

# Adding New Rates

Click this link > [Rates](#) go to the bottom of the page and click 'Add'.

## New Default Rate

*Please note that all rates are designed to be entered as per day rates regardless of whether they are to be applied daily or weekly.*

Rate Prefix:	<input type="text" value="STD"/>	Description:	<input type="text" value="STD rate"/>
Rate Type:	<input type="button" value="Per Person"/>	Closed to Arrival (Sun Start):	<input type="text" value="NNNNNNN"/>
Minimum Stay:	<input type="text" value="1"/>	Maximum Stay:	<input type="text" value="1"/>

### Room Type

Room Type	Add/Remove	Create rate plan(s) for these Room Types
<input type="text" value="KING"/> <input type="text" value="SING F"/>	<input type="button" value="&gt;"/> <input type="button" value="&lt;"/> <input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>	<input type="text" value="QUEEN"/>

When you have chosen the Room Types above, enter rate values by clicking 'Create rates':

Current Rate:	<input type="text" value="All"/>	Description:	<input type="text" value="All"/>	Number of Guests:	<input type="text" value="1"/>
Adult Day	<input type="text" value="90.000"/>	Adult Weekend	<input type="text" value="90.000"/>	Adult Week	<input type="text" value="90.000"/>
Extra Day	<input type="text" value="10.000"/>	Extra Weekend	<input type="text" value="10.000"/>	Extra Week	<input type="text" value="10.000"/>
Child Day	<input type="text" value="0.000"/>	Child Weekend	<input type="text" value="0.000"/>	Child Week	<input type="text" value="0.000"/>
Infant Day	<input type="text" value="0.000"/>	Infant Weekend	<input type="text" value="0.000"/>	Infant Week	<input type="text" value="0.000"/>

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 **YYNNNNN**.
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.

**Click Save Rates to add this rate to you list of default rates.**