

# Outline of Setup Information Needed for Hotels for Excurcion.com

During the setup process we will need to the following information about your hotel & products.

## 1. Registration Information

- a. Company name in URL format (For example: "Big Burt's Lodge" in URL format is "Big-Burts-Lodge" )
- b. Administrator Email logon
- c. Administrator Password (Must contain 3 of the 4 character types- number, non-alphanumeric, upper or lower case)

## 2. Company Profile Information

- a. Add/Edit Company Images
  - i. Company Images
  - ii. Company Image Descriptions in English & in Spanish
- b. Add Company Profile Information
  - i. Company Name
  - ii. Company Website URL
  - iii. Company Email Address (that they want to be emailed when a new booking is placed online (optional))
  - iv. Company Description in English & in Spanish
- c. Select Company Amenities
  - i. List Hotel Amenities
- d. Add Company Contact and Location Information
  - i. Email Address
  - ii. Secondary Email Address (optional)
  - iii. Phone
  - iv. Secondary Phone (optional)
  - v. Skype (optional)
- e. Company Location
  - i. Street (line 1)
  - ii. Street (line 2- optional)
  - iii. City
  - iv. State or Territory
  - v. Country
  - vi. Postal or ZIP Code (if applicable)

## 3. Product Information

- a. Add/Edit Primary & Secondary Products
  - i. Description in English & in Spanish
- b. Add/Edit Product Name & Description
  - i. Title in English & in Spanish
  - ii. Name in English & in Spanish
  - iii. Description in English & in Spanish
- c. Add/Edit Product Rooms
  - i. Room Numbers
- d. Add/Edit Product Details & Rates

- i. Product Code/UPC (optional)
  - ii. Product Capacity- Maximum number of persons
  - iii. Product Tax % (optional)
- e. Add Rate Categories (High & Low Season)
  - i. Title in English & in Spanish
  - ii. Description in English & in Spanish
  - iii. Start Date & End Date
  - iv. Stay Minimum
  - v. Stay Maximum (optional)
  - vi. Add Daily Rates
    - 1. Person Minimum to Person Maximum that the Rate applies to
    - 2. Price Per Day for each of the week (Mon, Tues, Wed, Thurs, Fri, Sat, Sun)

4. **Add Reservations (optional)** - If you plan on using Excurcion.com's free backend Property Management System (PMS) to manage your company's reservations in real-time then we recommend you add your preexisting reservations at the setup time. By adding your preexisting reservations to Excurcion's Reservation Manager (PMS) your product availability is determined automatically in real-time on the Excurcion.com travel search engine. It also provides you a free and easy way to manage all your guest reservations and invoices. You can add, edit, move or cancel reservations as well as check-in/out guests, add room services to their invoice and take payments for any invoice balances. If you choose not to use the Reservation Manager that is fine as well as long as your company guarantees that any reservations booked on Excurcion.com are available and that the customer receives the same product that they booked. NOTE: If you currently have Property Management System (PMS) that has an export to Microsoft Excel or .CSV file feature then most likely we can import your current reservations in the Reservation Manager (PMS) system via your export file.

- a. Guest First Name
- b. Guest Last Name
- c. Arrival Date
- d. Departure Date
- e. Room Number
- f. Number of Guests

5. **Have questions or need more information?**

- a. The above information will be entered into the Excurcion.com via setup wizard screens to setup your company's profile and products. To view the setup screens please refer to the [Quick Start Guide](#) (English) listed under Documents column of the Support area of the website at [www.excurcion.com/support](http://www.excurcion.com/support).