2016-17 PREFERRED GOLF – RATE LOADING INSTRUCTIONS
PREFERRED GOLF EXCLUSIVE PACKAGE

Please review the following program information and instructions.

Rate Category:	GLRA – Preferred Golf Last Room Availability
Rate Type:	Public
Package Name / Rate Type Name:	**Preferred Golf Exclusive Package**
Package Rate Code / Rate Type Code:	**MKTGLSP** *(was previously coded as GOLFSP)*
Default Short Description:	*<<PLEASE INSERT BRIEF DESCRIPTION HERE, LISTING MAIN SELLING POINTS OF PACKAGE>>*
Default Long Description:	*<<PLEASE INSERT LONG DESCRIPTION HERE, LISTING FULL DESCRIPTION OF PACKAGES INCLUDING ALL SELLING POINTS, AMENITIES/INCLUSIONS>>*
Rate Type Class:	Package
Rate Attributes:	☐ Include Tax By Default ☐ Suppress Rate ☒ Commissionable ☐ Require Credentials at Check-In ☐ Breakfast included in rate
Channels:	☒ Booking Engine ☒ GDS ☒ IDS ☒ Voice ☒ Mobile ☐ Confidential ☐ Confidential
Valid Arrival Dates:	Now – December 31, 2017
Terms & Conditions:	Only Preferred Golf certified hotels with Preferred Golf Rate will be featured on PHG website and included in marketing efforts.
Recommended Rate Strategy:	At hotel's discretion, please contact your Revenue Account Manager for advice if needed.

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

Loading Instructions

1. If you have a current golf package that is already active in Synxis with active seasons etc. under a different rate code (excluding GOLF, GOLFPLUS, GOLFKIDS and AMEXGOLF, MKTAXGL, MKTGL, MKTGLPL), simply change the rate code to **MKTGLSP**, change the rate name to "**Preferred Golf Exclusive Package**" and ensure that it is available on all channels as mentioned above. Add or modify descriptions per channel and by language if necessary. Proceed to **step 10**. If this is a new package, proceed to **step 2**.
2. Add a New Rate under Rate Configuration in SynXis CRS.
3. Fill in the basic information using the chart listed on page 1.
4. Add the room types for this rate.
5. Add the derived or fixed rate.
6. Add offsets or rate attributes as necessary.
7. Ensure that the Rate Code is open to the appropriate channels as listed on page 1.
8. Double check the guarantee and cancellation policies.
9. Go to Product Assignment to review and adjust your rate display order by channel. We recommend lowest to highest.
10. Assign to rate category **GLRA – Preferred Golf Last Room Availability**
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: **MKTGLSP**, Name: **Preferred Golf Exclusive Package**
    d. Description: **Preferred Golf Exclusive Package**
    e. Select **Preferred Golf Exclusive Package** in the list of Rates, then Save
    f. Click Add New Branch, Code: **MKTGLSP**, Name: **Preferred Golf Exclusive Package**, Password: **MKTGLSP**

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 **GOLFSP**, now changing to **MKTGLSP** 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: **MKTGLSP**, Name: **Preferred Golf Exclusive Package**
    d. Description: **Preferred Golf Exclusive Package**
    e. Select **Preferred Golf Exclusive Package** in the list of Rates, then Save
    f. Click Add New Branch, Code: **MKTGLSP**, Name: **Preferred Golf Exclusive Package**, Password: **MKTGLSP**

16. Double check the guarantee and cancellation policies.

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

    We recommend lowest to highest.

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

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

    MktgProgramRates@PreferredHotels.com