



HOW TO OPT-IN TO BE SOLD BY BOOKEASY VISITOR INFORMATION CENTRES (FRONTDESK ACCOMMODATION PROVIDERS ONLY)



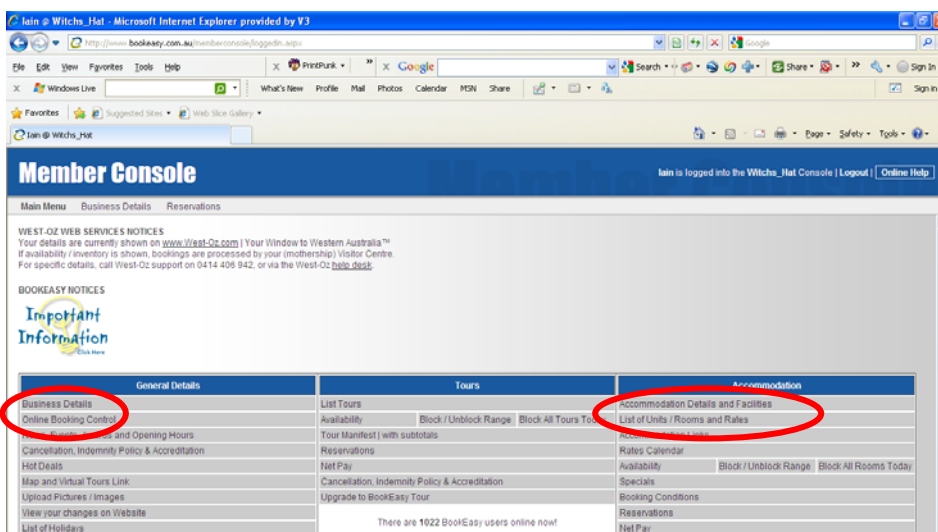
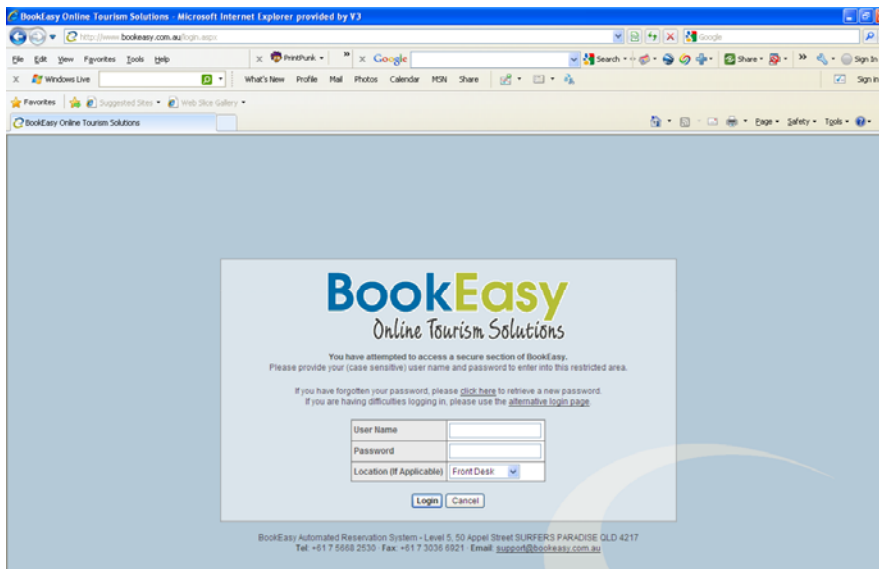
FRONTDESK 3.0

If you require any assistance, please contact the
Helpdesk on 1300 880 683 or email customerservice@v3leisure.com

1 REGISTER WITH YOUR BOOEASY VIC

BookEasy software is used by a number of Visitor Information Centres in each state around Australia to enable both face-to-face and online sale of your Products through those Centres. If you're not sure which is your local VIC, please go to the BookEasy website at www.bookeasy.com.au to check which Visitor Information Centres use BookEasy in your area. You must first register with a BookEasy VIC before you can opt-in to be sold via BookEasy. Note that once you have completed the opt-in and mapping process, you may register with more BookEasy Visitor Information Centres, and you will then be able to be booked by those VICs as well without having to repeat the opt-in and mapping process.

1. Contact your chosen BookEasy VIC. If you are not already registered with them, they will take you through a simple Registration process and set up a BookEasy Account for you. Make sure the VIC sets your account up as a 'Gold Medal Operator' (able to accept real time confirmed reservations).
2. Once this is done, the VIC will provide you with a BookEasy Username and Password.
3. Log in to the BookEasy Member Console using the URL they provide.



4. Enter all of your 'Business Details' in the relevant fields within the BookEasy member Console.
5. Under 'Online Booking Control', ensure that you tick 'Option 1: Gold Medal instantly confirmed operator.' If Option 2 is ticked, please contact your Bookeasy VIC to have this amended.

Member Console

Main Menu Business Details Reservations

ONLINE BOOKING CONTROL


CONFIRM YOUR BOOKING STATUS

 **OPTION 1: Gold Medal instantly confirmed operator.**

Tick this box if you wish to accept real time confirmed reservations made on the same day that the customer is due to arrive.

Same day reservations

Tick this box if you wish to accept real time confirmed reservations made on the same day that the customer is due to arrive.

 **OPTION 2: 24 Hour manually confirmed operator.**

This option is automatically ticked if you choose not to be part of either the Gold Medal Operator or **Bookeasy Distribution Network**
Note: You will need to manually confirm availability within 24 hours of receiving a booking enquiry.

6. Ensure all details are completed under 'Accommodation Details and Facilities'.
7. Under 'List of Units/Rooms and Rates, define your Products':
 - Make sure the Product names you enter into BookEasy match those entered in frontdesk. (If you have multiple Products in frontdesk to allow for different capacities, you only need to enter one Product in BookEasy and enter the maximum capacity.)
 - Enter Max Number of Persons that this type of room fits.

Member Console

Main Menu Business Details Reservations

EDIT ACCOMMODATION ROOM/UNIT/HOUSE

General Settings	
Accommodation Name	Two Bedroom Suite
This room/unit is currently active <i>Whether this room/unit is displayable on the website for online bookings</i>	<input checked="" type="checkbox"/> This room is currently active
Room Configuration <i>Select the configuration that is most suitable</i>	Two Bedroom ▾
Link Accommodation	Click HERE to setup Accommodation Links
Number of Accommodation Units <i>Enter the number of this "type" of accommodation</i>	3
Maximum Number of Persons <i>Enter the maximum number of people that this accommodation holds</i>	4
Description <i>Please include: * Bedding Configuration * Breakfast Details * Children Differences * Cot Prices</i>	A suite with 2 separate bedrooms. One with Kingsize bed and one with bunks. Huge tv and mini bar facilities. Balcony overlooking gardens.

- Ensure that you have selected 'Daily' under 'Which type of rates setup will this room use?'
- Under 'Number of guests included in daily rates', enter the number of guests relevant to the price defined for the equivalent Product in frontdesk (the base rate).
- Enter your usual Rack rate (this is a mandatory field but note that rates will be taken from frontdesk)
- If you have additional charges for adults or children above the nightly rate, enter those (these will be added to the base price of the frontdesk Product you map to Bookeasy).

Room Rates Setup	
Which type of rates setup will this room use?	Daily ▾
Number of guests included in daily rates <i>Enter the number of guests included in daily rates</i>	2
Rack Rate <i>This will be the rate that will be defaulted on your Daily Rates Chart</i>	\$ 200
Nightly charge per extra adult	\$ 50
Nightly charge per extra child	\$ 30

Room Settings	
Last Minute Inclusion <i>This only applies to Gold Medal Operators</i>	<input type="checkbox"/> This room is to be included in Last Minute deals
Guest Requirements	<input type="checkbox"/> You do not take infants (less than 2 years old) <input type="checkbox"/> You do not take children (2-12 years old)

Bond Information	
Is a bond required? <i>NOTE: The bond will only be charged if booked through a Booking Centre that has enabled bonds.</i>	<input type="checkbox"/> This room requires a bond
Bond Amount	\$ 0

Important: You do not need to enter your Rates and Availability as this will be automatically updated from your frontdesk system once you have completed the opt-in and mapping process.

2 DEFINE COMPATIBLE RATE PLANS

The next step is to ensure that your Products have pricing rules that are compatible with BookEasy.

To do this you will need to set up a separate 'Simple Rate Per Day' Rate Type in order to be bookable via BookEasy.

NOTE: If you have multiple Products in frontdesk to allow for different capacities, you **only** need to define a price and map to the frontdesk Product with the *highest* capacity. However, the Simple Rate per Day price should reflect the price for the base capacity.

Here's how:

1. In *Manage*, go to *Additional Settings>Rate Types* and create a new Rate Type called 'Simple Rate per Day'.
2. Click *Products and Rates>Daily Rate Manager*.
3. Ensure that 'Simply Rate Per Day' Rate Type tab is selected.
4. Select the name of the Product you are going to create a Rate for from the drop-down list.
5. In the Rate Loader, enter the rate you want to charge. You can enter different prices for different days of the week, but you must use only a 1 Night Minimum Duration (see screenshot below).
6. Enter a date range (which allows this price to be updated into the Daily Rates Calendar for the chosen dates).
7. Click 'Update and Save'.

Daily Rate Manager

Best Available Rate | Freeform | **Simple Rate per Day** | Edit Rate Types

View: **Deluxe Triple Room**

[To hide rate loader tool click here](#)

Rate Loader

Use this tool to Load or Update your rates and/or minimum stay requirements

Select all	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Update Daily Rates	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110	\$ 110
Update Min Stay Req	1	1	1	1	1	1	1

15/07/2010 and 31/07/2011

[Reset Dates](#) | **Update & Save**

8. If you need to define a different price for a new date range, repeat steps 5-7.
9. Follow steps 2-8 to define Simple Rate per Day for subsequent Products.

3 OPT-IN TO BOOKEASY DISTRIBUTOR

Next, you will need to Opt-in to be sold by BookEasy.

1. Go to the *Marketing* tab in frontdesk.
2. Click on Distributors>Opt-in: Accept T&Cs and find the Distributor listing called BookEasy_VICs. Click to 'View Distributor Terms and Conditions' and ensure you read them carefully.
3. Check the 'I Accept Terms and Conditions' box and click *OK*.
4. Under the 'Payment Options' column, tick the 'Distributor Collects Full Payment' box.
5. Under the 'Rate Type' column select the 'Simple Rate per Day' Rate Type as previously defined (or Best Available Rate if it is compatible).
6. Scroll to the bottom of the page and click *Save*.
7. You will then need to complete the mapping process as described next.

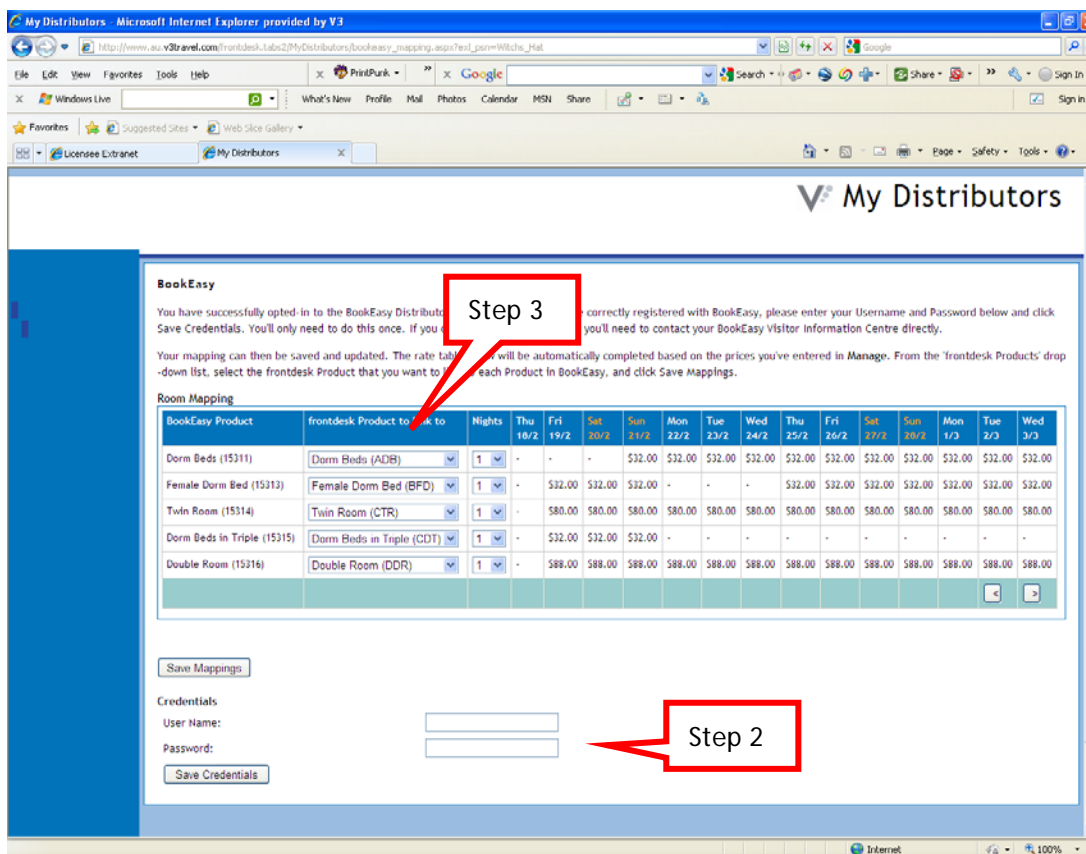
IMPORTANT NOTE: The settlement/payment/invoicing terms will be set by each individual VIC. This information will be detailed in the separate Terms and Conditions of the VIC to which you must agree when you register with each VIC.

4 MAP YOUR FRONTDESK PRODUCTS TO BOOEASY

Once completed, this mapping process allows the prices and availability that you manage via your frontdesk system to be automatically updated to the BookEasy system, so that customers can book your products in real time via a BookEasy VIC. When a booking is made, it will appear in your frontdesk Res screen as a normal online booking, your availability will be automatically updated.

Follow these steps, or if you prefer, please contact Customer Service on 1300 880 683 or email customerservice@v3leisure.com and we will arrange for a consultant to call you to assist you with this mapping process.

1. Go to the *My Distributors* tab in frontdesk.
2. First, to confirm that you have correctly registered with a BookEasy VIC, enter the Username and Password supplied to you by the BookEasy VIC and click *Save Credentials*. You'll only need to do this once. If you don't have this information, you'll need to contact your BookEasy VIC directly.
3. The rate table will be automatically completed based on the prices you've entered in Manage. From the 'frontdesk Products' drop-down list, select the frontdesk Product that you want to link to each Product in BookEasy, and click Save Mappings.
4. Select the minimum nights for this Product from the 'Nights' drop down box.



Your Product availability and pricing will now be automatically synchronised to the BookEasy_VICs Distributor.