



**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](mailto: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 **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](mailto:MktgProgramRates@PreferredHotels.com)