call Industry Support at 1-866-213-7521.

There is no cost associated with Operator Self-Serve.

Accessing Operator Self Serve

Once you login to www.bookpei.com you will see a box with the title **General Account Settings**. From here select **Operator Self Serve**.

What operators have access to

Depending on what you have purchased, you may have access to any of the following. If you are unsure of what you have purchased or would like to upgrade your account please contact Industry Support at 1-866-213-7521.

Basic Electronic Profile - includes 70 characters (approximately 10 words) and one photo on the tourism website.

Basic Electronic Profile and Basic Print Listing

- includes 70 characters (approximately 10 words) on the tourism website plus a 10-word description in the printed Visitor's Guide.

Enhanced Electronic Profile

- includes 3 photos and 1,000 characters (approximately 120 words) on the tourism website.

Enhanced Electronic Profile and Basic Print listing

- includes 3 photos and 1,000 characters (approximately 120 words) on the website plus a 45 word description in the print Visitor's Guide.

Making edits to your listing

Edit General Property Details

- all of the items you can edit are displayed as text boxes. For items you cannot edit, ie Operator Name, selecting the (?) symbol next to the field name identifies who to contact if require edits on these fields.

Edit General Property Features

- operators can check the features associated with your property. The following features cannot be selected by an operator and the (?) pop-up explains who to contact for each of them:

- TIAPEI Member
- Cyclists Welcome
- Full Mobile Accessible
- Partially Accessible

Edit General Property Description

- operators can request an update to your print and web descriptions. The amount of characters for each is determined by the listing purchased, as detailed above.

- All description edits are submitted to Tourism PEI and are moderated by Tourism PEI before the changes are made to the web or print. At this time Tourism PEI will also ensure the translation of the listing is up-to-date.

Edit General Property Photos

- operators can add, replace, or set current photos to inactive

- photos must be at least 848x500 pixels and horizontal

- photos must **not** include text or logos

- if you have purchased a video to appear with your listing on the tourism website you can view the video [here](#).