

Add Room Type

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Once you save your hotel details, you are given an opportunity to add room types to your inventory. This is not always necessary - you may have a Run of House arrangement with the hotel and you are not worried about room type allocations. However, if you do need to manage room types, you can create room types for every possible situation, including suites and other special arrangements.

Details Tab

Room Details include:

- **Name** - give the appropriate name such as "Double Room" or "Single Room"
- **Description** - such as "Two Queen Beds" or "Suite with Separate Sleeping and Living Areas"
- **Maximum Occupancy** - this option lets you set a maximum occupancy for this room type
- **Bedding Configuration** - this text field lets you detail specifics about the types of bedding in the room
- **Photo** - you can upload multiple photos of the room here

Inventory and Rates Tab

Inventory and Rate options include:

- **Rate** - select **Fixed** if the room rate is set by contract, or **Dynamic** if it fluctuates based on overall hotel inventory levels
- **Nightly Room Rate** - if you have selected Fixed Room Rate, you can enter that rate here
- **Inventory** - your inventory options are:
 - **Unlimited** - assuming the hotel has plenty of rooms, you can simply keep registering attendees for hotel rooms without limit
 - **Limited to Hotel Inventory** - if you choose this option, attendees can reserve as many rooms as the overall hotel inventory allows (regardless of Room Type)
 - **Limited to Room Inventory** - if you choose this option, you will need to create room inventories by date for this specific room category
 - **Use Sub Blocks** - checking this will turn on the Sub Blocks tab, where you assign Registration Groups to specific hotels and dates. Once you check this box you will be able to select a specific sub group and track their inventory allocations.
 - **Optional Alerts** - you can be sent an alert when the number of rooms remaining falls below the limit you set here
 - **Date Range** - you can accept the default date range (based on your event settings), or define a different date range for your room block here
 - **Date** - displays the dates in your date range, as column headings for your room block display
 - **Inventory** - you will enter the correct inventory amounts here
 - **Allocated to Sub Block** - if you are using sub blocks, the amount taken from the overall inventory, by night, is displayed here
 - **Must Stay** - checking this box for specific nights, will not allow an attendee to book rooms if they do not include the Must Stay Room Nights as defined here
 - **Minimum Stay** - if you check this box, you can specify a minimum number of nights for this specific room block

Itinerary Tab

This is where you can set up the specific itinerary details for the room. The itinerary details can be merged into [Merge Docs](#) for additional information that you can communicate to the attendee.

Advanced Room Setup

Under the Advanced button, you can set up the following options:

- **Payment Option** - specify if the full payment is required before check-in, or just one night's deposit. Also allowable are a percentage of the total, or a fixed amount.
 - **Valid Payment Status** - check the box next to each Payment Status you wish to use
 - **Invoice Group** - if using invoice groups, set the correct one for this Room Type
 - **Tax** - add any taxes specific to this Room Type
 - **Cancellation Fee** - set the cancellation fee, as well as any taxes applicable to this fee
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