# **Booking Engine | Policies**

The "Payment" page of the Booking Engine automatically displays the Policy and Terms the guest must accept to complete the booking. They also display in the "BookingCenter Default Confirmation Letter" (if selected) which is automatically sent when guest makes a booking on your website. NOTE: If you want the policies displayed and require the guest to accepat, then you must make sure this setting is enabled. "Gu est Must Agree to Terms" in Booking Engine Settings.

#### **Booking Engine Policies**

There are three Policy fields that are used on the Booking Engine Payment Page. Two of these fields also appear in the BookingCenter Default Confirmation Letter (if selected).

- Deposit and Confirmation Policy Message Displays on the Payment Page in text above the check box with I have read and accept the Terms, Cancellation, and Privacy Policy and on the Default Confirmation Letter sent to Guests.
- Cancellation Policy Message- Displays on the Payment Page in "Popout Box" when the sentence I have read and accept the Terms, Cancellation, and Privacy Policy and on the Default Confirmation Letter sent to Guests.
- Privacy Policy ONLY Displays on the Payment Page in "Popout Box" when the sentence I have read and accept the Terms, Cancellation, and Privacy Policy

To edit the policies that display on the Payment page of the Booking Engine and the Default Confirmation Letter, go to SETUP | SETTINGS | MARKETING AND POLICIES and click Edit and the bottom of the page. Make any changes in the fields listed below and click Save. For step-by-step instructions on how to edit the information in this section, see Marketing And Policies

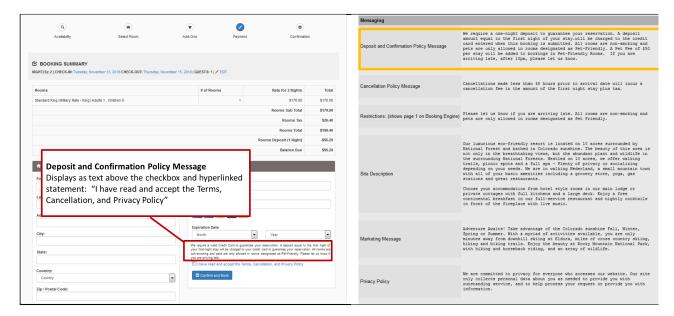
### **Booking Engine**

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  Lowest Rate on Calendar

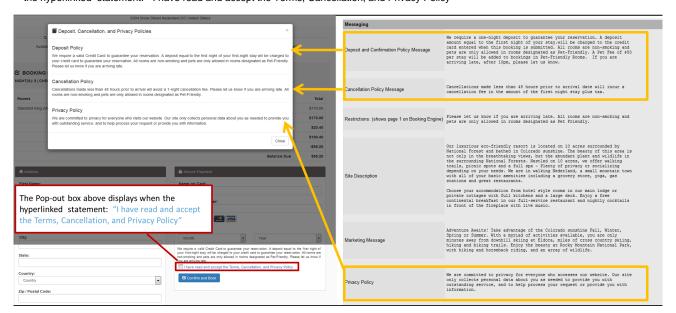
## Where do these Policies appear on Booking Engine?

Deposit and Confirmation Policy Message: Displays as text above the checkbox and hyperlinked statement: "I have read and accept the Terms, Cancellation, and Privacy Policy'



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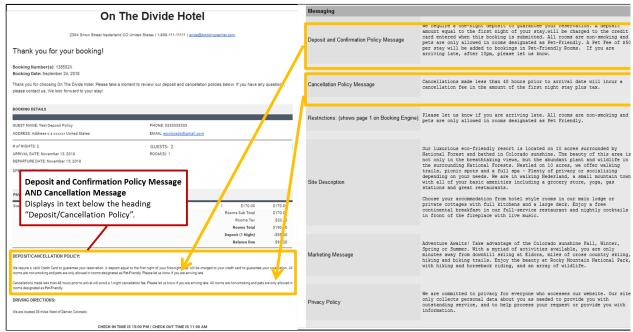
**Deposit and Confirmation Policy, Cancellation Policy and Privacy Policy:** Displays in the Pop-out box which displays when guest clicks the hyperlinked statement: "I have read and accept the Terms, Cancellation, and Privacy Policy"



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#### Where do these Policies appear on the "BookingCenter Default Confirmation Letter?"

Deposit and Confirmation Policy, Cancellation Policy display in the "BookingCenter Default Confirmation Letter" (if selected) which is automatically sent when guest makes a booking on your website.



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