# Weekly Rates

Many properties offer a discount for extended stays. If you do offer weekly rates or rates for stays longer than 7 days, then you can enable Weekly Rates and manage them in Manage Single Rate Plan

The Weekly Rates feature allows you to offer unique rates for bookings that are 7 days or longer. Therefore if a booking is made for more than 7 days, the weekly rate will be applied.

To enable or disable Weekly Rates, go to **SETUP | SETTINGS| BOOKING ENGINE SETTINGS**. Go to the section titled "General" and choose "Yes" or "No" under "Use Weekly Rates". See Booking Engine Settings.

| Rates Tab |
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To Manage your Weekly Rates, go to **SETUP | RATES | MANAGE RATES.**

Enter your weekly rates in the section titled "Weekly Rates" for each rate plan. For more details, see Manage Single Rate Plan

- If you <u>do not</u> have special weekly Rates and the feature is disabled, then you will not see the weekly rates section.
- IF you do have Weekly Rates enabled, you will see the Weekly Rates section on the Manage Rates screen and can adjust the following information for the Rate Plan selected.

  - **First X Guests:** Enter Daily Rate for the Number of Guests Included. For example, if a double occupancy rate is $100, then you would enter 100 in this field and 2 in the previous field, X Number of Guests Included.

  - **Extra Adult** – The amount you will charge for additional adults .(This only applies to Per Person rates)
  - **Children** – The amount you charge per additional child. (This only applies to Per Person rates)
  - **Infants** – The amount you charge per additional infant. (This only applies to Per Person rates)


**Use Weekly Rates: Manage Rates when**

**"Use Weekly Rates" is set to YES.**



*Click image to enlarge*
**Use Weekly Rates: Manage Rates when**

**"Use Weekly Rates" is set to NO.**

*Click image to enlarge*