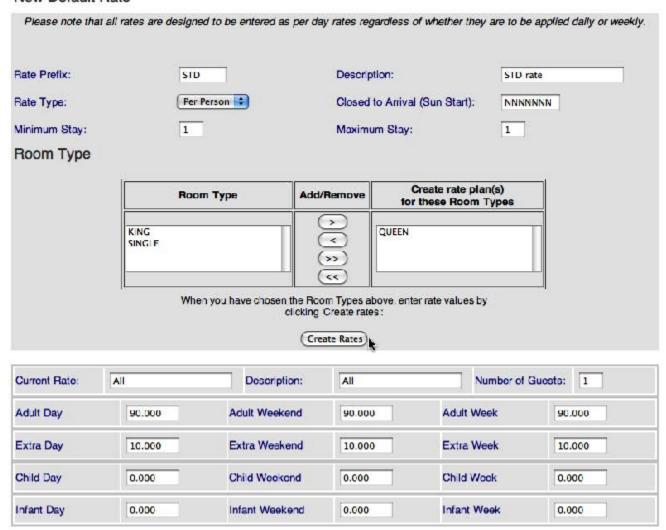
Adding New Rates

Click this link > Rates go to the bottom of the page and click 'Add'.

New Default Rate



- 1. Enter a Rate Prefix ID (* ID's must begin with letters, it may then use numbers and letters no spaces and no special characters allowed). It is recommended to only use 4 characters.
- 2. Descriptions anything that helps you (peak, school holiday, Labour Day, etc.).
- 3. Rate Type Per-person or Flat rate
- 4. Closed to Arrival if a rate should not allow an arrival on a date, choose the day of the week that is closed by using a Y for 'Yes it is closed' on that day. Sunday is the start date. So, if a Closed to Arrival was going to be **Mondays and Tuesdays**, the Closed to Arrival would like **NYYNNN**.
- 5. Minimum Stay sets the minimum number of nights for bookings with this rate. Seasons, if used, will override this minimum stay.
- 6. Maximum Stay sets the maximum number of nights for bookings with this rate. Currently not an active feature.
- 7. Add the room types to the list that you want this rate plan to be applied too.
- 8. Number of Guests used for Per-Person to set the rate base.
- 9. Adult Day rate for week day nights.
- 10. Adult Weekend rate for weekend nights. See General Settings to set weekend nights.
- 11. Adult Week rate for stays of 7 nights or more.

If using Flat Rate stop now. If using Per-person Rate continue.

- 1. Extra Day, Weekend and Weekly the rate for extra Adults.
- 2. Extra Child/Infant Day, Weekend and Weekly applies to the number of Child/Infant greater than the base set in 'Number of Guests'.
- 3. If assigning this rate Plan to multiple room types, enter the rate for the top (first room type on the list) room. You will have a chance to enter a default rate for subsequent room types after you create the rate plan.
- 4. Click Create Rates, This fill in the Current rate ID and description
- 5. When assigning this rate plan to multiple room types press next button and enter the rate for each subsequent room type.