

2016-17 PREFERRED GOLF – RATE LOADING INSTRUCTIONS

KIDS PLAY FREE PREFERRED GOLF

Please review the following program information and instructions.

Rate Category:	GLRA – Preferred Golf Last Room Availability
Rate Type:	Public
Package Name / Rate Type Name:	Kids Play Free Preferred Golf
Package Rate Code / Rate Type Code:	MKTGLKD <i>(was previously coded as GOLFKIDS)</i>
Default Short Description:	Kids Play Free Stay and Play Golf Package with paying adult. Tee times must be after 1pm.
Default Long Description:	Kids Play Free Preferred Golf - Kids 16 and under receive one round of golf complimentary with each paying adult. 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:	<input type="checkbox"/> Include Tax By Default <input type="checkbox"/> Suppress Rate <input checked="" type="checkbox"/> Commissionable <input type="checkbox"/> Require Credentials at Check-In <input type="checkbox"/> Breakfast included in rate
Channels:	<input checked="" type="checkbox"/> Booking Engine <input checked="" type="checkbox"/> GDS <input checked="" type="checkbox"/> IDS <input checked="" type="checkbox"/> Voice <input checked="" type="checkbox"/> Mobile <input type="checkbox"/> Confidential <input type="checkbox"/> Confidential
Valid Arrival Dates:	Now – December 31, 2017
Terms & Conditions:	Kid must be 16 years or younger and tee-times must be made with the Preferred Golf VIP Desk prior to arrival to ensure available tee-times
Recommended Rate Strategy:	Best Available Room Rate plus one round of golf per adult at the 1pm or later golf rate.

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. 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: **MKTGLKD**, Name: **Kids Play Free Preferred Golf**
- d. Description: **Kids Play Free Preferred Golf**
- e. Select **Kids Play Free Preferred Golf** in the list of Rates, then Save
- f. Click Add New Branch, Code: **MKTGLKD**, Name: **Kids Play Free Preferred Golf**
Password: **MKTGLKD**

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.
2. Pull up the Rate code listed on page 1. Please note, the rate code for 2015 was previously **GOLFKIDS**, now changing to **MKTGLKD** 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: **MKTGLKD**, Name: **Kids Play Free Preferred Golf**
- d. Description: **Kids Play Free Preferred Golf**
- e. Select **Kids Play Free Preferred Golf** in the list of Rates, then Save
- f. Click Add New Branch, Code: **MKTGLKD**, Name: **Kids Play Free Preferred Golf**
Password: **MKTGLKD**

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