Hotel Setup

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When setting up a Hotel, there are several sections to complete:

- **Details**
- **Hotel Information**
- **Inventory**
- Sub Blocks
- Amenities
- Room Release

Details Tab

Details is where you enter the basic information about each hotel in your block. It is important to complete as much as possible, since this information can be transmitted to attendees in **Merge Docs**, and during the online registration process.

> **Note:** If you create a new hotel with the same name as one that already exists in the Hotel Library (found in Application Setup), a warning will appear letting you know that a Duplicate Hotel with the same name exists in the Hotel Library.

Advanced Accommodation Details

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

- **Unique Code** - useful when internal codes are applied to an Accommodation Type.
- **Valid Payment Status** - the default payment statuses are Purchase, Inclusive, Complimentary, and Canceled. You can also enable additional payment statuses, such as:
    - No Charge
    - Own Expense
    - Invited
    - Not Attending
    - Not Required
    - Deposit
    - Charge to Another Contact
    - Split Charge
    - Waitlist Purchase
    - Waitlist No Payment Required
- **Commission Rate** - if you are using commission, you can track it here.
- **Expected Costs** - this is where you are able to define one or more cost items to be associated with this hotel type. For example, you may with to associate different costs for this hotel including transportation or staffing expense categories. These costs can be viewed in Supplier Invoice Management.

Hotel Information Tab

Hotel Information provides additional details about the hotel, including:

- **Hotel Photo** - attendees like to see what the hotel looks like!
- **Map Link URL** - a web link to a map showing the hotel's location.

> **Important Note:** To properly display a hotel map in a Merge Doc, you must insert a static 400 x 400 pixel map link rather than the normal map links provided by Google Maps and other map sites. You can use any technology that can generate a static URL. https://staticmapmaker.com/google/ is a service that will easily create a static map URL for you to use.

- **Distance to event venue** - how far is it from the hotel to the venue?
- **Star Rating** - and whether it is self-rated or rated from an external organization.
- **Hotel Terms and Conditions** - valuable information to provide to your attendees. More and more hotels are requiring more advance notice on cancelations, and you want to make sure your attendees are aware of the rules for each hotel!

Inventory Tab

This section is very important. You should carefully create your overall property room blocks. There are two types of inventory to consider:

- **Overall hotel inventory** - this is where you define room inventories across all room types, for the dates of your room block. Many hotels will allocate a set number of rooms, without committing to specific room types such as Double or Single rooms. This is sometimes referred to as Run of House (ROH).
- **Specific Room Type Inventory** - this is where the hotel will guarantee a specific number of rooms by room type, such as King, Double, or Suite. You will need to add specific room inventories to each room type you are contracting for within EventsAir.

> **Tip:** In some cases, you may be able to leave your room inventories as unlimited - however, you should be cautious when doing this unless you are sure the hotel will not sell out.

- **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

Amenities Tab

You are able to select specific hotel amenities from a predefined list that is created in Application Setup (see Libraries). Amenities can be anything you wish to define, such as spa, restaurant, room service, airport transportation or anything else you want to associate with this specific hotel.

You are also able to add additional amenities for this specific property.

Room Release Tab

If you have enabled Room Release functionality in EventsAir, this tab appears. Here, you will be able to define Room Release Schedules for various room releases as contracted between you and your vendor hotel. You will also be able to set the default Room Release calculations and define Room Release alerts.

See Room Release for additional information.

Payment Policy Tab

If enabled in the Payment and Cancelation section of Accommodation setup, a Payment Policy tab will be visible.

Click this link to read more about setting up global Accommodation Payment Policies, and Terms and Conditions.

Here in the Hotel setup, you can choose to either use the **Default Payment Schedule** (from Accommodation Payment Policies), or define a **Custom Payment Schedule**, just for this one Hotel.

Cancelation Policy Tab

If enabled in the Payment and Cancelation section of Accommodation setup, a Cancelation Policy tab will be visible.

Click this link to read more about setting up global Accommodation Cancelation Policies, and Terms and Conditions.

Here in the Hotel setup, you can choose to either use the **Default Cancelation Schedule** (from Accommodation Cancelation Policies), or define a **Custom Cancelation Schedule**, just for this one Hotel.

Additional Charges Tab

Here, you will be able to define additional hotel-specific charges that are unique to the current property. Examples of additional room charges could include:

- Resort fees
- Internet fees
- Transfers fees
- Parking Fees
- Any fees you would charge your attendees when staying at this hotel

Adding Room Types

Once you have set up your accommodation, you will need to add room types as applicable to your room block. Click here for more information on adding Room Types.

For More Information:

- Add Room Type