
Host Guide

Sync Your MidiStays Calendar

Connect your property availability across platforms

What is an iCal Link?

An iCal link (also called a calendar feed) connects your MidiStays property calendar to other apps like Google Calendar, Outlook, or Apple Calendar. This means you manage your availability in one place, and it automatically updates everywhere else.

This is especially helpful if you list on multiple platforms or use your personal calendar to track bookings.

Why Use an iCal Link?

- Avoid double-bookings if you list on multiple platforms
- Block your calendar for personal use of your property
- See all your bookings in one calendar app
- Stay organised when managing multiple properties
- Reduce admin work — no manual calendar updates needed

How to Get Your iCal Link

Step 1: Go to My Account/My Listings

Log in to your MidiStays account and go to the property you want to sync. Click on My Account and go to My Listings.

Step 2: Find the iCal Link

Look for the iCal or Share availability (export) option. You'll see a URL (a long web address). Click **Copy** to copy it to your clipboard.

Step 3: You're Ready

That's it. Your iCal link is ready to paste into your calendar app or other listing platforms.

How to Add to Your Calendar

The steps differ slightly depending on which app you use. Here are the most common:

Google Calendar

1. Click the + button next to *Other Calendars*
2. Choose *Subscribe to calendar*

3. Paste your iCal link and click **Subscribe** — done!

Outlook / Microsoft 365

1. Click *Add Calendar* from the left menu
2. Choose *Subscribe from the web*
3. Paste your iCal link and save — done!

Apple Calendar

1. In the menu bar, click *File > New Calendar Subscription*
2. Paste your iCal link and click **Subscribe** — done!

(On iPhone/iPad, open the iCal link directly and it will prompt you to add it to Calendar.)

Airbnb

If you list on Airbnb as well, you can sync your MidiStays availability to prevent double-bookings. Here's how:

1. Log in to your Airbnb account and go to *Calendar*
2. Look for *Sync external calendar* or *Calendar settings*
3. Paste your MidiStays iCal link into the external calendar field
4. Click **Add or Sync** — Airbnb will now block dates when your MidiStays property is booked
5. To sync from Airbnb back to MidiStays, when your property has an Airbnb booking, copy the Airbnb iCal and paste it into your MidiStays availability sync section at My Account, My Listings.

Troubleshooting

Changes aren't showing up

iCal links refresh automatically, but it can take up to 24 hours for changes to appear in your calendar app. Most apps refresh every 6–12 hours. You can usually force a refresh by manually syncing your calendar.

The link isn't working

Make sure you've copied the entire link with no extra spaces at the beginning or end. If you're still stuck, check that your listing is published (not in draft). If the problem persists, contact support at info@midistays.com.au.

More than a holiday, less than forever.