

## Bookeasy: How to create specials

Login to Bookeasy.

In the main menu, click on 'Specials' from the 'Rooms & Rates' menu.



bebookeasy MEMBER CONSOLE

Peta is logged into the GBTA Accommodation Operator test page Console | Logout | Knowledgebase

Main Menu | Business Details | Reservations | Online Distribution | Room Operator Upgrade

**LIST OF ROOMS AND RATES**

Sort	Room Name	Rates	Availability Links	Facilities	
1 ▾	66553 - Muffs room	Edit Daily Rates   <b>Edit Specials</b>	-	Edit	Edit   Delete
2 ▾	66554 - Michaela	Edit Daily Rates   Edit Specials	-	Edit	Edit   Delete
3 ▾	66552 - Nankin	Edit Daily Rates   Edit Specials	-	Edit	Edit   Delete
4 ▾	66551 - Rhonda	Edit Daily Rates   Edit Specials	-	Edit	Edit   Delete
5 ▾	62599 - Test Hotel Room	Edit Daily Rates   Edit Specials	-	Edit	Edit   Delete

Add a new Room

## Percentage Discount

Percentage discounts can be created to simply provide a discount based off of a certain percentage of the operators daily rates.



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Main Menu | Business Details | Reservations | Online Distribution

Add a new special

**ADD A NEW SPECIAL**

1 What type of special: Percentage Discount ▾

2 Based on rate package: ▾

3 Short description:

4 Long description:

5 Apply a: 0 % discount to the standard Rate

- What Type of Special** – To create a special that will offer the guest a certain percentage off the rate, select Percentage Discount from this drop down box
- Based on Rate Package** – All specials need to be 'based' on an already existing Rate Package. Whichever rate plan is selected here will be the rates and availability your special will use. Please note that your Special will always reflect the same availability, stop sells, minimum nights and Inclusions as the rate plan selected from this drop down box
- Short Description** – Add a short description of your special to appear
- Long Description** – Add a long description of your special to appear
- Apply a** – Enter the numeric value of the percentage discount you wish to offer

The screenshot shows a booking configuration interface with the following elements highlighted by numbered callouts:

- 6 Valid for:** A dropdown menu set to 'Specific Dates'.
- 7** Points to the date selection fields (from/to) for specific dates.
- 8 Days of week available for:** A table with checkboxes for each day of the week.
 

Sun	Mon	Tue	Wed	Thu	Fri	Sat
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- 9 Excluding these dates:** A date range selector with a 'Remove' button.
- 10 Add a date range:** A button to add more exclusion dates.
- 11 Booking date restrictions:** A dropdown menu set to 'Specific dates'.
- 12 Any last minute or advanced purchase restrictions?:** A dropdown menu set to 'Yes'.
- 13** Points to the 'Save Changes' button at the bottom.

Additional text at the bottom of the form states: "Must be booked at least 0 days before arrival" and "Last minute specials must be booked within 28 days and have a discount greater than 5% or \$10, or include a free night."

6. **Valid For** – Select from options of Any Dates or Specific Dates.
7. **Selecting Specific Dates** will show the 'to' fields which allow you to select the dates you require the special to be valid.
8. **Days of the Week available for** – This feature allows you to select certain days of the week that this special may only apply. For example, you may want to offer a midweek special, in which case you would simply untick Saturday and Sunday.
9. **Excluding These Dates** – Dates entered into this area will be excluded from the special offer and will offer guests your daily rates.
10. **Add Date Range** – Click here to add additional exclusion dates
11. **Booking Date Restrictions** – Select from options of Any Dates or Specific Dates. Selecting Specific Dates will show the 'to' fields which allow you to select the dates you require the special to be restricted
12. **Any Last Minute or Advanced Purchase Restrictions** - Select from options of No or Yes. Selecting Yes will show the 'Must be booked' restriction which you can then choose whether you require your specials to be booked a certain amount of days before arrival, or days within of arrival.
13. **Save Changes** – don't forget to Save Changes once done.

## Amount Discount

The amount discount special, allows for a discount to be applied based on a dollar figure. This dollar figure will be deducted from, the rate listed in the daily rates section.

The screenshot shows the 'ADD A NEW SPECIAL' form in the bebookeasy Member Console. The form has a green header with navigation links: Home, Business Details, Reservations, Online Distribution, and Your Operator Upgrade. The form itself is titled 'ADD A NEW SPECIAL' and contains several numbered callouts: 1. 'What type of special' (Amount Discount), 2. 'Based on rate package', 3. 'Short description', 4. 'Long description', and 5. 'Apply a \$0 discount to the standard Rate'.

1. **What Type of Special** – To create a special that will offer the guest a certain dollar amount off the rate, select Amount Discount from this drop down box
2. **Based on Rate Package** – All specials need to be 'based' on an already existing Rate Package. Whichever rate plan is selected here will be the rates and availability your special will use. Please note that your Special will always reflect the same availability, stop sells, minimum nights and Inclusions as the rate plan selected from this drop down box
3. **Short Description** – Add a short description of your special to appear
4. **Long Description** – Add a long description of your special to appear
5. **Apply a** – Enter the numeric value of the dollar discount you wish to offer

The screenshot shows the 'Valid for' section of the 'ADD A NEW SPECIAL' form. It includes several numbered callouts: 6. 'Valid for' (Specific Dates), 7. 'Days of week available for' (Sun, Mon, Tue, Wed, Thu, Fri, Sat), 8. 'Excluding these dates', 9. 'Add a date range', 10. 'Booking date restrictions', 11. 'Any last minute or advanced purchase restrictions?', 12. 'Must be booked at least 0 days before arrival', and 13. 'Save Changes'.

**Valid For** – Select from options of Any Dates or Specific Dates.

6. **Selecting Specific Dates** will show the 'to' fields which allow you to select the dates you require the special to be valid.
7. **Days of the Week available for** – This feature allows you to select certain days of the week that this special may only apply. For example, you may want to offer a mid week special, in which case you would simply untick Saturday and Sunday.
8. **Excluding These Dates** – Dates entered into this area will be excluded from the special offer and will offer guests your daily rates.
9. **Add Date Range** – Click here to add additional exclusion dates
10. **Booking Date Restrictions** – Select from options of Any Dates or Specific Dates. Selecting Specific Dates will show the 'to' fields which allow you to select the dates you require the special to be restricted
11. **Any Last Minute or Advanced Purchase Restrictions** - Select from options of No or Yes. Selecting Yes will show the 'Must be booked' restriction which you can then choose whether you require your specials to be booked a certain amount of days before arrival, or days within of arrival.
12. **Save Changes** – don't forget to Save Changes once done.

## Pay Stay Deal

The pay stay deal is perhaps the most engaging special an operator can offer. As the name suggests, this special allows for the operator to essentially offer free nights. As an example, Beach Resort would like to promote a longer stay over their quiet period. They would like their guests to pay for 3 nights though stay for 4. This would be possible using this special type.

1. **What Type of Special** – To create a special that will offer the guest one or more free nights, select Pay Stay Deal from this drop down box
2. **Based on Rate Package** – All specials need to be ‘based’ on an already existing Rate Package. Whichever rate plan is selected here will be the rates and availability your special will use. Please note that your Special will always reflect the same availability, stop sells, minimum nights and Inclusions as the rate plan selected from this drop down box
3. **Short Description** – Add a short description of your special to appear
4. **Long Description** – Add a long description of your special to appear
5. **Deal: If a Guest Pays for** – Enter the number of nights the guest must pay for - **nights they can stay for** – Enter the number of nights the guest can stay
6. **Is this Repeatable?** – Tick this box if you would like the Pay Stay Deal to repeat as the number of nights paid for increases.

The screenshot shows a web form for configuring booking restrictions. Numbered callouts point to the following elements:

- 7**: 'Valid for' dropdown menu.
- 8**: Date selection fields with 'to' indicators.
- 9**: 'Days of week available for' section with a table of days (Sun, Mon, Tue, Wed, Thu, Fri, Sat) and checkboxes.
- 10**: 'Excluding these dates' section with date selection fields and a 'Remove' button.
- 11**: 'Add a date range' button.
- 12**: 'Booking date restrictions' section with a 'Specific dates' dropdown and date selection fields.
- 13**: 'Any last minute or advanced purchase restrictions?' dropdown menu.
- 14**: 'Must be booked' restriction field showing 'at least 0 days before arrival'.

At the bottom left is a 'Save Changes' button. At the bottom right, a note states: 'Last \$ specials must be booked within 28 days and have a discount greater than 5% or \$10, or include a free night.'

7. **Valid For** – Select from options of Any Dates or Specific Dates.
8. **Selecting Specific Dates** will show the 'to' fields which allow you to select the dates you require the special to be valid.
9. **Days of the Week available for** – This feature allows you to select certain days of the week that this special may only apply. For example, you may want to offer a midweek special, in which case you would simply un-tick Saturday and Sunday.
10. **Excluding These Dates** – Dates entered into this area will be excluded from the special offer and will offer guests your daily rates.
11. **Add Date Range** – Click here to add additional exclusion dates.
12. **Booking Date Restrictions** – Select from options of Any Dates or Specific Dates. Selecting Specific Dates will show the 'to' fields which allow you to select the dates you require the special to be restricted
13. **Any Last Minute or Advanced Purchase Restrictions** - Select from options of No or Yes. Selecting Yes will show the 'Must be booked' restriction which you can then choose whether you require your specials to be booked a certain amount of days before arrival, or days within of arrival.
14. **Save Changes** – don't forget to Save Changes once done.