

hotelz.lk

Sri Lanka's Premier Direct-to-Owner Platform



COMPLETE USER GUIDE & FAQ



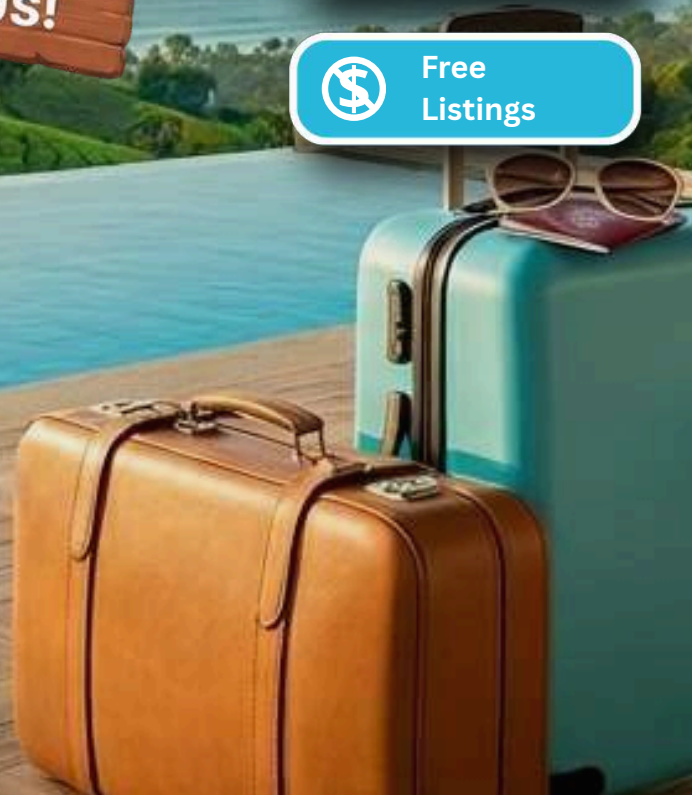
Direct
Bookings



Zero
Commissions



Free
Listings



www.hotelz.lk



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info@hotelz.lk



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Introduction

Welcome to hotelz.lk!

Dear Valued Partner,

Thank you for joining us!

hotelz.lk is a Sri Lanka-focused accommodation directory designed to help travelers connect directly with property owners. Our platform allows properties to showcase their accommodation, receive direct inquiries, and promote direct bookings without commission fees.

This guide will help you get started with managing your account and property listing.

Best Regards,
The Hotelz.lk Team

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Account Registration & Login



To create an account:

1. Visit: hotelz.lk/register/
2. Complete the registration form and click “Sign-Up” (You will be directed to your account dashboard)

The registration form is divided into two columns. The left column is titled "Welcome to hotelz.lk!" and contains fields for Account Type (a dropdown menu with "Business/Property Owner" selected), Username, Mobile Number, Email Address, Password, and Confirm Password. There is also a checkbox for receiving updates. The right column is titled "Contact & Business Details" and contains fields for First Name, Last Name, and Job Title. It also has "Sign-Up" and "Login" buttons and a note about privacy policy and terms & conditions.

[Registration Form]

The account dashboard shows the user's profile as "Sample User" with email "sampleuser@gmail.com". It includes a navigation bar with links like Home, Stays, Offers, Things to Do, Tips & Articles, Add Listing, and My Account. Below the profile, there are statistics for listings (All, Published, Pending, Expired) and a button to add a listing. The dashboard also shows a section for the user's account details, including Username and First Name fields.

[Account Dashboard]

Account Registration & Login



To access your account:

1. Visit: hotelz.lk/sign-in/
2. Enter your Email Address/Username and Password.
3. Click "Log In". (You will be directed to your account dashboard)

*If you have forgotten your password, use the password reset option on the login page.

[Login Form]

[Account Dashboard]

Submitting & Managing Listings

To submit a new listing:

1. Sign in to your account.
2. Visit: hotelz.lk/post-a-listing/ or click “**Add Listing**” button on the website header.
3. Complete the listing form & click “**SUBMIT LISTING**”.

*Our team will review the submitted changes before they are published and will notify you once the updates are live.

Listing Name

 Your property/business name

Listing category

 Select the category that best describes your business

Official Website (optional)

 www.yourwebsite.com

Tagline (optional)

 e.g. Luxury eco-lodging in the heart of Kunming

Keep it short and snappy! This will be shown on the listing cards.

Overview (optional)

PUBLISHED

Provide a comprehensive overview (recommended 500-1000 words) of your property or service, highlight your unique selling points, amenities, location, and nearby landmarks.

Room Type	Room Description	Price (USD)
Single + Double + 14 x 10'		

You can enable the price per night, rate and taxes section or add an inventory table.

Pricing Details (optional)

PUBLISHED

Room Type	Room Description	Price (USD)
Single + Double + 14 x 10'		

You can enable the price per night, rate and taxes section or add an inventory table.

Starting Price

 e.g. 200\$

Location Region

 Select Region

Location

 e.g. No.123, Culture Road, Yunnan

Enter the full street address.

Google Maps Location Link (optional)

 e.g. https://maps.google.com/maps/place/

Help guests find you effortlessly. Provide the direct link to your property on Google Maps.

Contact Number

 e.g. +86 XXXXXXXX

We won't reserve your phone for posting inquiries and notifications.

WhatsApp Number

Premium Feature

View our [Advertising & Promotions page](#) to unlock this feature.

Reservation Email (optional)

 e.g. company@domain.com

Send email for booking inquiries and notifications.

Listing Images

Add Image

Maximum allowed size: 30 GB (MAX 10240x10240). These images will be hosted on our servers.

Cover

Add Image

The image will be shown on Listing Cards (Recommended Size: 1600x1060px).

Header Background Image (Single Listing Page) (optional)

Add Image

This image will be shown on the listing page. If you want Header Image Area empty, the website will use the background one automatically (Recommended Size: 7680x500px).

Hours of Operation (optional)

You can change the text format to fit your needs.

Days

Hours

Socials (optional)

Website Icon

Brand Link

Direct Booking URL

Premium Feature

View our [Advertising & Promotions page](#) to unlock this feature.

Popular Amenities (optional)

Free WiFi

Air Conditioning

Swimming Pool

Parking

In-suite Bathroom

Minibar

Work Desk

In-room Safe

On-Site Dining

Gym

Spa

Housekeeping

Room Service

24-hour Front Desk

Airport Shuttle

Pet-Friendly

Meeting Rooms

Wheelchair Accessible

Kitchen

Beach Access

Garden

Terrace

Lift

Sauna

I accept the Terms and Conditions.

Submit Listing

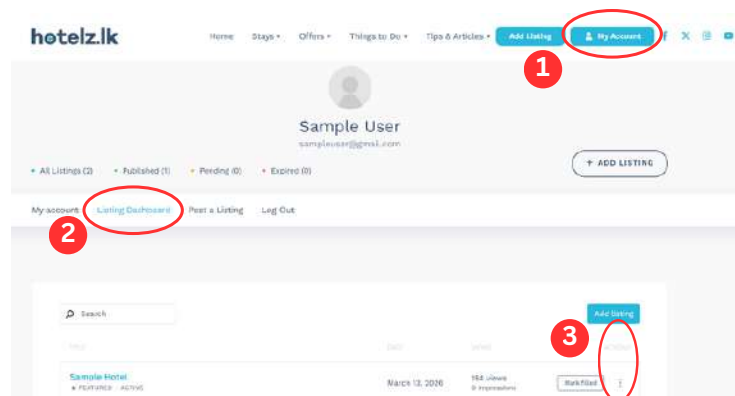
[Listing Submission Form]

Submitting & Managing Listings

To update your listing:

1. Sign in to your account.
2. Visit your listing dashboard:
 - Click: <https://hotelz.lk/listing-dashboard/>
 - OR
 - Click 'My Account' button on website header > Listing Dashboard
3. Click the 3 dots under the actions column of your listing
4. Select 'Edit'
5. Update information.
6. Click 'Submit Changes For Approval'

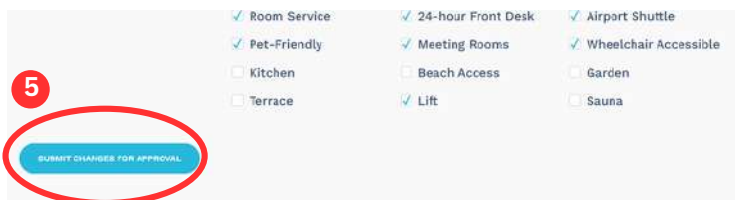
Our team will review the submitted changes before publication and will notify you once the listing is live.



[Account Dashboard]



[Listing Dashboard]



[Listing Submission Form]

Managing Your Account



Within your profile, you can:

- Update account information
- Change your password
- Update contact details
- Delete your account if required

To access your profile:

1. Sign in to your account.
2. Visit: <https://hotelz.lk/my-account/> or click 'My Account' button
3. Make the required changes.
4. Click 'Update Account'

hotelz.lk

Home Stays Offers Things to Do Tips & Articles Add Listing My Account

Sample User
View profile

Account

Username *
Sample User

First Name

Last Name

Email Address
sampleuser@gmail.com

Password *

Update Account Logout

[Account Dashboard]

**Why should I list my property on hotelz.lk?**

[hotelz.lk](https://www.hotelz.lk) is a Sri Lanka-focused accommodation directory that helps guests connect directly with property owners. By listing your property, you can increase your online visibility, receive direct inquiries and bookings, and engage with guests directly without losing your revenue through commissions. Our goal is to promote Sri Lankan properties while encouraging direct guest interaction without intermediaries, benefiting both travelers and property owners.

What is the revenue model of hotelz.lk if listings are free?

[hotelz.lk](https://www.hotelz.lk) is not a commission-based booking engine, our long-term revenue model is based on completely optional advertising and promotional placements for properties. Outside of those optional features, there are currently no mandatory payments involved.

Is there a fee to submit a listing?

No. The basic listing is completely free.

What information is include in my listing?

- Property description
- Property images (Up-to 20 images)
- Room information (Optional)
- General starting price
- Property contact details (Reservation email, contact number, etc.)
- Website & social media URLs
- Location Details

Can hotelz.lk create or update my listing for me?

Yes. In many cases, we can assist with creating or updating listings on your behalf.

Can I edit my listing after submission?

Yes. You can update your property information, photos, pricing, and contact details through your account dashboard.

**Can I list more than one property?**

Yes. Multiple properties can be managed under the same account.

What happens after I submit a listing?

Our team reviews all listings before publication to ensure quality and accuracy.

How long does the approval process take?

Approval process will usually be done within 24 hours.

Why is my listing not visible yet?

Your listing may still be under review. You can contact our team for more information.

Will I be notified when my listing is approved?

Yes. We will notify you with an email once your listing has been approved and published.

Is my information secure?

We take reasonable measures to protect account and listing information.

How is my personal information used?

Please refer to our [Privacy Policy](#) for detailed information regarding data collection and usage.

Have more questions? [Contact Us](#)