

Catch Introduction Tutorial

For Hotel Properties



Getting Started:

1. Log-In's – A log-in invitation will be sent to your email address, please follow the instructions on the email to log-in.

Once you're logged in for the first time please:

2. Update Profile - to do so, please click on "Profile."
 - a. System already has email address
 - b. Add title, phone numbers, update password if needed

Then:

3. Update Company Profile



- Requests
- Manage Hotels
- Add Hotel

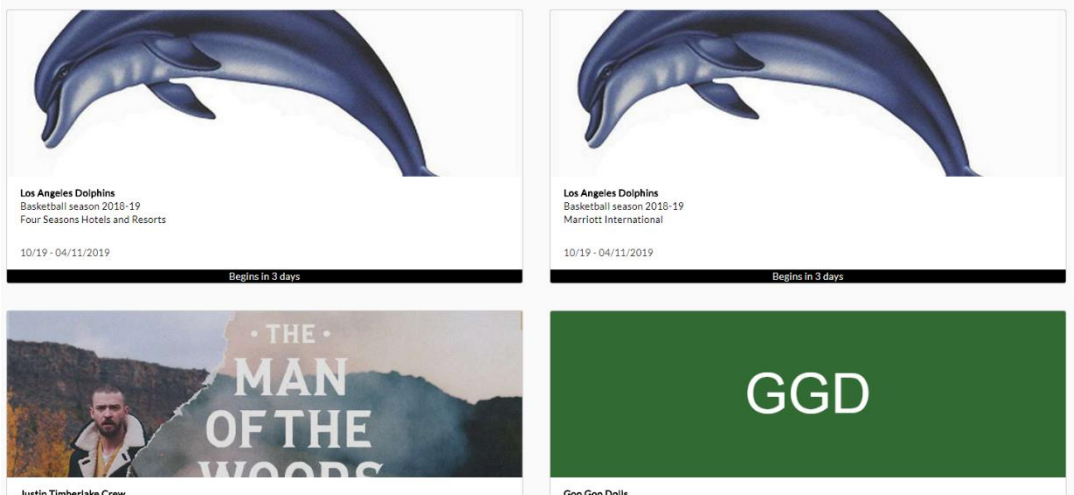
Profile

Logout

The Requests Tab:

This is where you will see all of the Bid Requests for your property or properties. They are split into tiles per group and request.

Booking Requests



If you don't have any requests yet, it will be blank.

If you already have groups in your dashboard, you can click on the tile where it says “Details” and go to:

Request Details Screen -

Here you will see the details for a specific group bid request. On this screen are:

1. The name of the group and description
2. The Name and IATA of the travel company making the request
3. The actual bid request shows –
Hotel – Group – Location – Check In – Check Out – Status – Contact
 - a. To see the details of this bid request, and submit or edit a bid, click on the pencil





- b. Then Enter a bid and bid information in the fill in boxes.

Manage Hotels:

Under the Manage Hotels tab, you will find your property (or properties if you manage multiple hotels) and be able to edit your property profile.



 Requests

 Manage Hotels

Manage Hotels



InterContinental Sydney

117 Macquarie St. Sydney, NSW

Edit



Four Seasons Hotel Los Angeles at Beverly Hills

300 S Doheny Dr. Los Angeles, CA

Edit

Suggested Hotels

Edit

To Edit your property profile press Edit under the property name.

This will take you to the Edit page. On this page you will be able to edit 6 Sections:

1. Property Overview – Click on Edit next to your hotel name to edit:

- i. Hotel Name
 - ii. Address
 - iii. Phone number
 - iv. Website
- Click Save to save changes

Property Overview

InterContinental Sydney

117 Macquarie St
Sydney, NSW, 2000
(02) 9253 9000
<http://www.intercontinental.com>

2. Hotel Contacts – Click on Add to add hotel contacts (Name and Email address.) These are the contacts that will show up to agents on your property profile.

Hotel Contacts

Josh Smith

3. Property Description – Click Edit to add a property description. This is a free type space, or you can copy and paste from another document. You can also change format, font, underline, bold and put in a list.

Property Description

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With a kaleidoscope of harbour lights before you, you will explore a collection of luxury rooms and suites boasting sweeping views across the Sydney Harbour Bridge, Sydney Opera House and Royal Botanic Gardens.

4. Details – click on Edit to add:

- i. AAA Rating
- ii. Check-in Time (military format)
- iii. Check-out Time (military format)
- iv. Number of rooms
- v. Number of floors
- vi. Currency
- vii. Tax rate
- viii. Resort fee
- ix. Bus Parking -
 - 1. Capacity
 - 2. Notes – please add bus parking details

5. Photos – Click Edit

- i. A drag and drop box will appear
- ii. Drag photos from a file or desktop to the drop box to upload photos

6.

- i. You will see the photos appear below the drop box.
 - 1. Click on the Pencil to Add a Caption
 - 2. Or on the Trash Can to delete the photo



7. Amenities – click on Edit to edit various hotel amenities from a list of possible choices. Just click the box next to the amenity to add it to your amenities list.


Add a Hotel


Do you have a new property you're managing? Or a new hotel that opened? Click on the "Add Hotel" tab to add that property to your management account; an additional monthly fee will apply.


1. In the Search box type the name of the Hotel
2. Choose the hotel from the tiles listed below and press – Claim
3. Then follow the steps above to build your hotel profile for the new property.
4. Not finding your hotel in the Search? Please let us know and we'll add it for you.

Claim



 Requests

 Manage Hotels

 Add Hotel