

‘MY VACANCY CALENDAR NEEDS TO BE SET UP!’

To set up your vacancy calendar on DoorCounty.com, you will need to complete the following steps:

- 1) Destination Door County’s new availability calendar platform is called **Jackrabbit**. In order to use the availability calendar function, you must first sign up to use **Jackrabbit** here: [SIGN UP](#)
- 2) After signing up, a confirmation with your *unique login information* will be emailed to you to guide you through the setup of your **Jackrabbit** account.
- 3) To proceed, please let us know you’ve completed your **Jackrabbit** setup by clicking [HERE](#). We will then get you connected with Jackrabbit Customer Service for your next steps and to answer any questions you may have about how to use the new calendar.
- 4) Update your **Jackrabbit** calendar using [these instructions](#). Your calendar will update once a day – changes made to your availability do not reflect in real time.

RESOURCES:

For help signing up, a video tutorial on using **Jackrabbit** can be found [HERE](#).

A step-by-step PDF walkthrough of the entire **Jackrabbit** system can be downloaded [HERE](#).

Instructions to update your calendar can be found [HERE](#).