2016-17 Preferred Golf – Rate Loading Instructions Preferred Golf Play More Package

Rate Category:	GLRA – Preferred Golf Last Room Availability
Rate Type:	Public
Package Rate Code / Rate Type Code:	MKTGLPL (was previously coded as GOLFPLUS)
Package Name / Rate Type Name:	Preferred Golf PlayMore Package
Default Short Description:	Nightly accommodations daily golf for 2
Default Long Description:	Preferred Golf Play More- Receive double occupancy nightly accommodations- daily golf for two or a 75USD or equivalent in local currency resort credit as a substitute for golf- Please contact the resort direct to confirm your tee- times. Be sure to provide your confirmation number.
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 2017 or no end date if desired
Terms & Conditions:	
Recommended Rate Strategy:	• Rates should be equal to or less than BAR + the cost of two rounds of golf.

Please review the following program information and instructions.

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

 \rightarrow If your hotel participated in 2015 \rightarrow 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. 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: MKTGLPL, Name: Preferred Golf PlayMore Package
- d. Description: Preferred Golf PlayMore Package
- e. Select Preferred Golf PlayMore Package in the list of Rates, then Save
- f. Click Add New Branch, Code: MKTGLPL, Name: Preferred Golf PlayMore Package, Password: MKTGLPL
- 11. Double check the guarantee and cancellation policies.
- 12. Go to Product Assignment to review and adjust your rate display order by channel.

We recommend lowest to highest.

- 13. Rate loading needs to be completed within 5 business days of receipt of these loading instructions.
- 14. 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.
- Pull up the Rate code listed on page 1. Please note, the rate code for 2015 was previously GOLFPLUS, now changing to MKTGLPL 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. 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: MKTGLPL, Name: Preferred Golf PlayMore Package
- d. Description: Preferred Golf PlayMore Package
- e. Select Preferred Golf PlayMore Package in the list of Rates, then Save
- f. Click Add New Branch, Code: MKTGLPL, Name: Preferred Golf PlayMore Package, Password: MKTGLPL
- 13. Double check the guarantee and cancellation policies.
- 14. Go to Product Assignment to review and adjust your rate display order by channel. We recommend lowest to highest.
- 15. Rate loading needs to be completed within 5 business days of receipt of these loading instructions.
- 16. Once rate loading is completed, please send a confirmation email to:

MktgProgramRates@PreferredHotels.com