2016-17 - Preferred Golf - Rate Loading Instructions
American Express Comp Golf Package

Please review the following program information and instructions.

Rate Category:	GLRA – Preferred Golf Last Room Availability
Rate Type:	Public
Package Rate Code / Rate Type Code:	**MKTGL** *(was previously coded as GOLF)*
Package Name / Rate Type Name:	**American Express Comp Golf PKG**
Default Short Description:	Best available rate and a complimentary round of golf with each consecutive two nights stay
Default Long Description:	Receive best available room rate and a complimentary round of golf with each consecutive two nights stay - Rates are restricted to American Express Cardmembers. Please contact the resort directly to confirm your tee-times. Be sure to provide your confirmation number when making your reservation.
Rate Type Class:	Package
Rate Attributes:	☐ Include Tax By Default ☐ Suppress Rate ☒ Commissionable (10% or more) ☐ Require Credentials at Check-In ☐ Breakfast included in rate
Channels:	☒ Booking Engine ☒ GDS ☒ IDS ☒ Voice ☐ Confidential ☐ Confidential
Valid Arrival Dates:	Now – December 31, 2017 or no end date if desired
Terms & Conditions:	• Based on hotel availability • Two night minimum length of stay required
Recommended Rate Strategy:	• Rates should be equal to or less than BAR

NEW participants to this program → go to **SECTION A / page 2**

→ If your hotel **participated in 2015** → go to **SECTION B / page 3**

SECTION A – for hotels that are NEW to this program

1. Add a **New Rate** under Rate Configuration in SynXis CRS.

2. Fill in the Default Short & Long Description using the chart listed on page 1.

3. Add descriptions per channel and by language if necessary.

4. Add travel agency commission percentage, 10% minimum recommended.

5. Add the room types for this rate.

6. Ensure that the Rate Code is open to the appropriate channels as listed on page 1.

7. Add the validity dates as per page 1.

   You may start selling this program immediately by adjusting your start dates.

8. Add the derived or fixed rate.

9. Add offsets or rate attributes as necessary.

10. Apply a 2 night minimum length of stay restriction to this rate plan in the stay restriction area of the Synxis CRS

11. Add promotional code under Rates – Promotions.

    The rate code, promotional code, and brand code should be the same.

    a. Go to Set Up > Rates > Promotions
    b. Click on "Add New"
    c. Code: **MKTGL**, Name: **American Express Comp Golf PKG**
    d. Description: **American Express Comp Golf PKG**
    e. Select **American Express Comp Golf PKG** in the list of Rates, then Save
    f. Click Add New Branch, Code: **MKTGL**, Name: **American Express Comp Golf PKG**, Password: **MKTGL**

12. Double check the guarantee and cancellation policies.

13. Go to Product Assignment to review and adjust your rate display order by channel.

    We recommend lowest to highest.

14. Rate loading needs to be completed within **5 business days** of receipt of these loading instructions.

15. Once rate loading is completed, please send a confirmation email to:

    MktgProgramRates@PreferredHotels.com

SECTION B – for hotels that participated in this program in 2015

We encourage you to make the updates immediately and honor the new program as soon as possible.

1. Please do not build a separate/new rate plan for this program. The marketing team will **ONLY** be promoting this rate code and all materials will include this rate code only.
2. Pull up the Rate code listed on page 1. Please note, the rate code for 2015 was previously **GOLF**, now changing to **MKTGL** for 2016-17.
3. Update the Short description with the information on page 1.
4. Update the Long description with the information on page 1.
5. Update descriptions per channel and by language if necessary.
6. Revise travel agency commission percentage if necessary, 10% minimum recommended.
7. Ensure that the Rate Code is open to the appropriate channels as listed on page 1.
8. Revise any room types for the rate if needed.
9. Extend validity date through December 31, 2017.
10. Update your derived or fixed rate as appropriate.
11. Add offsets or rate attributes as necessary.
12. Apply a 2 night minimum length of stay restriction to this rate plan in the stay restriction area of the Synxis CRS
13. Review promotional code under Rates – Promotions.
    The rate code, promotional code, and brand code should be the same. If not, follow below steps:
    a. Go to Set Up > Rates > Promotions
    b. Click on "Add New"
    c. Code: **MKTGL**, Name: **American Express Comp Golf PKG**
    d. Description: **American Express Comp Golf PKG**
    e. Select **American Express Comp Golf PKG** in the list of Rates, then Save
    f. Click Add New Branch, Code: **MKTGL**, Name: **American Express Comp Golf PKG**, Password: **MKTGL**
14. Double check the guarantee and cancellation policies.
15. Go to Product Assignment to review and adjust your rate display order by channel. We recommend lowest to highest.
16. Rate loading needs to be completed within **5 business days** of receipt of these loading instructions.
17. Once rate loading is completed, please send a confirmation email to:
    MktgProgramRates@PreferredHotels.com