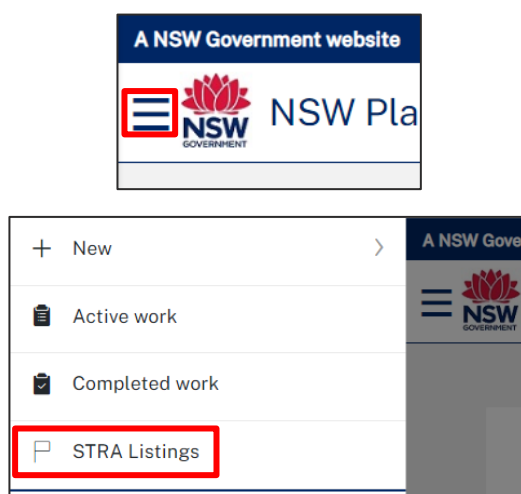# Manage Short-Term Rental Accommodation (STRA) bookings

Following the registration of a short-term rental accommodation (STRA) property, Registrants and Hosts can enter the bookings for their STRA properties via the STRA listings area in the NSW Planning Portal. The below steps outline how to enter bookings for a registered STRA property.

Locating the STRA Property

1. Log in to the NSW Planning Portal and **open** the main menu in the top left-hand corner of the screen, then **click** STRA Listings to open the STRA Properties area.
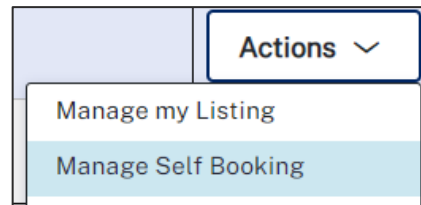

Note: The STRA Properties area will open displaying all STRA properties that have been registered under your Portal account.
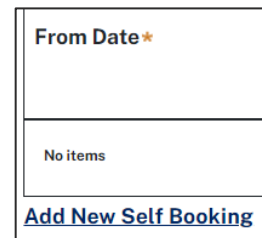

Managing self-bookings

Once the property is registered in the NSW Planning Portal, the registrant can manually record the number of days a STRA property is booked out for.

| 2. **Select** Manage Self Booking from the Actions dropdown menu beside the relevant property. | |

Note: The dates for each of the renewal periods and the bookings recorded will be displayed.

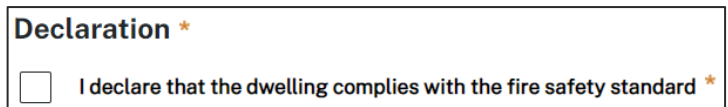| 3. **Click** Add New Self Booking to open a booking entry on the table above. | |

4. **Enter** the booking dates by **clicking** on the calendar icon and **selecting** the dates.

Notes:
- The number of booking days for each booking will be displayed and the number of booking days for the entire period will also be calculated.
- Enter each booking, including those with consecutive dates, as one entry.
- To add another booking, repeat steps 3 and 4. To remove or cancel a booking, select Cancel Booking.
- The Self-Booking function does not accept multiple bookings within the same date range.
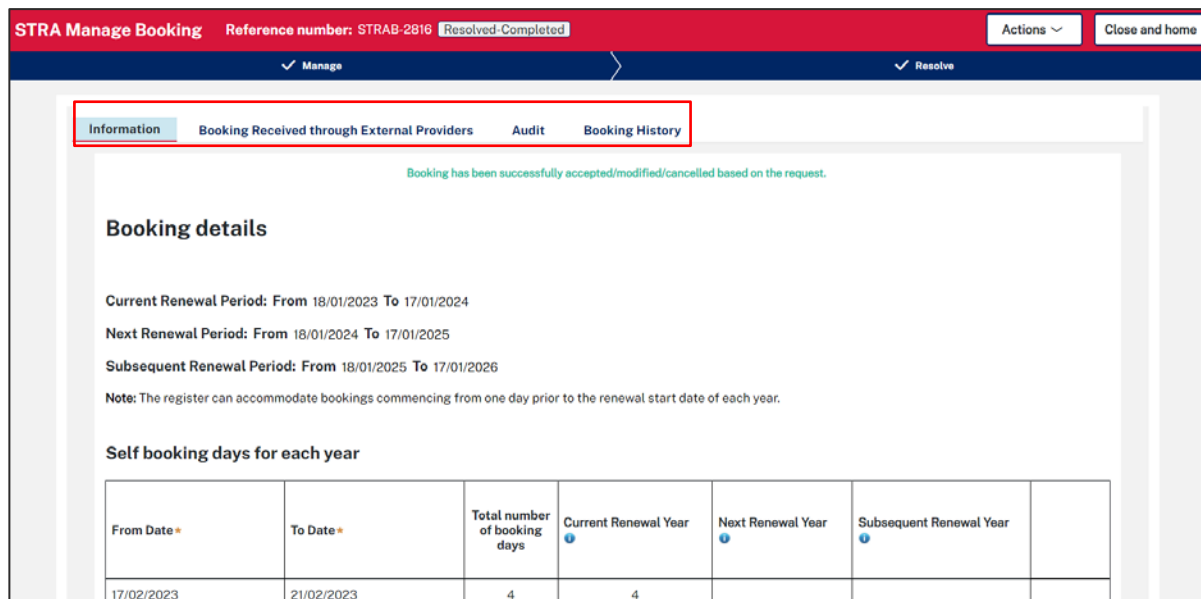
| 5. **Complete** the declaration. | |

| 6. **Click** Submit. | |

Note: You can also click Cancel to return to the active work area.

When booking details are submitted, a summary of bookings for the property will be displayed. Click on the tabs to view the bookings history and audit trail.

<p align="center">**End of steps**</p>

If you need more information

- Click the Help link at the top of the screen to access the NSW Planning Portal help pages and articles.

- Review the Frequently Asked Questions - https://www.planningportal.nsw.gov.au/support/frequently-asked-questions and / or contact ServiceNSW on 1300 305 695.

- For STRA Register questions, please contact the NSW Planning Portal team at stra@dpie.nsw.gov.au.