

SIGNET HOW TO GUIDE: HOTELS & RESORTS PROGRAM

Signature's Hotels & Resorts Collection offers over 1000 of the world's best hotels, resorts, lodges and spas in more than 450 unique destinations worldwide. ALL participating properties offer an exclusive amenity of breakfast for two daily. In addition, properties offer a second exclusive benefit such as: special savings, upgrades, lunch or dinner for two once during stay, spa credits, complimentary rounds of golf, airport transfers, in-room gifts and welcome amenities, VIP welcome gift and more. These amenities are worth up to \$450 based on a 2 night stay, double occupancy!

This Guide provides step-by-step illustrated instructions for the following:

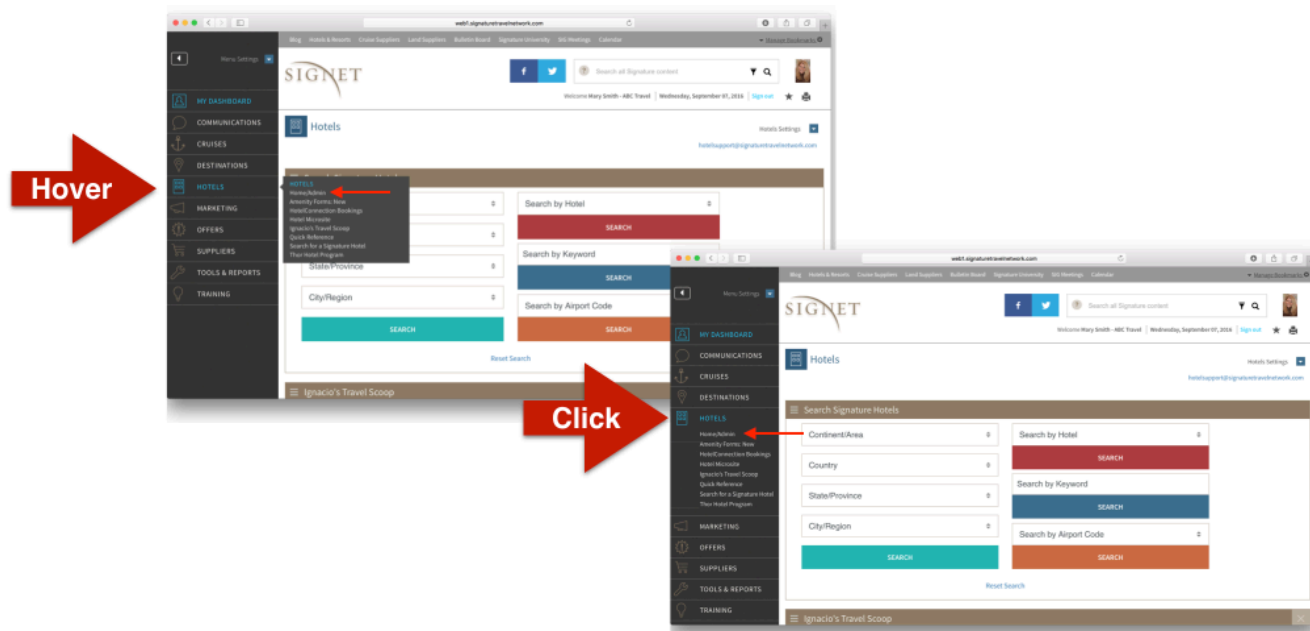
- Accessing Signature's Hotel & Resorts Collection
- Confirming the amenities for your clients
- Customizing and emailing the hotel profiles
- Writing hotel reviews
- Creating and sending hotel comparisons.
- Emailing the Hotel Microsite
- Booking Signature Hotels using Hotel Connection

ACCESSING SIGNATURE'S HOTEL & RESORT COLLECTION

1. Access SigNet, www.signaturetravelnetwork.com, and sign in using your login credentials.



2. To Locate Signature's Hotel program, Hover over the **Hotels** menu item and select **Home/Admin** from the submenu OR Click the Hotels menu item to cascade the submenu and select **Home/Admin**. This will bring you to the hotel landing page.



SEARCH FOR SIGNATURE HOTELS

1. The first section you will see on the hotel landing page is the Search Signature Hotels tool. There are several search options including by continent, country, state or city to the left OR to the right, type in the hotel name, airport code or use the keyword search.

The screenshot shows the 'Search Signature Hotels' interface. On the left, there are four dropdown menus: 'Continent/Area', 'Country', 'State/Province', and 'City/Region'. Below these is a large teal 'SEARCH' button. On the right, there are three search sections: 'Search by Hotel' with a red 'SEARCH' button, 'Search by Keyword' with a blue 'SEARCH' button, and 'Search by Airport Code' with an orange 'SEARCH' button. At the bottom center, there is a 'Reset Search' link.

2. You can also Hover over the Hotels menu item and select Search for a Signature Hotel from the submenu OR click the Hotels menu item to cascade the submenu and select Search for a Signature Hotel. This will bring you straight to the Search Signature Hotels section.

This screenshot shows the navigation menu on the left and the 'Search Signature Hotels' tool on the right. The navigation menu has a 'HOTELS' section with a red arrow pointing to 'Search for a Signature Hotel'. The search tool is identical to the one in the first screenshot, with dropdowns for location, search buttons for hotel name, keyword, and airport code, and a 'Reset Search' link.

3. Sample city search. Note, the same options that exist for city also exist for Continent/Area, Country and State (where you can make multiple selections from any of those fields). It is important to note that whatever you select in your search will appear in your results (meaning that field selections aren't combined to find hotels that match EVERYTHING you select...instead the field selections are ALL included so that any hotel that matches ANY of your selections is what shows in your results).

- Sample below shows city selection for “Paris”
- Note: you may include multiple selections for any destination option (you may search for Los Angeles and San Diego in the same search, etc.)

Continent/Area

Country

State/Province

Paris

SEARCH

Search by Hotel

SEARCH

Search by Keyword

SEARCH

Search by Airport Code

SEARCH

Reset Search

Search results page:

- The “**ADVANCED FILTER**” will be open at the top of the results by default. To close it, simply click “**HIDE**” in the upper right area.

Showing Results for: [\(Modify Search\)](#)

Paris

ADVANCED FILTER

HIDE -

Hotel Features

☐ All-Inclusive Resorts (0)
 ☐ Beach (0)
 ☐ Business Services (22)
 ☐ Children's Program (8)
 ☐ Fitness Center (20)
 ☐ Golf (1)
 ☐ Pet Friendly (7)
 ☐ Pool (6)
 ☐ Spa (16)
 ☐ Suites Privileges (13)
 ☐ Villas (0)

Average Price Point

☐ Under \$250 average per night (0)
 ☐ Above \$250 and under \$500 average per night (9)
 ☐ Above \$500 and under \$750 average per night (6)
 ☐ Above \$750 average per night (9)

☐ Wholesale Rates (5)
 ☐ Specials/Promotions (11)

Hotel Affiliation

Select

- Filter options show at top of results – making selections dynamically filters results. You will see the number of hotels in parenthesis that will match your possible selections for this search result.

- Hotel Features (hotels will match ALL selections in this category). In example below, we’ve opted to view hotels that offer BOTH a Spa AND a Children’s Program.
- Average Price Point (matches either). In example below, we’ve opted to view hotels that offer EITHER \$250-\$499 OR \$500-\$749
- Wholesale Rates: SIG amenities may be combined with Wholesale Rates. In the example below, we’ve opted to only view hotels that allow us to combine Signature amenities with wholesale rates.
- Specials/Promotions: Will filter for only hotels offering a current special or promotion
- Hotel Affiliation: Filter results to show only hotels for one or more particular hotel group(s)

Showing Results for: (Modify Search)

Paris

ADVANCED FILTER
HIDE -

Hotel Features

- ☐ Business Services (0)
- ☒ Children's Program (2)
- ☐ Beach (0)
- ☐ Fitness Center (2)
- ☐ Golf (0)

- ☐ Pool (1)
- ☒ Spa (2)
- ☐ Villas (0)
- ☐ All Inclusive (0)
- ☐ Pet Friendly (0)

Average Price Point

- ☐ Under \$250 average per night (0)
- ☒ Above \$250 and under \$500 average per night (1)
- ☒ Above \$500 and under \$750 average per night (1)
- ☐ Above \$750 average per night (0)

☒ **Wholesale Rates (2)**

☐ **Specials/Promotions (0)**

Hotel Affiliation

Select

[Price Point Descriptions](#)

CUSTOMIZE & EMAIL MULTIPLE HOTEL PROFILES

VIEW/COMPARE RATES FOR UP TO 3 HOTELS

Hotel Name	Location	Price	Hotel Affiliation	Wholesaler Combinable	Specials
<input type="checkbox"/> Select All Clear Selection					
<input type="checkbox"/> Grand Hotel du Palais Royal	Paris, France	\$\$\$	Small Luxury Hotels of the World	Yes	No
<input type="checkbox"/> Molitor Paris by MGallery	Paris, France	\$	Accor	Yes	No
<input type="checkbox"/> Select All Clear Selection					

6. Un-check selections to broaden results (in example below, we've unchecked Children's Program and both price point filters).

Showing Results for: (Modify Search)

Paris

ADVANCED FILTER
HIDE -

Hotel Features

- ☐ Business Services (0)
- ☐ Children's Program (2)
- ☐ Beach (0)
- ☐ Fitness Center (4)
- ☐ Golf (0)

- ☐ Pool (1)
- ☒ Spa (4)
- ☐ Villas (0)
- ☐ All Inclusive (0)
- ☐ Pet Friendly (0)

Average Price Point

- ☐ Under \$250 average per night (0)
- ☐ Above \$250 and under \$500 average per night (2)
- ☐ Above \$500 and under \$750 average per night (2)
- ☐ Above \$750 average per night (0)

☒ **Wholesale Rates (4)**

☐ **Specials/Promotions (1)**

Hotel Affiliation

Select

[Price Point Descriptions](#)

CUSTOMIZE & EMAIL MULTIPLE HOTEL PROFILES

VIEW/COMPARE RATES FOR UP TO 3 HOTELS

Hotel Name	Location	Price	Hotel Affiliation	Wholesaler Combinable	Specials
<input type="checkbox"/> Select All Clear Selection					
<input type="checkbox"/> Grand Hotel du Palais Royal	Paris, France	\$\$\$	Small Luxury Hotels of the World	Yes	No
<input type="checkbox"/> InterContinental Paris Le Grand	Paris, France	\$\$\$	Intercontinental Hotels Group	See Profile	Yes
<input type="checkbox"/> La Tremoille	Paris, France	\$	Preferred Hotels and Resorts Worldwide	Yes	No
<input type="checkbox"/> Molitor Paris by MGallery	Paris, France	\$	Accor	Yes	No
<input type="checkbox"/> Select All Clear Selection					

7. Click "Price Point Descriptions" to view the amounts each \$\$ represents.

Showing Results for: (Modify Search)
Paris

ADVANCED FILTER

Hotel Features

- Children's Program (2)
- Spa (4)
- Beach (0)
- Villas (0)
- Fitness Center (4)
- All Inclusive (0)
- Golf (0)
- Pet Friendly (0)
- Pool (1)

Price Point Descriptions

- \$ - Average rates below \$250 per night
- \$\$ - Average rates between \$250 and \$500 per night
- \$\$\$ - Average rates between \$500 and \$750 per night
- \$\$\$\$ - Average rates above \$750 per night.

Specials/Promotions (1)

- Above \$250 and under \$500 average per night (2)
- Above \$500 and under \$750 average per night (2)
- Above \$750 average per night (0)

Hotel Affiliation

Select

Price Point Descriptions

Hotel Name	Location	Price	Hotel Affiliation	Wholesaler Combinable	Specials
Grand Hotel du Palais Royal	Paris, France	\$\$\$	Small Luxury Hotels of the World	Yes	No
InterContinental Paris Le Grand	Paris, France	\$\$\$	Intercontinental Hotels Group	See Profile	Yes
La Tremoille	Paris, France	\$\$	Preferred Hotels and Resorts Worldwide	Yes	No
Molitor Paris by MGallery	Paris, France	\$\$	Accor	Yes	No

Price Point Descriptions

HOTEL LANDING PAGE- ADDITIONAL RESOURCES

Resources & Guides

Signature hotels can be booked via GDS, HotelConnection (Signatures' booking engine) and/or via hotel reservation services. Detailed booking instructions, terms and conditions and amenity redemption instructions are listed on each hotel's profile.

This page includes links to reference guides that include program booking instructions and GDS booking instructions (all available in each hotel profile too).

There are also details regarding Hotel Loyalty Programs and how to book the special rates.

Resources & Guides [Update Preferences](#)

- ABC Global Services**
Hotel Discount Program
- GDS Booking Instructions**
Detailed booking instructions for each GDS and quick reference with hotel name, location, chain, GDS codes and amenity instructions
- GDS Codes & Amenities**
Quick reference includes hotel name, city, airport code(s), price point, GDS codes and amenities description and combinability
- Hotel Loyalty Programs**
Information, grouped by brand, on how to book these special rates for members of listed brands
- Hotel News**
View SigNet news, along with Hotel Specific news articles
- Hotels & Resorts Quick Reference**
Quick reference includes region/country, city, airports, price point and amenities description
- Mystery Shopper Program**
Participant instructions, participating properties, program registration, post stay evaluation
- THOR Hotel Program**
GDS hotel discounts

Communication with Hotels

This section contains the ability to look-up previously submitted Hotel Amenity Forms & Inquires, the ability to send new Hotel Amenity forms and the tool used to retrieve existing bookings made through Signature's Hotel Connection.

☰ Communication With Hotels

Update Preferences ✕

Hotel Amenity Forms ✕
Send new amenity request by selecting hotel from alphabetical list.

HotelConnection Bookings ✕
Retrieve existing bookings made through Signature's booking engine

Look-up Hotel Amenity Forms & Inquiries ✕
Resend, forward or cancel existing forms

Communication with Clients

This section contains the ability to look-up previously submitted Hotel Amenity Forms & Inquires, the ability to Customize, Print & Email Multiple Hotel profiles and a link to the Hotels & Resorts Microsite.

☰ Communication With Clients

Update Preferences ✕

Look-up Hotel Amenity Forms & Inquiries ✕
Resend, forward or cancel existing forms

Customize, Print & Email Multiple Hotels ✕
Select one or more hotels from an alphabetical list to send hotel profile overviews to your clients

Hotels & Resorts ✕
Microsite - share with clients

HOTEL PROFILES

- Once you have done a search for Signature Hotels and you are viewing your results, clicking on the hotel name will display the property's profile, which provides a detailed overview.

Hotel Name	Location	Price	Hotel Affiliation	Wholesaler Combinable	Specials
<input type="checkbox"/> Select All Clear Selection					
<input type="checkbox"/> Blakely New York	New York,NY,USA	\$	Independently Owned	No	No
<input type="checkbox"/> Gansevoort Meatpacking	New York,NY,USA	\$\$	GHG Gansevoort Hotel Group	No	No
<input type="checkbox"/> Gramercy Park Hotel	New York,NY,USA	\$\$	Design Hotels	No	No
<input type="checkbox"/> Hotel Plaza Athénée, New York	New York,NY,USA	\$\$\$	The Leading Hotels of the World	No	No
<input type="checkbox"/> InterContinental New York Times Square	New York,NY,USA	\$\$	Intercontinental Hotels Group	No	No
<input type="checkbox"/> JW Marriott Essex House New York 	New York,NY,USA	\$\$	Marriott International	No	No
<input type="checkbox"/> Langham Place, New York, Fifth Avenue	New York,NY,USA	\$\$\$	Langham Hotels International The Leading Hotels of the World	No	Yes

- There is a link to email hotelsupport@signaturetravelnetwork.com with questions.

A link to “**See nearby hotels**” provides all of the Signature hotels in that area on a single map so you can see proximity to the hotel you are currently browsing.

Signature Hotels & Resorts Support: hotelsupport@signaturetravelnetwork.com

See nearby hotels - [Google maps](#) [Show/Hide map](#)

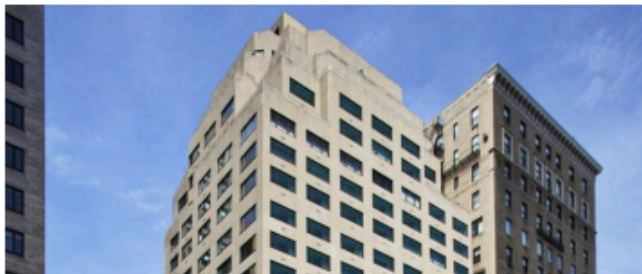
Amenity Policy: Signature Amenities are only combinable with Signature Rates.
Signature Amenities are not combinable with wholesale/tour operator packages.

Loews Regency Hotel

New York, NY

[\(Open in Consumer View\)](#)

[OVERVIEW](#) [ACCOMMODATIONS](#) [FACILITIES & SERVICES](#) [DINING](#) [MAPS](#) [DESTINATION GUIDE](#)



Exclusive Amenities

- Continental Breakfast for two daily at The Regency Bar & Grill or via in room dining (\$65 maximum credit, per room, per day)
- \$100 Spa credit, once during stay (To be used for treatments of 60 minutes or more. Exclusions apply)
- Complimentary premium WiFi

The following amenities are subject to availability at the time of check-in/departure:

3. The **Signature Exclusive Amenities** are prominently displayed to the right of the hotel image. Click the **Amenity Form** link at the top to complete and submit the online amenity form. (Note: The Amenity form is automatically submitted for bookings made using Hotel Connection.)



Exclusive Amenities

- Continental Breakfast for two daily at The Regency Bar & Grill or via in room dining (\$65 maximum credit, per room, per day)
- \$100 Spa credit, once during stay (To be used for treatments of 60 minutes or more. Exclusions apply)
- Complimentary premium WiFi

The following amenities are subject to availability at the time of check-in/departure:

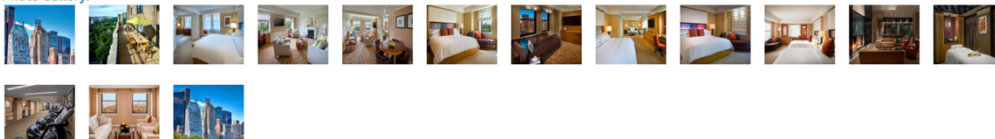
- Upgrade
- Early Check-In
- Late Check-Out

[Contact Hotel](#)[Book Now](#)[Amenity Form](#)[Agent Tools ▾](#)

TIP: Regardless of the booking method used, it is highly recommend that travel consultants always submit the amenity form from the hotel profile as the form is directed to a designated Signature contact at the hotel. This is also your key contact for special requests such as VIPs, room location, early check-in or late check-out, etc. This is your opportunity to deliver that special touch that will exceed your client's expectations!

The **Amenity Policy** includes the wholesaler combinability statement. Any **Special Offers** available can be found to the right of the Amenity Policy.

Photo Gallery:



Amenity Policy:

Signature Amenities are only combinable with Signature Rates. Signature Amenities are not combinable with wholesale/tour operator packages.

Amenities combinable with wholesale rates: No

Signature Negotiated Rates: Yes

Price Point: \$\$

Commission: 10%

Hotel Affiliation: Marriott International

Chain Code: MC

Apollo Code for Signature Rate: SH

Sabre Code for Signature Rate: SIG

Worldspan Code for Signature Rate: SIH

Amadeus Code for Signature Rate: 2SH

Your rating: ★★★★★

Average Rating: ★★★★★

SPECIAL OFFERS

[Explore Central Park ▶](#)

The following promotion is NOT combinable with the amenities listed within the hotel profile.

Discover iconic Central Park, located just steps away from the JW Marriott Essex House.

[Wine Experience on the Park ▶](#)

The following promotion is NOT combinable with the amenities listed within the hotel profile.

We've partnered with Kevin Zraly, founder and teacher of the popular Windows on the World Wine School to create a special package that blends indulgence and education.

7. Click the **Contact Hotel** link to view email and phone numbers for the main Signature contact at the hotel.

Signature Travel Network Hotel - JW Marriott Essex House New York

JW Marriott Essex House New York - Hotel Information and Contacts

Signature Amenities are only combinable with Signature Rates. Signature Amenities are not combinable with wholesale/tour operator packages.

Hotel Address: 160 Central Park South
New York, NY USA, 10019

Phone 1: 212-247-0300

Fax: 212-315-1839

Website: www.marriott.com/nyecx

Signature Travel Network Contact (special requests): Anna Maqbool
Email anna.maqbool@marriott.com: From SigNet | Default Email program

[Contact Hotel](#)[Amenity Form](#)[Agent Tools ▾](#)

Signature Hotels & Resorts Support: hotelsupport@signaturetravelnetwork.com

JW Marriott Essex House New York
New York, NY

8. In addition to the standard Signature Exclusive amenities, over 400 Signature hotels participate in our "Suites Privileges"

ADVANCED FILTER

Hotel Features ²

☐ All-Inclusive Resorts (0)
 ☐ Beach (0)
 ☐ Business Services (12)
 ☐ Children's Program (2)
 ☐ Fitness Center (11)
 ☐ Golf (0)

☐ Pet Friendly (3)
 ☐ Pool (0)
 ☐ Spa (7)
 ☒ Suites Privileges (13)
 ☐ Villas (0)

Average Price Point ¹

☐ Under \$250 average per night (0)
 ☐ Above \$250 and under \$500 average per night (7)
 ☐ Above \$500 and under \$750 average per night (4)
 ☐ Above \$750 average per night (2)

Wholesale Rates ² ¹

Specials/Promotions ⁸ ¹

Hotel Affiliation ¹

[Price Point Descriptions](#)

CUSTOMIZE & EMAIL MULTIPLE HOTEL PROFILES

VIEW/CMPARE RATES FOR UP TO 3 HOTELS


Hotel Name	Location	Price	Hotel Affiliation	Wholesaler Combinable	Specials
<input type="checkbox"/> Select All Clear Selection					
<input type="checkbox"/> Castille Paris	Paris, France	\$\$\$	Preferred Hotels and Resorts Worldwide Starhotels	No	No
<input type="checkbox"/> Grand Hotel du Palais Royal	Paris, France	\$\$\$	Small Luxury Hotels of the World	Yes	No
<input type="checkbox"/> Hotel Bel Ami	Paris, France	\$\$	Design Hotels Dominique Debay Hotels & Resorts	No	No

Sofitel Paris Le Faubourg

Paris, France

(Open in Consumer View)

[OVERVIEW](#) [ACCOMMODATIONS](#) [FACILITIES & SERVICES](#) [DINING](#) [MAPS](#) [DESTINATION GUIDE](#) [VIDEOS](#)



Exclusive Amenities

- Buffet Breakfast for two daily at the Restaurant
- 50 Euros Food credit, per room, per stay (Beverages excluded, non refundable)
- 80 Euros Food credit, per Suite, per stay, for stays of one or two nights in Prestige, Collection and Opera Suite (Beverages excluded, non refundable, non cumulative with any other suite amenity or offer)
- Three course "Menu du Chef" for two, for bookings in Prestige, Collection or Opera Suites, once per stay. Three (3) nights Minimum stay Required. (Beverages excluded, non refundable)
- Welcome In Room Amenity
- Flexible Check-In and Check Out (Applicable if details of arrival and departure time are provided in advance)

The following amenity is subject to availability at the time of booking:

- Upgrade to the next room category (excluding suites)

The following amenities are subject to availability at the time of check in:

- Upgrade to the next Suite category

2018 Suite Privileges

Combinable with Exclusive Amenities listed above.
A two-night minimum stay applies for Suite Privileges.

- US\$100 Food and Beverage credit, once per stay
- One Way airport transfer

Click here for [more information and applicable Suites/Villas categories](#)
Click here for [booking instructions](#)

2018 Suite Privileges

Combinable with Exclusive Amenities listed above.
A two-night minimum stay applies for Suite Privileges.

- US\$100 Food and Beverage credit, once per stay
- One Way airport transfer

Click here for [more information and applicable Suites/Villas categories](#)

Click here for [booking instructions](#)

CUSTOMIZE AND EMAIL HOTEL CONTENT

Following are instructions on how to locate and email hotel content including individual or multiple offers and profiles.

1. HOTEL PROFILE:

Using one of the methods outlined above, access the specific hotel you want to email.

Click the link to **Agent Tools** and then select **"Customize, Print & Email Hotel Info"** OR **Customize, Print & Email Multiple Hotels** to send more than one at a time and then follow the onscreen instructions.

Signature Hotels & Resorts Support: hotelsupport@signaturehotels.com

JW Marriott Essex House
New York, NY
(Open in Consumer View)

Agent Tools

- HOTEL PROFILE
 - Rates
 - Payment and Cancellation Policies
 - News, Specials & Packages
 - Signature Reviews
 - Send Pocket Travel Consultant Invite
 - Send Destination Guide
 - Hotel Website
 - GDS Info
- CONTACT HOTEL
 - Hotel Connection - Book Now
 - Hotel Contact Information
 - Signature Amenity Form
 - Email Reservation Request
- SEND HOTEL INFO TO CLIENTS**
 - Customize, Print and Email Hotel Info
 - Customize, Print and Email Multiple Hotels

2015 Exclusive Amenities

- Full American Breakfast for two daily in South Gate
- \$100 Food and Beverage credit, per room, per stay at South Gate
- As of January 15, 2015: Complimentary Internet Access to Marriott Rewards Members

NOTE: When completing the customization you will have the option to suppress the Signature amenities. This feature should be used when booking a Signature hotel through a wholesaler who DOES NOT allow the combination of the Signature amenities with the wholesaler booking.

Text Only

Avid Traveler ☒ Yes ☐ No
Would you like to include Avid Traveler content on the hotel?

Show Amenities ☒ Yes ☐ No

Hide Agent Biography ☐ Yes ☒ No

2. MULTIPLE HOTEL PROFILES:

Navigate to the hotel search by hovering over the **Hotels** menu item and selecting **Search for a Signature Hotel** from the submenu OR click the Hotels menu item to cascade the submenu and select **Search for a Signature Hotel**.

HOTELS

- Home/Admin
- Amenity Forms: New
- HotelConnection Bookings
- Hotel Microsite
- Ignacio's Travel Scoop
- Quick Reference
- Search for a Signature Hotel**
- Thor Hotel Program

Search Signature Hotels

Continent/Area

Country

State/Province

City/Region

SEARCH

Search by Hotel

SEARCH

Search by Keyword

SEARCH

Search by Airport Code

SEARCH

[Reset Search](#)

This will bring you straight to the Search Signature Hotels section. Once you have completed your search and have your results in front of you, checkmark the hotels you want to compare then Click **“Customize & Email Multiple Hotels”** and follow the onscreen instructions.

Price Point Descriptions					
CUSTOMIZE & EMAIL MULTIPLE HOTEL PROFILES					
VIEW/COMPARE RATES FOR UP TO 3 HOTELS					
Hotel Name	Location	Price	Hotel Affiliation	Wholesaler Combinable	Specials
Blakely New York	New York,NY,USA	\$	Independently Owned	No	No
<input checked="" type="checkbox"/> Gansevoort Meatpacking	New York,NY,USA	\$\$	GHG Gansevoort Hotel Group	No	No
<input checked="" type="checkbox"/> Gramercy Park Hotel	New York,NY,USA	\$\$	Design Hotels	No	No
<input type="checkbox"/> Hotel Plaza Athénée, New York	New York,NY,USA	\$\$\$	The Leading Hotels of the World	No	No
<input checked="" type="checkbox"/> InterContinental New York Times Square	New York,NY,USA	\$\$	Intercontinental Hotels Group	No	No
<input type="checkbox"/> JW Marriott Essex House New York	New York,NY,USA	\$\$	Marriott International	No	No

3. HOTEL OFFERS

Using one of the methods outlined above, access the specific hotel you want to email the offer for. Once on the hotel profile, if current offers are available, the link will appear in the row of links above the amenities OR you can click the link to **Agent Tools** and then select Offers. *Note, not all hotels will have offers. If there are no current offers, the Offers link will not show here.*

[Contact Hotel](#)
[Book Now](#)
[Amenity Form](#)
[Agent Tools](#)

Signature Hotels & Resorts Support: hotelsupport@signaturetravel.com
See nearby hotels - [Google Maps](#) [Show/Hide map](#)

Amenity Policy: Signature Amenities are only combinable
Signature Amenities are not combinable with wholesale/tour

Athenaeum Hotel & Resorts

London, England
(Open in Consumer View)

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[MAPS](#)
[DESTINATION GUIDE](#)
[VIDEOS](#)
[OFFERS](#)

Exclusive Amenities

- Continental Breakfast for each guest daily
- Preferential rates

The following amenities are subject to availability at the time of booking:

- Upgrade to the Next room Category

2018 Suite Privileges

HOTEL PROFILE

- Booking Tools & GDS
- Rates
- Payment and Cancellation Policies
- News, Specials & Packages
- Send Destination Guide
- Hotel Website
- Videos
- Offers

CONTACT HOTEL

- [Hotel Connection - Book Now](#)
- Hotel Contact Information
- Amenity Form
- Email Reservation Request

SEND HOTEL INFO TO CLIENTS

- Customize, Print and Email Hotel Info
- Customize, Print and Email Multiple Hotels

[Promote](#) [Tweet this](#)

Once you click on the offers link, a list of current offers will display. Click on the offer number to see the full details of the offer.

[← Back to Hotel Profile](#)

Signature Hotel - Loews Regency Hotel

Loews Regency Hotel - Vacation Offers


Offer ID	Title	Nights	Starting Price
1198777	Loews Regency Hotel	Varies	Please call for rates

At the top of the offer details is where you will find the link to **Send Quote**.

[Send Quote](#) [Social](#) [Tweet](#) [Agent Tools](#)▼

1-Night Athenaeum Hotel & Residences from \$510

ATHENAEUM HOTEL & RESIDENCES
1299828



In the heart of Mayfair, opposite tranquil Royal Green Park, and Buckingham Palace you will find the award-winning, one-of-a-kind Athenaeum Hotel & Residences, just down the road from national museums and galleries, and


This is also the area where you can share the hotel offer on Facebook or Twitter. Click the social media outlet you wish to use, for example “Social” for Facebook or “Tweet” for Twitter.

The system automatically creates an image and description of the hotel. You can choose to remove the thumbnail image or change the branding from Agency / Agent contact to JUST agency branding or simply click submit if you are happy with it as is

[Send Quote](#) [Social](#) [Tweet](#) [Agent Tools](#)▼

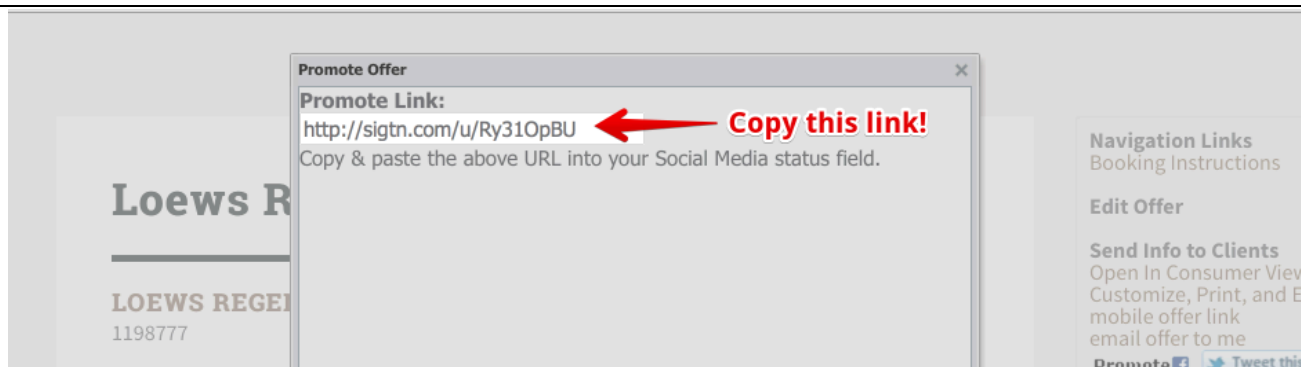
1-Night Athenaeum Hotel & Residences from \$510

ATHENAEUM HOTEL & RESIDENCES
1299828



In the heart of Mayfair, opposite tranquil Royal Green Park, and Buckingham Palace you will find the award-winning, one-of-a-kind Athenaeum Hotel & Residences, just down the road from national museums and galleries, and

The system then generates a URL for you to copy and paste to a post on your facebook status.



It works the same for Twitter.

WRITING HOTEL REVIEWS

Signature's Hotels & Resorts Collection offers nearly 800 of the world's best hotels, resorts, lodges and spas in more than 450 unique destinations worldwide. Now you can share your experiences at these hotels with your fellow Signature Travel Consultants and also see what others are saying.

Following are step by step instructions for locating and submitting Hotel Reviews:

1. Access the hotel you want to review: Hover over the **Hotels** menu item and select **Search for Signature a Signature Hotel** from the submenu OR cascade the Hotels menu and select Search for Signature a Signature Hotel. This will bring straight to the Search Signature Hotels section.

2. Once your search is complete, select the hotel you wish to review. Once the hotel profile is displayed, scroll to the bottom of the page. Note: If a hotel has already been reviewed, you will see the average rating listed.

Your rating: ★★★★★

Average Rating: ★★★★★

★★★★★

Belmond Charleston Place a Southern Belle


Posted on 09/25/2015 by Nancy Zimmerman

Just about everything in Charleston, South Carolina is historic or quaint, Charleston Place is neither, however still fits magnificently into this charming Southern city. The lobby 's centerpiece is i... [Show More](#)

[Add Comment](#)

★★★★★

The Grand Dame of the South



Posted on 02/22/2015 by Joe Casciola

Charleston Place is a grand dame of hotels in the southern U.S.A. I've seen this hotel stand tall since it opened as an Omni in the 80's. Belmond is continuing to elevate it to be the premier hotel ... [Show More](#)

[Add Comment](#)

Here you can view reviews written by other Signature Travel Consultants. You can comment on a review by clicking the link to “**Add Comment**”. When another Travel Consultant adds a comment to your review you will receive an email notification.

- To add a review, click on the star rating you would like to submit (1 through 5). A fill in form will appear spaces to add your “**Title**” and write “**Your Review**”. Then, click the button to “**Save Review**” at the bottom. Your review will immediately appear in the hotel profile and an email is sent to the key contact at the hotel with a copy of your review.

Your rating: ★★★★★

Title

Your Review

Save Review

HOTELCONNECTION HOTEL RATES COMPARISON

HotelConnection is Signature's agent booking engine for hotels. HotelConnection participants can compare rates for up to 3 hotels and email the results to clients. Following are step by step illustrated instructions.

1. Hover over the **Hotels** menu item and select **Search for Signature a Signature Hotel** from the submenu OR cascade the Hotels menu and select Search for Signature a Signature Hotel. Next select a city to display. For example, you can select "New York" from the drop down menu in the **"Search by City"** field OR enter "jfk" in the **"Search by Airport Code"** field.

2. A list of all Signature hotels in New York will display. Select up to 3 hotels by clicking on the selection boxes and then click on **"View/Compare Rates for up to 3 hotels"**.

[Price Point Descriptions](#) [CUSTOMIZE & EMAIL MULTIPLE HOTEL PROFILES](#) [VIEW/COMPARE RATES FOR UP TO 3 HOTELS](#)

Hotel Name	Location	Price	Hotel Affiliation	Wholesaler Combinable	Specials
Blakely New York	New York,NY,USA	\$	Independently Owned	No	No
<input checked="" type="checkbox"/> Gansevoort Meatpacking	New York,NY,USA	\$\$	GHG Gansevoort Hotel Group	No	No
<input checked="" type="checkbox"/> Gramercy Park Hotel	New York,NY,USA	\$\$	Design Hotels	No	No
<input type="checkbox"/> Hotel Plaza Athénée, New York	New York,NY,USA	\$\$\$	The Leading Hotels of the World	No	No
<input checked="" type="checkbox"/> InterContinental New York Times Square	New York,NY,USA	\$\$	Intercontinental Hotels Group	No	No
<input type="checkbox"/> JW Marriott Essex House New York	New York,NY,USA	\$\$	Marriott International	No	No

A dialogue box will display asking for the number of guests, check-in date and number of nights.

To proceed, click on **"View Rates"**

The results screen will display rate codes and pricing for available room types at each of the hotels selected. Select desired rates codes to send to clients by clicking on the selection boxes and then click on **"Customize, Print and Email Selected Rates"**.

[Go back to the last page](#)

* The daily rate may vary based on the travel dates entered. The "per night" rate is broken out during the booking process. The rate you see below is one of the per-night rates available for this room during the dates you requested. In some cases, a multi-night stay can have different prices for different nights; in other cases, all nights are the same price.

To check per-night pricing for this stay, click a rate code from the options below to begin the booking process.

Hotel booking info

Number of Guests: 2

Number of Nights: 3

Check-in Date: 12/24/2014

Customize, Print and Email Selected Rates

Gansevoort Meatpacking Rates

Signature Travel Network Rate:

☒ **SLP000**: USD 335.50
SIGNATURE RM QUEEN BED CITY VW 9FL HIGH CEILING UPSCALE AMENITIES AND LUXURIOUS ROOM (SIGNATURE TRAVEL NETWORK)

Signature Travel Network Rate:

☐ **DLXSIG**: USD 274.50
DELUXE ROOM WITH CITY VIEW 1 KING OR QUEEN BED UPSCALE AMENITIES BED PREFERENCE UPON (SIGNATURE TRAVEL NETWORK)

Signature Travel Network Rate:

☐ **A1KSG**: USD 319.50
GRAND DELUXE 1 KING OR 1 QUEEN BED OPTION CITY OR RIVER VIEW UPSCALE AMENITIES 3105Q FT (SIGNATURE TRAVEL NETWORK)

Signature Travel Network Rate:

☐ **A20SG**: USD 319.50
GRAND DELUXE DBL 2 FULL BEDS OPTION CITY OR RIVER VIEW UPSCALE AMENITIES 3105Q FT (SIGNATURE TRAVEL NETWORK)

Hotel Plaza Athénée, New York Rates

Signature Travel Network Rate:

☐ **MMNM02Z**: USD 925.00
GRAND DELUXE ROOM 450SQ/395QM/FLRS 7-17, 2 BEDS ON REQ. (SIGNATURE TRAVEL NETWORK)

Signature Travel Network Rate:

☒ **MMNM12Z**: USD 595.00
EXECUTIVE ROOM 295SQ/275QM/FLRS 2-3 INTERIOR VIEW, KING BED ONLY (SIGNATURE TRAVEL NETWORK)

Signature Travel Network Rate:

☐ **MMNM2Z**: USD 900.00
PENTHOUSE SUITE ONE BEDROOM SUITE 1972SQ/1845QM (SIGNATURE TRAVEL NETWORK)

Signature Travel Network Rate:

☐ **MMNM3Z**: USD 825.00
DELUXE ROOM 365SQ/325QM/FLRS 9-16, 2 BEDS ON REQUEST (SIGNATURE TRAVEL NETWORK)

JW Marriott Essex House New York Rates

Signature Travel Network Rate:

☒ **ZST100**: USD 349.00
SIGNATURE TRAVEL PACKAGE, GUEST ROOM, 1 KING (SIGNATURE TRAVEL PACKAGE)

Signature Travel Network Rate:

☐ **ZSTB00**: USD 329.00
SIGNATURE TRAVEL PACKAGE, GUEST ROOM, 1 QUEEN (SIGNATURE TRAVEL PACKAGE)

Signature Travel Network Rate:

☐ **ZSTD00**: USD 454.00
SIGNATURE TRAVEL PACKAGE, CENTRAL PARK QUEEN, GUEST ROOM, 1; QUEEN, CENTRAL PARK VIEW (SIGNATURE TRAVEL PACKAGE)

Signature Travel Network Rate:

☐ **ZSTE00**: USD 774.00
SIGNATURE TRAVEL PACKAGE, MANHATTAN SUITE, 1 BEDROOM SUITE, 1; KING, SOFA BED, CITY VIEW (SIGNATURE TRAVEL PACKAGE)

Important! Please carefully review the rate description remarks at the top of the display.

- Next, the Customize Print and Email fill in form will display. You will need to complete the fields for **"Client Email"**, **"Client Name"** and **"Personal Message"**.

Customize Print and Email: Hotel Rate Comparison

Your draft was last saved at 3:18:47 PM

Print without customization

AOL users: [click here](#) for important information about using the Customize, Print and Email option when logged in to AOL.

Client Lookup (optional)

Name or Email:

Type name or email to start searching for a client. Select client from auto complete search results to populate email and name fields below. You can search for and append multiple clients using a comma.

Do You want to email this document to your client?

☒ **Client Email**

Note: You may send an email to up to 5 email addresses by entering the multiple email addresses separated by a semicolon.
Example: email1@someDomain.com;email2@someDomain.com

All email addresses entered here will appear for everyone on the distribution list. Multiple emails are not blind copied using this tool. The Customize, Print and Email option is intended for transactional information to be sent from you to your clients and is not meant to be a marketing tool, promoting offers to your clients. All promotional emails should be sent via the Emailing Center. For questions on emailing, please contact emailing@signaturetravelnetwork.com.

What type of email would you like to send?

Email Format: ☒ HTML (includes photos and text) ☐ Text

Personalizing information is used for both print and email forms of this document

☒ **Client Name**

Agent Name: Melissa Huttinger

Agent Phone Number: 310-574-0883

Agent Fax Number:

Agent Email Address: melissa@signaturetravelnetwork.com

Subject: Hotel Rate Comparison

☒ **Personal Message**

Custom Content ☒ Yes ☐ No

Would you like to add comments to the rate descriptions?

Include your agency logo/graphic in this document? ☐ Use this logo/graphic in your document? ☐ Agency Banner

SIGNATURE TRAVEL NETWORK *Special Offer*

Tip: We highly recommend that you leave the default selection to yes for **"Customize Content"**. This feature provides you with the opportunity to edit GDS rate details for your clients before emailing.

Scroll down and click on **"Continue"** to proceed.

4. The next step of the process displays each of the rate codes selected to compare and allows you to customize the data to a more consumer friendly format. You can customize the **“Rate SubTitle”** and **“Rate Description”**. The **“Show Signature Amenities”** toggle allows you to include or exclude amenities.

Customize Print and Email: Hotel Rate Comparison

Customize & Email Hotel Rate Content for Rate SUPSIG in Gansevoort Meatpacking (1 of 3)

Rate SubTitle: SUPERIOR RM QUEEN BED CITY VW 9FL HIGH

Show Signature Amenities? ☒ Yes ☐ No
Turning off Signature Amenities also turns off the other amenities

Rate Description:

B I [Table Icon] [List Icon] [Link Icon] [Help Icon]

SUPERIOR RM QUEEN BED CITY VW 9FL HIGH
 CEILINGUPSCALE AMENITIES AND LUXURIOUS ROOM
 SIGNATURE TRAVEL NETWORK CONT BRKFST BTL WINE
 AND WELCOME NOTE FROM SIGNATURE AGENT
 238.50 PER NIGHT STARTING 21DEC FOR 3 NIGHTS
 715.50 TOTAL RATE STARTING 21DEC FOR 3 NIGHTS

Text Only

[Continue >>](#) [Save as Draft](#)

Click **“Continue”** to move to the next rate and so on until you have customized each one. You will be provided with the opportunity to determine the order of the rates.

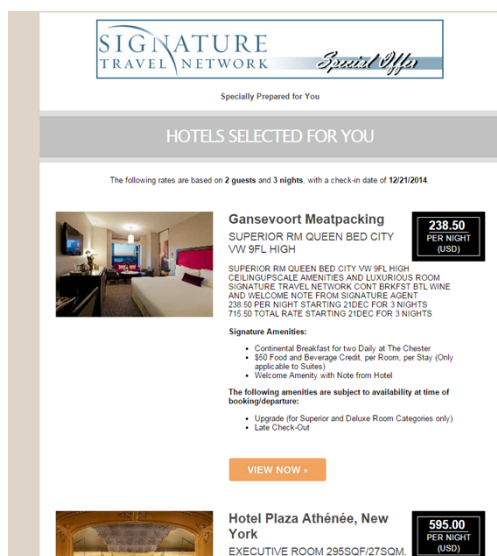
Customize Print and Email: Hotel Rate Comparison

Drag and Drop Rates to Re-order

SUPSIG - Gansevoort Meatpacking - 238.50 USD
 NMNM1ZZ - Hotel Plaza Athénée, New York - 595.00 USD
 ZSTA00 - JW Marriott Essex House New York - 349.00 USD

[Click here to Continue >>](#)

5. The last screen is a preview of the email and from here you can click **“Change”** to edit the content now or click **“Save as a Draft”** to finish at a later time. Once you click on **“Email”**, the comparison will be sent to your client and you will receive a copy.



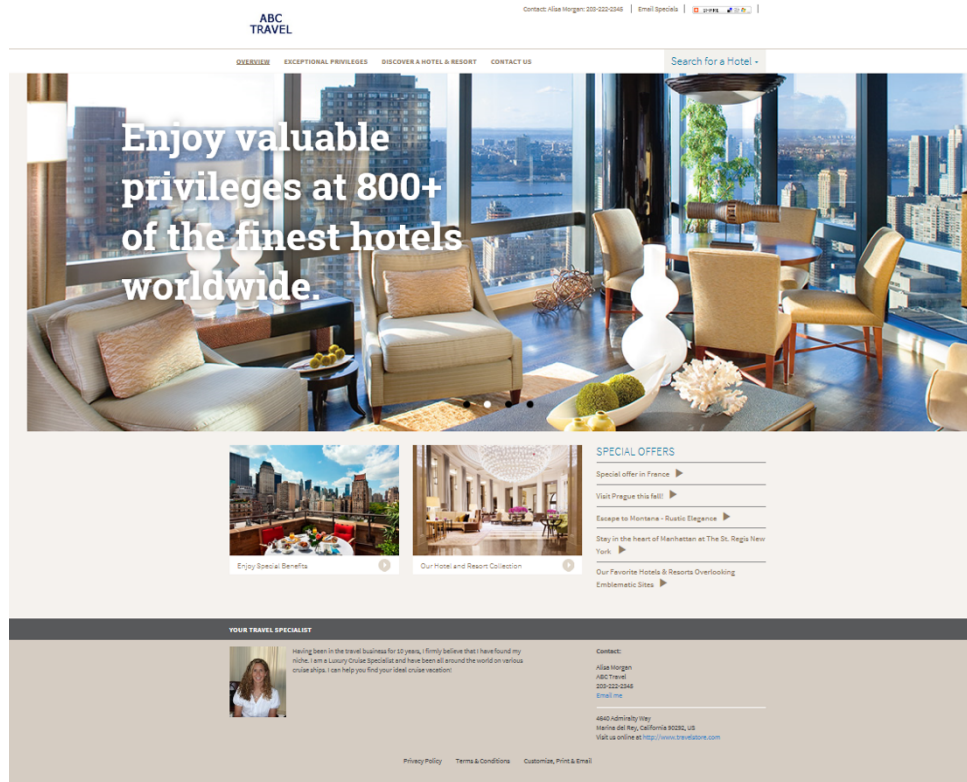
Tip: See **“Emailed Offers Tracking”** under **“Offers”** to view all the customized emails you have sent to clients in the past 90 days. Items saved as drafts can also be accessed here under **“Unfinished Email Offers”**.

HOTEL MICROSITES: THE BENEFITS

This new industry-leading tool is a digital version of our Hotel & Resort Collection, and enables you to communicate over 20,000 pages of content, images, maps, and valuable information to your clients regarding our hotel program, via e-mail. Because this microsite is in electronic form, the content will be automatically updated daily as Signature adds/updates hotel-related content on SIGNET. In addition, the microsites are branded with your agency information as well as your individual Travel Consultant contact information.

The new Microsite opens up new opportunities for marketing our 870+ Hotel & Resort partner properties and Signature's valuable consumer privileges, including:

- The microsite can be e-mailed to your clients and prospects
- The microsite can be linked to your website
- The microsite will be linked to all Signature e-marketing campaigns going forward that carry hotel-program related content
- The microsite will be linked to all future 'The Travel Experience' e-campaigns



HOTEL MICROSITES: WHEN TO SHARE WITH CLIENTS

Hotel Microsites can be introduced to clients at several different stages before they depart. Below is sample verbiage that can be used when emailing the hotel microsite to clients:

Dreaming/Planning

I know you are planning a trip, so I want to share the link below for our Hotel & Resort Collection website, which offers over 800 hotels and resorts worldwide with valuable privileges for you.

I recommend exploring the various hotels in our hotel website, which showcase images and provides you more information about the accommodations, features, and services at each participating hotel.

This website is just a sample of the hotel experiences that can be tailored to create your ideal vacation. Please let me know what destination you are interested in, and I would be happy to create a customized travel plan for you.

HOTEL MICROSITES: HOW TO EMAIL HOTEL MICROSITES TO CLIENTS

Following are instructions on how to locate and email the hotel microsities.

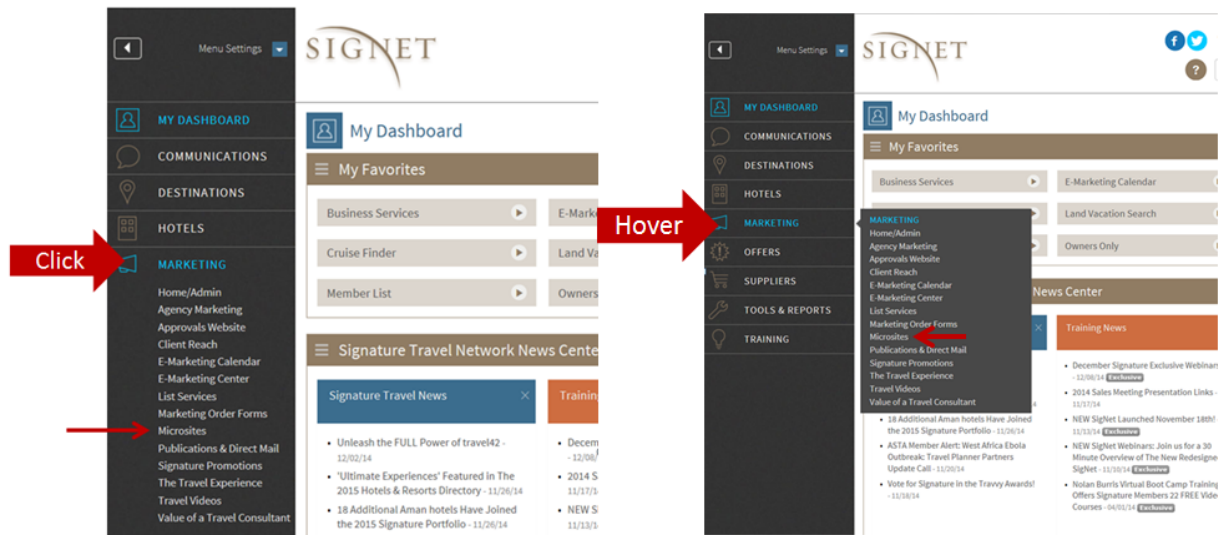
Step by Step Instructions

1. Access SigNet, www.signaturetravelnetwork.com, and sign in using your login credentials.

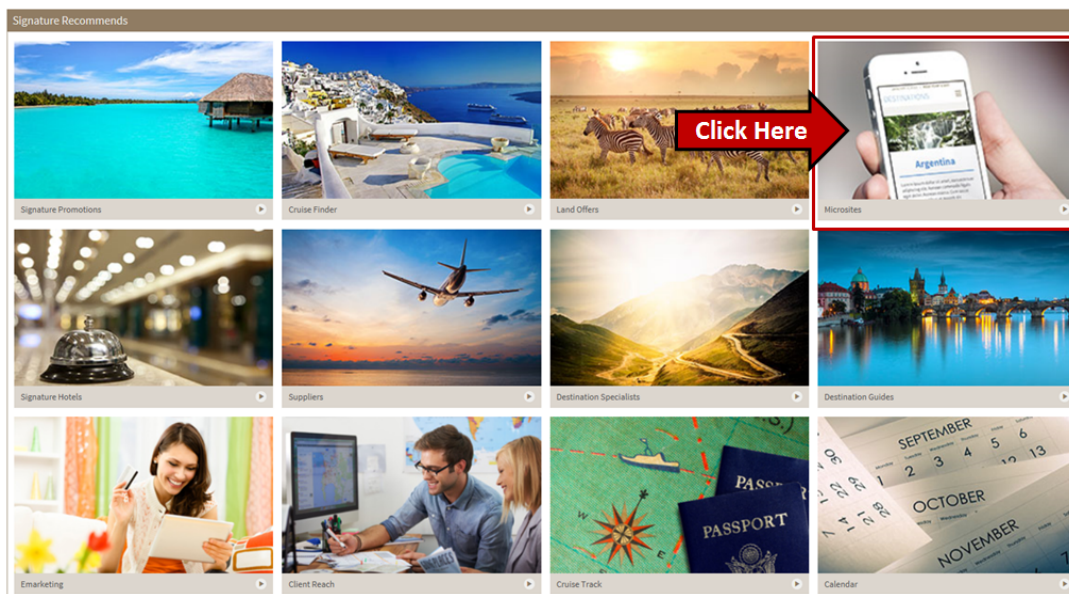


The image shows the SigNet login page. At the top, there is a blue banner with the text "Wondering if Signature is the right fit for you? JOIN SIGNATURE ►". Below this, the "SIGNATURE TRAVEL NETWORK" logo is on the left. In the center, there are two input fields labeled "Username" and "Password", each with a red arrow pointing to it. To the right of the "Password" field is a blue "LOGIN" button. Below the "LOGIN" button, there is a small link that says "Request Username / Password".

2. To Access, click the **Marketing** menu item to cascade the submenu or Hover on the Marketing menu item to reveal the submenus and select **Microsites**.



Or, locate the **Signature Recommends** section of your dashboard and click on the box for **Microsites**.



3. This displays all of the various microsite types and links to the Agent view, Consumer view and Customize & Email feature. Locate the **Hotels & Resorts Microsite** to access.

Microsites			
Microsite Type	Agent	Consumer	Customize & Email
Active Adventure	Agent View	Consumer View	Customize & Email
Celebrations	Agent View	Consumer View	Customize & Email
Cruise Landing Page	Agent View	Consumer View	Customize & Email
Cruise Supplier Sites +			
Culinary Travel	Agent View	Consumer View	Customize & Email
Destination Landing Page	Agent View	Consumer View	Customize & Email
Destination Sites +			
Experts2Alaska	Agent View	Consumer View	
Experts2Hawaii	Agent View	Consumer View	
Family Vacations	Agent View	Consumer View	Customize & Email
Groups	Agent View	Consumer View	Customize & Email
Hotels & Resorts	Agent View	Consumer View	Customize & Email

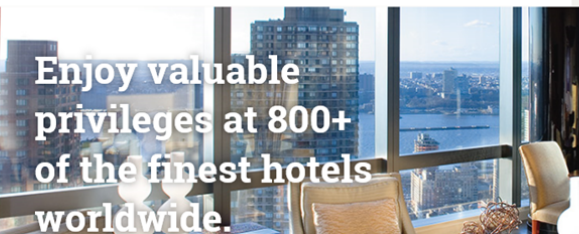
- [illegible]

- Branded to your agency** → **ABC TRAVEL**

Your call to action → **Contact: Alina Horgen: 209-222-0345 | Email: Specials@abc.travel**

DISCOVER EXCEPTIONAL PRIVILEGES DISCOVER A HOTEL & RESORT CONTACT US


Search for a Hotel -



Enjoy valuable privileges at 800+ of the finest hotels worldwide.

 - SPECIAL OFFERS**
 - Special offer in France ▶
 - Visit Prague this fall! ▶
 - Escape to Montana - Rustic Elegance ▶
 - Stay in the heart of Manhattan at The St. Regis New York ▶
 - Our Favorite Hotels & Resorts Overlooking Emblematic Sites ▶
 - YOUR TRAVEL SPECIALIST**

Hailing been in the travel business for 22 years, I firmly believe that I have found my niche. I am a luxury cruise specialist and have been all around the world on various cruiseships. I can help you find your ideal cruise vacation!



Contact:
Alina Horgen
ABC Travel
209-222-0345
[Email me](#)

about Admiralty Way
Marine del Rey, California 90268, US
Visit us online at [http://www.abctravel.com](#)

Privacy Policy Terms & Conditions Customer, Print & Email

BOOK USING HOTELCONNECTION

HotelConnection is Signature's online booking engine powered by either Sabre or Apollo that provides booking capability for the hotels within the Signature Hotels & Resorts program from within the hotel's profile on SigNet.

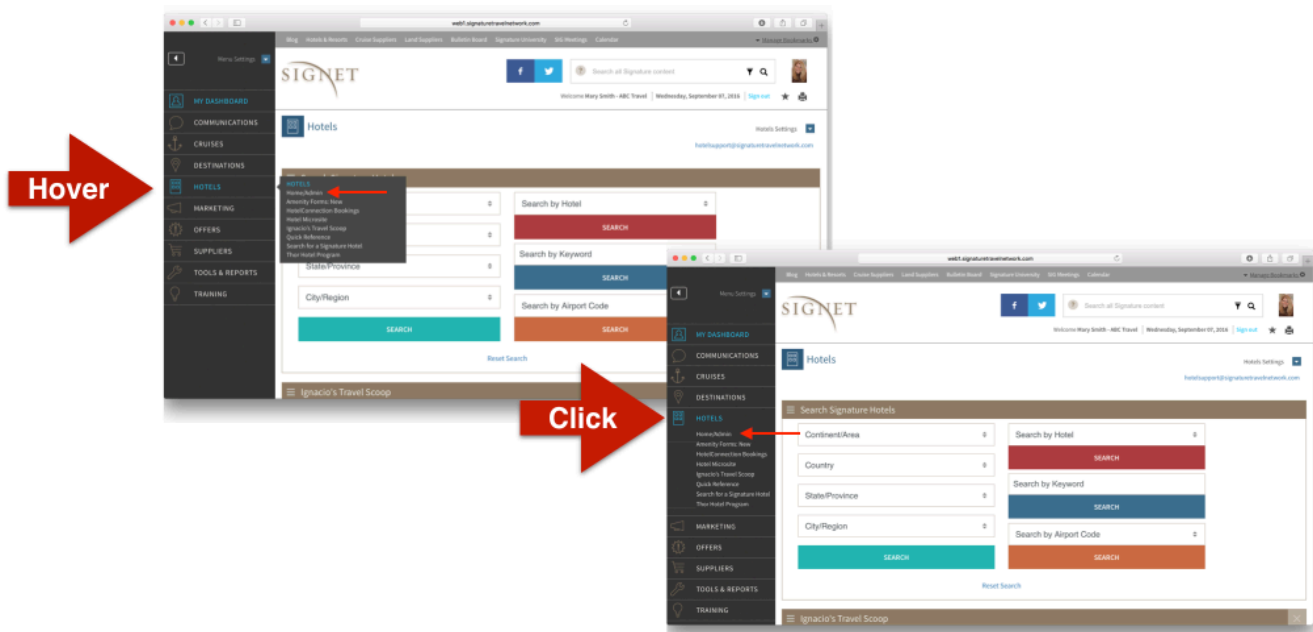
This How To Guide will cover the steps for making a booking with HotelConnection, accessing existing HotelConnection bookings, Comparing hotel rates using HotelConnection and setting up ClientBase Live Connect with HotelConnection.

HOTELCONNECTION-LOCATING THE HOTELCONNECTION BOOKING ENGINE AND THE SEVEN (7) STEPS FOR MAKING A BOOKING

1. Access SigNet, www.signaturetravelnetwork.com, and sign in using your login credentials.



2. Hover over the **Hotels** menu item and select **Hotel/Admin** from the submenu OR cascade the **Hotels** menu and select **Hotel/Admin**. This will bring you to the hotel landing page. To find the Search Signature Hotels section you will have to scroll down the page. There are several search options including by country, state, city or airport code. You can also type in the hotel name or use the keyword search.



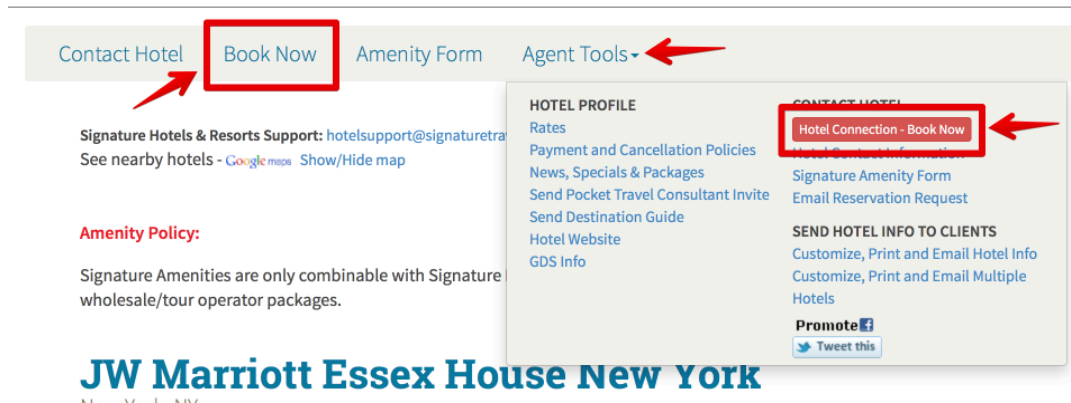
OR

Hover over the **Hotels** menu item and select **Search for Signature a Signature Hotel** from the submenu OR cascade the **Hotels** menu and select **Search for Signature a Signature Hotel**. This will bring straight to the Search Signature Hotels section.

HotelConnection is not a free-standing tool. You can only access HotelConnection once you have located the property you wish to book. To locate the desired property, use the Search tools provided. Then, click the link to the hotel's profile.

Hotel Name	Location	Price	Hotel Affiliation	Wholesaler Combinable	Specials
<input type="checkbox"/> Select All Clear Selection					
<input type="checkbox"/> Blakely New York	New York,NY,USA	\$	Independently Owned	No	No
<input type="checkbox"/> Gansevoort Meatpacking	New York,NY,USA	\$\$	GHG Gansevoort Hotel Group	No	No
<input type="checkbox"/> Gramercy Park Hotel	New York,NY,USA	\$\$	Design Hotels	No	No
<input type="checkbox"/> Hotel Plaza Athénée, New York	New York,NY,USA	\$\$\$	The Leading Hotels of the World	No	No
<input type="checkbox"/> InterContinental New York Times Square	New York,NY,USA	\$\$	Intercontinental Hotels Group	No	No
<input type="checkbox"/> JW Marriott Essex House New York 	New York,NY,USA	\$\$	Marriott International	No	No
<input type="checkbox"/> Langham Place, New York, Fifth Avenue	New York,NY,USA	\$\$\$	Langham Hotels International The Leading Hotels of the World	No	Yes

3. Once within the desired hotel's profile, there are 2 ways to access Hotel Connection. Click directly on the "Book Now" link OR Click the Agent Tools link and from the dropdown menu you will see the "**HotelConnection – Book Now**" button. The link and button will only display for properties that can be booked within the GDS system. **And Remember, these links will only show if your agency currently uses Hotel Connection.**



[Contact Hotel](#) **[Book Now](#)** [Amenity Form](#) [Agent Tools](#)

Signature Hotels & Resorts Support: hotelsupport@signaturetravel.com
 See nearby hotels - [Google maps](#) [Show/Hide map](#)


Amenity Policy:
 Signature Amenities are only combinable with Signature wholesale/tour operator packages.

JW Marriott Essex House New York

HOTEL PROFILE
[Rates](#)
[Payment and Cancellation Policies](#)
[News, Specials & Packages](#)
[Send Pocket Travel Consultant Invite](#)
[Send Destination Guide](#)
[Hotel Website](#)
[GDS Info](#)

CONTACT HOTEL
[Hotel Connection - Book Now](#)
[Signature Amenity Form](#)
[Email Reservation Request](#)

SEND HOTEL INFO TO CLIENTS
[Customize, Print and Email Hotel Info](#)
[Customize, Print and Email Multiple Hotels](#)

Promote 
[Tweet this](#)

Hotel Connection - 7 Step Booking Process

Step 1: Enter your client's desired check-in and check-out dates as well as the number of guests in the party. Note, some properties will not allow more than 2 guests per room. This is dependent on the individual property.

HotelConnection

Signature Amenities are only combinable with Signature Rates. Signature Amenities are not combinable with wholesale/tour operator packages.

Step 1: Select Dates & Number of Guests

Check-In Date	<input type="text" value="11/24/2014"/>
Number of Nights	<input type="text" value="1"/>
Check-Out Date	11/25/2014
Number In Party	<input type="text" value="2"/>

Attach to existing PNR (Only SIG admins see this)
Enter Sabre Record Locator

 Continue

Step 2: Review the rate and room options. Notice that the top of the page will display in red the Signature Amenity Combinability Statement. This statement refers to the combinability of the Signature Amenities with the various rate options. As with this example, you can ONLY book the Signature rate in order for the Signature Amenities to be combinable. Signature Rates will ALWAYS show at the top of the rate list and will be noted in red as “Signature Travel Network Rate”. To view the details of the category and rate, simply click on the Room Code for more information.

HotelConnection

Signature Amenities are only combinable with Signature Rates. Signature Amenities are not combinable with wholesale/tour operator packages.

[Miscellaneous Services >](#)

To select a rate code to review, click one in the leftmost column below. You will be presented with the rate and property details, and given the option to continue booking or return to this screen to choose a different rate.

Room Code (Click For Details)	Room Description	Price
C1KSIG	Signature Travel Network Rates: Daily Bkfst 50000 COP SPA CREDIT, WELC ANNTY; CLASSIC ROOM WITH 1 KING-SIZE BED, 19TH FLYRTY (SIGNATURE TRAVEL NE-NEGOTIATED)	850.000 (USD) \$796.82 (USD) Exchange rates subject to fluctuation
DZTSIG	Signature Travel Network Rates: Daily Bkfst 50000 COP SPA CREDIT, WELC ANNTY; CLASSIC ROOM WITH TWO KING-SIZE BEDS, 19TH CENTURY MONUM (SIGNATURE TRAVEL NE-NEGOTIATED)	900.000 (USD) \$849.94 (USD) Exchange rates subject to fluctuation
B1KSIG	Signature Travel Network Rates: Daily Bkfst 50000 COP SPA CREDIT, WELC ANNTY; SUPERIOR ROOM WITH 1 KING-SIZE BED, RENOVATED & SIGNATURE TRAVEL NE-NEGOTIATED	900.000 (USD) \$840.36 (USD) Exchange rates subject to fluctuation
BZTSIG	Signature Travel Network Rates: Daily Bkfst 50000 COP SPA CREDIT, WELC ANNTY; SUPERIOR ROOM WITH TWO KING-SIZE RENOVATED BALCONY (SIGNATURE TRAVEL NE-NEGOTIATED)	900.000 (USD) \$840.36 (USD) Exchange rates subject to fluctuation
A1KSIG	Signature Travel Network Rates: Daily Bkfst 50000 COP SPA CREDIT, WELC ANNTY; LUXURY ROOM WITH 1 KING-SIZE BED, SPA VIEWS, BA (SIGNATURE TRAVEL NE-NEGOTIATED)	1.050.000 (USD) \$949.94 (USD) Exchange rates subject to fluctuation
S1KSIG	Signature Travel Network Rates: Daily Bkfst 50000 COP SPA CREDIT, WELC ANNTY; COLONIAL JUNGLE SUITE WITH 1 KING-SIZE BED, 17F (SIGNATURE TRAVEL NE-NEGOTIATED)	1.300.000 (USD) \$1199.94 (USD) Exchange rates subject to fluctuation
S1DSIG	Signature Travel Network Rates: Daily Bkfst 50000 COP SPA CREDIT, WELC ANNTY; COLONIAL JUNGLE SUITE WITH 1 KING-SIZE BED, 17F (SIGNATURE TRAVEL NE-NEGOTIATED)	1.700.000 (USD) \$1599.94 (USD) Exchange rates subject to fluctuation
T1KSIG	Signature Travel Network Rates: Daily Bkfst 50000 COP SPA CREDIT, WELC ANNTY; TROPIC JUNGLE SUITE LESERIE WITH 1 KING-SIZE BED, 17F (SIGNATURE TRAVEL/BB-NEGOTIATED)	3.000.000 (USD) \$2.400.04 (USD) Exchange rates subject to fluctuation
C1KRT1	CLASSIC ROOM WITH 1 KING-SIZE BED, 19TH CENTURY; MONUM, FREE WPT (BEST FLEXIBLE RATE)	850.000 (USD) \$796.82 (USD) Exchange rates subject to fluctuation

Step 3: Review the rate details. Note: all of the information loaded here is entered by the property into the GDS system. As you make your selections throughout the booking process, the right side of the page updates with your selections. Also, if you need to review the hotel details, you do not have to leave the booking process. Click on the Hotel Details link on the right side of the page in the Hotel Booking Info area.

HotelConnection

Signature Amenities are only combinable with Signature Rates. Signature Amenities are not combinable with wholesale/tour operator packages.

Please review the property information and reservation rules below. To begin a booking using this rate, click Continue. Or, [click here to choose a different rate.](#)

[illegible]

Softel Legend Santa Clara Cartagena (Cartagena)

Signature Amenities:

- Buffet Breakfast for two Daily at El Claustro Restaurant
- Welcome Fruit Basket and a Bottle of Argentine Chandon wine with a Personalized Welcome Card
- \$50,000 COP Spa Credit, per Person, Once per Stay
- VIP Treatment
- Complimentary WiFi
- Complimentary use of Hammam

The following amenities are subject to availability at the time of check-in:

- Upgrade

Hotel Details

Number of Guests: 2
Number of Rooms: 1

Check-In Date: 11/24/2014
Check-Out Date: 11/25/2014

Room: Fater C1K53G

Room Descriptions

ONLY \$45/ST, 2000 CUP SPA
CREDIT, W/LO AMENITY CLASSIC
ROOM WITH 1 KING-SIZE BED.

19TH CENTURY (SIGNATURE
TRAVEL RE-NEGOTIATED)

Cancellation Policy:

NO CANCELLATION CHARGE
APPLIES PRIOR TO 10:00 LOCAL

TMS, LP (Code: 01 0)

Step 4: Enter the clients into the booking. If this is the first time you are making a booking for your client, you will not be able to search for a client using the look-up tool. You will need to use the link to add a new client.

HotelConnection

Account

Sign In

Sign Up

Sign Up

Sign Up

Sign Up

Sign Up

Signature Announcements are only combinable with Signature Rates. Signature Announcements are not combinable with child/stay/your operator packages.

Step 4: Hotel Guest Selection


(Agency: Signature Tour Network)

Warning: If this is the first transformation or ContentConversion loading for this client you will not be able to "Save" from below. Please use the "Create a New Client" button. After you enter the client name, the balance of the page will appear automatically.

Guest number 1

[Click here to add new client](#)

Search for a client: [Lookup](#)



Hotel Grounds View

Hotel Legend Suite (Class Categories) (Categories)

Signature Announcements:

- Buffet Breakfast for Two Daily at \$5
- Unlimited Restaurant
- Welcome Fruit Basket and a Bottle of Argentine Chandon Wine with a Personalized Signature Card
- \$50,000 USD Spa Credit per Person, Once per Stay
- Complimentary WiFi
- Complimentary use of hammam

The following amenities are subject to availability at the time of check-in:

- Upgrade

[Hotel Details](#)

Number of Guests: 2
Number of Rooms: 2
Check-In Date: 11/23/2014
Check-Out Date: 11/25/2014

Step 4 cont. Displayed here is the form to add a new client. The items marked with an asterisk are required. Once you have completed the form, click Submit.

HotelConnection

Signature Amenities are only combinable with Signature Rates. Signature Amenities are not combinable with wholesale/tour operator packages.

Add New Client

Required Fields

First Name*:

Last Name*:

Home Air City Code: [lookup](#)

Telephone:

Optional Fields

Email Address:

Preferred Salutation: -- Select a Salutation --- ▼

Smoking Preference: ☒ Non-Smoking ☐ Smoking

Birthdate: (mm/dd/yyyy)

Gender: == Choose Gender == ▼

Address:

City:

State/Province: ▼

Country: United States ▼

Zip Code:

Step 4 cont. For guest 2, I know the client is already in the system because I have made a booking for him previously. In this case, I used the **“Show All”** option to find the second guest. Note: if you know you have a rather large client database, it is best not to use the “show all” option. You will want to enter either your client’s first or last name then click the Lookup button. Once you locate your client on the list of possible matches, click **“Select”** to add the client to the booking.

[illegible]

Step 4 cont. **Now that you have added both clients to the booking, review the information as shown here. Notice again, the right side of the page is keeping a running tally of the selections you have made. To proceed, click Continue.**

Signature Amenities are only combinable with Signature Rates. Signature Amenities are not combinable with wholesale/tour operator packages.

Step 4: Guest Information

Guest 1

First Name * ME Last Name

gloria adams

Phone Number

Home Air City Code

Smoking Preference *

☒ Non-Smoking ☐ Smoking

Guest 2

First Name * ME Last Name

marg alice

Home Air City Code

Smoking Preference *

☒ Non-Smoking ☐ Smoking

[Continue](#)



Hotel Booking Info

Softel Legend Santa Clara Cartagena (Cartagena)

Signature Amenities:

- Buffet Breakfast for two Daily at El Clavito Restaurant
- Welcome Fruit Basket and a Bottle of Argentine Chandon Wine with a Personalized Welcome Card
- \$50,000 COP Spa Credit, per Person, Once per Stay
- VIP Treatment
- Complimentary WiFi
- Complimentary use of Hammam

The following amenities are subject to availability at the time of check-in:

- Upgrade

Hotel Details:

Number of Guests: 2

Guest 1: gloria adams

Guest 2: marg alice

Number of Rooms: 1

Check-In Date: 11/24/2014

Check-Out Date: 11/25/2014

Step 5: The review and payment process. This is where you have the option to guarantee the booking with a credit card or apply a deposit. The guarantee options are listed in the yellow box and are set forth by the property. Most properties will require simply the client's credit card with valid expiration date to hold the booking. Very few will allow you to hold a booking without a credit card.

Note: in order to complete the booking in HotelConnection, the client's credit card expiration date MUST come after the actual travel date.

Signature Amenities are only combinable with Signature Rates. Signature Amenities are not combinable with wholesale/tour operator packages.

Step 5: Review Booking Details and Enter Payment Information

Guest details:

Guest Name	Guest Phone	Room 1
1. gloria adams		✱
2. marg alice		✱

Billing Details:

Rate per room per night:

If the yellow box below indicates a credit card required by the hotel, you cannot use the "Reserve without Credit Card" option.

~LINDVIA - 11/24/2014 MON-SUN
GUARANTEE REQUIRED FOR LATE ARRIVAL
GUARANTEE REQUIRED FOR ALL RESERVATIONS
BOOKING MUST BE GUARANTEED BY PROVIDING A CREDIT CARD.
ACCEPTED FORMS OF PAYMENT:
CREDIT CARD
ACCEPTED FORMS OF PAYMENT:
CREDIT CARD

Read the rules to determine if a deposit or prepayment is required. If deposit or prepayment is required, be sure to specify deposit or prepayment in the "Deposit/Guarantee" field.

NO CANCELLATION CHARGE APPLIES PRIOR TO 18:00 LOCAL TIME, UP (CODE: 05.0)

☐ Reserve without Credit Card

Most hotels require a credit card to hold a booking. If this hotel allows a "hold" without a credit card, it is your responsibility to update the record with the credit card guarantee information prior to the check-in date.

☒ Guarantee Reservation With Credit Card

Enter credit card details below. For security reasons, we no longer retain clients' credit card data.

Name (as it appears on card)

Credit Card Type **AMERICAN EXPRESS**

Credit Card Number

Expiration Date **Month** **Year**

Deposit/Guarantee: ☒ Guarantee with Card ☐ Deposit on Card (normally first night's cost)



Hotel Booking Info

Softel Legend Santa Clara Cartagena (Cartagena)

Signature Amenities:

- Buffet Breakfast for two Daily at El Clavito Restaurant
- Welcome Fruit Basket and a Bottle of Argentine Chandon Wine with a Personalized Welcome Card
- \$50,000 COP Spa Credit, per Person, Once per Stay
- VIP Treatment
- Complimentary WiFi
- Complimentary use of Hammam

The following amenities are subject to availability at the time of check-in:

- Upgrade

Hotel Details:

Number of Guests: 2

Guest 1: gloria adams

Guest 2: marg alice

Number of Rooms: 1

Check-In Date: 11/24/2014

Check-Out Date: 11/25/2014

Room Rate: **CXK390**

Room Description:

DAILY BREAKFAST, 50000 COP SPA CREDIT, WELCOME AMENITY CLASSIC ROOM WITH 1 KING-1028 BED, 18TH CENTURY (SIGNATURE TRAVEL, NB-NEGOTIATED)

Cancellation Policy:

NO CANCELLATION CHARGE APPLIES PRIOR TO 18:00 LOCAL

Finally, you will have to agree to the Terms and Conditions listed in order to proceed. If you do not agree, you cannot continue to confirm the booking.

Booking Options:

Per-Room Options	Room 1
Smoking Room Preferred?	Non-Smoking
Indicate requirements for cribs, rollaways, and extra guests in the "Special Instructions" field below	
Overall Options Special Instructions Enter any additional details that should be sent to the hotel with this booking, including frequent flyer and guest loyalty program information, if applicable. Only the first 100 characters will be stored by the GDS and sent from GDS to hotel. Additional details entered here will be automatically emailed to the hotel contacts on file with Signature.	

Guarantee Policy:

*11NOV14 - 31DEC15 NON-SUN GUARANTEE REQUIRED FOR LATE ARRIVAL
 GUARANTEE REQUIRED FOR ALL RESERVATIONS
 BOOKING MUST BE GUARANTEED BY PROVIDING A CREDIT CARD, ACCEPTED FORMS OF GUARANTEE, CREDIT CARD
 ACCEPTED FORMS OF PAYMENT- CREDIT CARD

Terms And Conditions:

Information and pricing is subject to change without notice. While Signature Travel Network does our very best to ensure that information appearing in this website is complete and accurate, we cannot be responsible for incomplete and inaccurate representations, which may or may not be under our control.

☐ I agree to these terms.

[Continue](#)

Step 6: Final review of the entries you have made.

Step 4: Review Booking Details and Confirm Booking

Please review the following information about this booking. When you are satisfied that it is correct, click the "Confirm" button at the bottom of this page to receive the final form.

General Details:

	Guest Name	Guest Phone	Room 1
1	Duffy James	212-574-0000	✓
2	McGraw Eugene		✓

Billing Details:

Rate per room per night:

1008-10087 STAFFING 200807-200808 ROOM 1 10087	\$219.00
1008-10087 STAFFING 200807-200808 ROOM 1 10087	\$219.00

SUB TOTAL FOR STAFF: \$438.00
 Approximate Total (may not include all Taxes/Fees): **\$655.00**

Vendor Business Information:

If the vendor has indicated a credit card is required by the hotel, you cannot use the "Reserve without Credit Card" option.

CREDIT CARD REQUIRED: ☐
 CREDIT CARD NOT REQUIRED: ☒

By clicking this button, you agree to the terms and conditions of the hotel's credit card policy. If you are not sure, please contact the hotel for more information.

Booking Options:

Room Options	Room 1
Smoking Room?	Non-Smoking
Order Required?	0
Adults in Room	0
Children in Room	0
Infant/Child in Room	0
Infant/Child Adult	0
Infant/Child Child	0

General Options

Special Instructions	Please provide the signature "Travel Network" next booking.
Company/Traveler Details	
Active/Inactive/Other Number	



Hotel Business Info:

Hotel: **Continental New York Times Square (New York)**

Signature Amenities:

- Continental or Butler Breakfast for two daily in the city
- Maximum 1000 credits per person per day for breakfast maximum 2000
- Maximum 1000 credits per person
- Complimentary High Speed Business Internet Access

The following amenities are subject to availability at the time of check-in/Departure:

- Citywide
- Late Check-Out, 2:00 PM

Room Details:

Number of Rooms: 2

Room 1: Duffy James
 Room 2: McGraw

Step 6 cont. Please note, you have the ability to set a date that will trigger the system to re-send the Amenity Request Form to the hotel contact. The amenity form will go to the Signature Contact at the time the booking is made and again on the date you enter. This is handy – especially if you make the booking several months in advance. By setting the reminder, it will be a friendly reminder to the current Signature Contact (as staffing on site at the hotel may change) advising that your clients will be staying with them soon. Once you have reviewed everything and set your reminder date, click Confirm to continue.

Request Traveler Details	
Requester Name <input type="text"/>	
Requester Email Address <input type="text"/>	
Requester Phone Number <input type="text"/>	
Requester Address <input type="text"/>	
Requester City <input type="text"/>	
Requester State <input type="text"/>	
Requester Zip <input type="text"/>	
Requester Country <input type="text"/>	
Requester Title <input type="text"/>	
Requester Company <input type="text"/>	
Requester Fax <input type="text"/>	
Requester Firms <input type="text"/>	
Requester Other <input type="text"/>	
Requester Comments <input type="text"/>	
Requester Notes <input type="text"/>	
Requester Status <input type="text"/>	
Requester Action <input type="text"/>	
Requester Date <input type="text"/>	
Requester Time <input type="text"/>	
Requester User <input type="text"/>	
Requester Password <input type="text"/>	
Requester Confirm Password <input type="text"/>	
Requester Cancel <input type="text"/>	
Requester Submit <input type="text"/>	
Requester Logout <input type="text"/>	
Requester Help <input type="text"/>	
Requester About <input type="text"/>	
Requester Privacy Policy <input type="text"/>	
Requester Terms of Service <input type="text"/>	
Requester Contact Us <input type="text"/>	
Requester Feedback <input type="text"/>	
Requester Support <input type="text"/>	
Requester FAQ <input type="text"/>	
Requester Glossary <input type="text"/>	
Requester Sitemap <input type="text"/>	
Requester RSS <input type="text"/>	
Requester XML <input type="text"/>	
Requester JSON <input type="text"/>	
Requester CSV <input type="text"/>	
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Step 7: The final booking confirmation. You now have a GDS record locator number ADVANCE (note, HotelConnection is set up to work only with Apollo and Sabre. As long as your agency has a contract with either GDS, any bookings made within HotelConnection do get segment credits). You also have a confirmation number directly from the property. ADVANCE

From this step, you can View/Print a detailed booking receipt, send a customized receipt to your client via email and/or send a customized hotel property profile to your client via email.

Step 7: Completed Booking Details

This booking has been completed.

- The Galileo Record Locator is **N743VU**.
- Hotel confirmation number is:
 - Segment 1: **62898052**

Confirmation details have been automatically been emailed to you. The amenity form has also been automatically submitted to the hotel and you will also receive a copy of that amenity form.

You may also:

- [Click to View/Print a Detailed Booking Receipt.](#)
- [Click to Send a Customized Receipt to Your Client.](#)
- [Click to Send a Customized Property Profile to Your Client.](#)

Guest Details:

	Guest Name	Guest Phone	Room 1
1	Vivian Llamas	310-555-5555	✓
2	William Aguero		✓

Billing Details:

Rate per room per night:

PER NIGHT STARTING 23 OCT FOR 1 NIGHT \$386.10

APPROX TOTAL INCL ALL KNOWN TAXES/FEES: **\$446.55**

Vendor Guarantee Information:

If the yellow box below indicates a credit card required by the hotel, you cannot use the "Reserve without Credit Card" option.

GUARANTEE REQUIRED
 GUARANTEE METHOD: ACCEPTED CREDIT CARDS PRE-APRVD ARC-IATA NBR

How to access an existing HotelConnection Booking

- To look-up an existing HotelConnection booking: Hover over the Hotels menu item and select HotelConnection Bookings from the submenu OR Click the Hotels menu item to cascade the submenu and select HotelConnection Bookings.

The screenshot shows the SIGNET dashboard. On the left is a dark sidebar menu with items: MY DASHBOARD, COMMUNICATIONS, DESTINATIONS, HOTELS, MARKETING, OFFERS, SUPPLIERS, TOOLS & REPORTS, and TRAINING. A red arrow labeled "Hover" points to the "HOTELS" menu item. A submenu is open for "HOTELS", showing options: Home/Admin, Amenity Forms: New, HotelConnection Bookings (highlighted with a red box), Ignacio's Travel Scoop, Quick Reference, and Search for a Signature Hotel. A red arrow points from the "HotelConnection Bookings" submenu item to a red-bordered box on the right. This box contains the "HotelConnection" search interface, which has a header "Search Hotel Connection Bookings" and a search form with fields for "Search By: Guest Last Name" and "Search For:", and a "Confirm" button.

1. You can look up a booking by Guest Last Name, Guest first name, Agent Name, Property Name, Hotel Confirmation Number or GDS record Locator.

Once the list of bookings has displayed, you can click on either the Hotel Confirmation number or the GDS Record Locator number to access the booking.

The status of the booking will either be Active, Cancelled or Traveled/Unknown. This last option means the booking has either already passed or the booking was modified outside of the booking GDS and the current status cannot be obtained.

HotelConnection

Search Hotel Connection Bookings

Search By: Guest Last Name Search For:
 Retrieve past booking information by Client's Name, Confirmation Number or GDS Record Locator.

Search Hotel Connection Bookings

Search By: Guest Last Name Search For:
 Retrieve past booking information by Client's Name, Confirmation Number or GDS Record Locator.

Hotel Booking Search Results:

<< Search for another booking

Guest(s)	Agent	Hotel Name	Segments	Booking Date	Check-In Date	Hotel Conf Num	GDS Record Locator	Status
Vivian Llamas, William Agüero	Sally Jones	InterContinental New York Times Square	1	06/20/2011	10/23/2011	62835026	874320	ACTIVE *

* ACTIVE is the last status retrieved by HotelConnection. To get current status in the GDS, click the confirmation number of the booking to view details.

Click on any hotel to view the property details.

2. Once you have accessed the booking you have just looked up, from here you can cancel or modify the booking (modifications are subject to availability and based on what is allowable by the property). You can also access the links to View/Print a detailed booking receipt, send a customized receipt to your client via email and/or send a customized hotel property profile to your client via email.

Review or Cancel Existing Booking

< Previous Page | << Search for another booking

Guest Details:

Any guest details (name, phone number, air city) that you have modified since the last update to this booking will be reflected on the booking, as passed to the hotel, when you click "Confirm" below.

	Guest Name	Guest Phone	Room #
1	Vivian Llamas	310-555-5555	✓
2	William Agüero		✓

Booking Status:

This booking is **ACTIVE**.

- Segment 1: [1 nights INTERCONTINENTAL, TT; Arrive 20111023] **Cancel** | **Modify**

You may also:

- Click to View/Print Detailed Booking Receipt
- Click to Send a Customized Receipt to Your Client
- Click to Send a Customized Property Profile to Your Client

Additional Details:
 If the same line appears repeatedly, it indicates that modifications have been applied to this booking.
 -ICR33AMR23DOCT CHU/CHU AFTER 1800 23DOCT FORRETT ONE NITE STAY

Cancel Booking

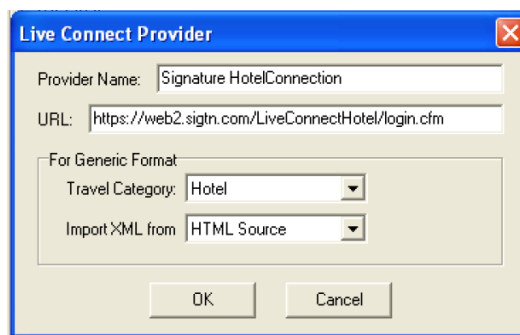
The segment has been successfully cancelled. The cancellation confirmation number is: **57101947**.

Guest(s)	Agent	Hotel Name	Segments	Booking Date	Check-In Date	Hotel Conf Num	GDS Record Locator	Status
Vivian Llamas, William Agüero	Sally Jones	InterContinental New York Times Square	1	06/20/2011	10/23/2011	62835026	874320	CANCELLED

CLIENTBASE LIVE CONNECT AND SIGNATURE HOTELCONNECTION

You can now enable total synergy through Live Connect and ClientBase Res Cards. ClientBase seamlessly passes client information to your HotelConnection reservation and upon completion imports the reservation details back into a Res Card for invoicing, printing trip itineraries and managing the administrative tasks involved in the trip planning process. You can also import existing hotel bookings made directly online via HotelConnection.

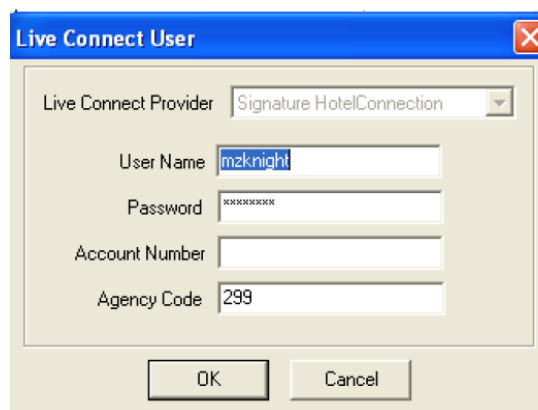
1. Add Signature HotelConnection to your list of Live Connect Providers.
 - a. To do this, go to your Utilities menu within ClientBase Plus and click on Live Connect Providers. Use the "Add" button to add Signature HotelConnection to your current listing.
 - b. Provider Name: Enter Signature HotelConnection
 - c. URL: Enter the following URL exactly: <https://web2.sigtn.com/LiveConnectHotel/login.cfm>
 - d. Travel Category: Select Hotel from the drop down list.



Press *OK* to save these settings.

2. Have each User set up their ClientBase Plus User Login so that it includes the Signature HotelConnection login information. Each User can do this by going to Utilities and clicking My Login. Select the Live Connect tab and click "Add" to add the Signature HotelConnection Login information.
 - a. **Live Connect Provider:** Select Signature HotelConnection from the drop down list.
 - b. **User Name and Password:** Enter your individual Signature Intranet login name and password .
 - c. **Agency Code:** Enter your agency's Signature Agency Key number here. You can find this number on the agency profile in the Signature Intranet. Click "**Agency Tools**" in the upper right, and find the "**Agency Key**" number listed on the right side of the profile.

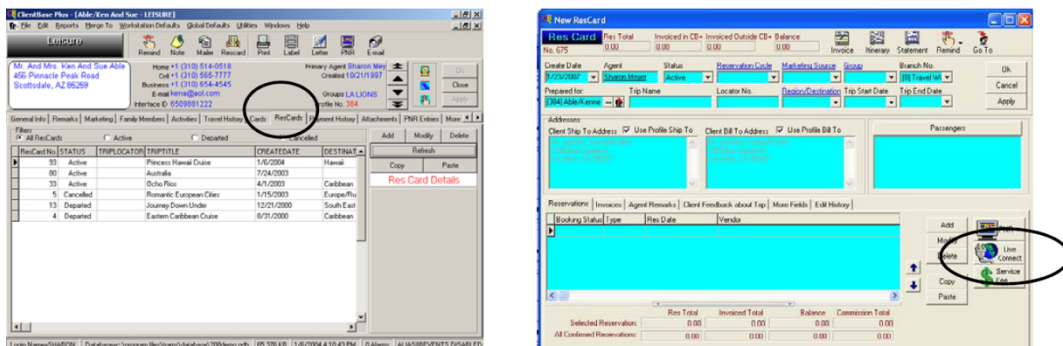
Agency Key:
272



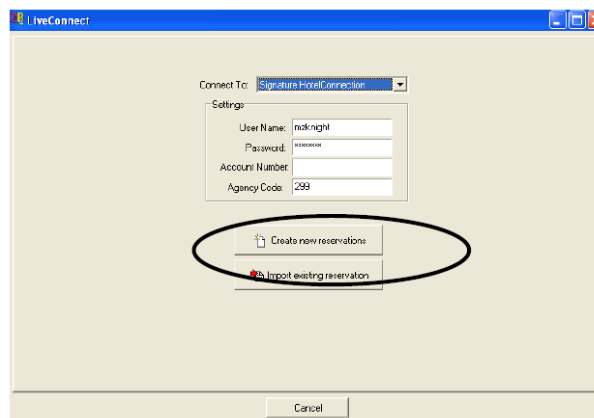
Press *OK* to save these settings.

USING LIVE CONNECT TO BOOK A NEW HOTEL BOOKING THROUGH SIGNATURE HOTELCONNECTION

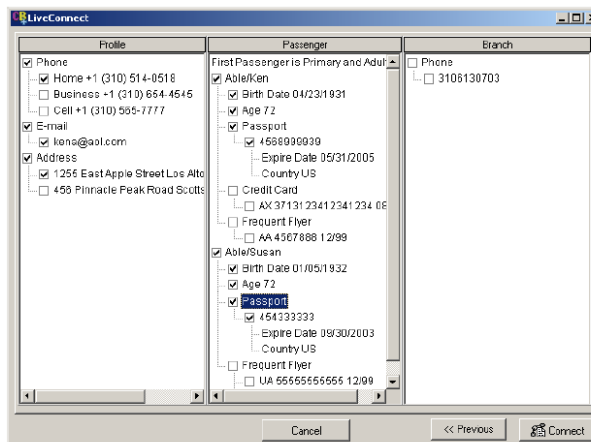
1. Use the ClientBase Plus Res Card to launch Signature HotelConnection. Once the setup steps have been completed, retrieve the desired client profile and start or retrieve a Res Card. Click the Live Connect button in the lower right hand corner of the main Res Card screen to launch Signature HotelConnection right from the Res Card level. From within the ClientBase Plus Reservation record, click the Live Connect button to launch Signature HotelConnection.



2. Verify the default Login information and select **"Create New Reservation"**. A window appears with your default HotelConnection login information. Click the drop down arrow and select it from the list. Any of the login information defaulting in this window can be changed if desired. Use the "Create New Reservations" button to book a new reservation.



3. Next, select the desired client information to pass to HotelConnection. Prior to connecting you to the Signature HotelConnection site, a client selection screen appears, allowing you to select the desired client data you would like to automatically pass to Signature HotelConnection. Passing this data helps you save time during the booking process, as fewer fields need to be completed by hand.



4. Use the Hotel Search to find the “perfect hotel”. At the top left of the hotel profile you will see the following link:

HotelConnection - Book Online Now

Click on the link, and follow the steps to select the dates and rate. When prompted for passenger information Select each passenger using the HotelConnection “**Search for a Client**” feature. Or, if the client is not in the Signature database, use “Click Here to Add New Client” for each passenger traveling.

HotelConnection

step 1

Signature Amenities are only combinable with Signature Rates. The Signature Rate and fluctuates based on availability. Signature Amenities are not combinab

Step 4: Hotel Guest Selection

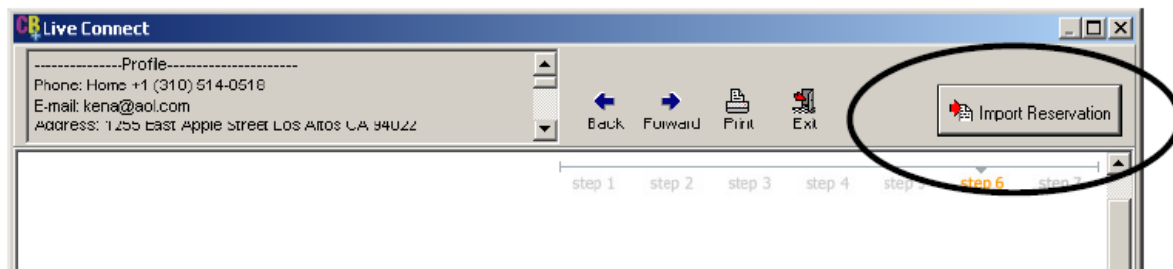
(Agency: Signature Travel Network)

Guest number 1

[Click here to add new client](#)

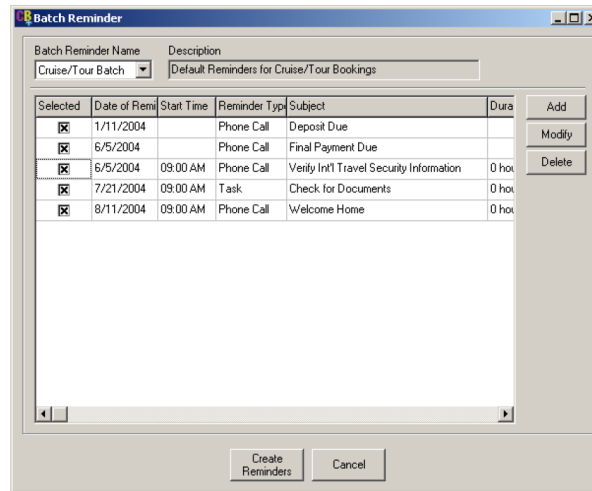
Search for a client: **Lookup**

5. Use HotelConnection to finish confirming your Reservation Upon completion of the reservation and upon receiving your confirmation number, use the **Import Reservation** button, located at the top right corner of the Window, and all reservation details are imported back to the ClientBase Plus Reservation record. This reservation information is now available for you to invoice, to create Reminders to track the administrative tasks involved in managing the trip and to report on for future marketing purposes.

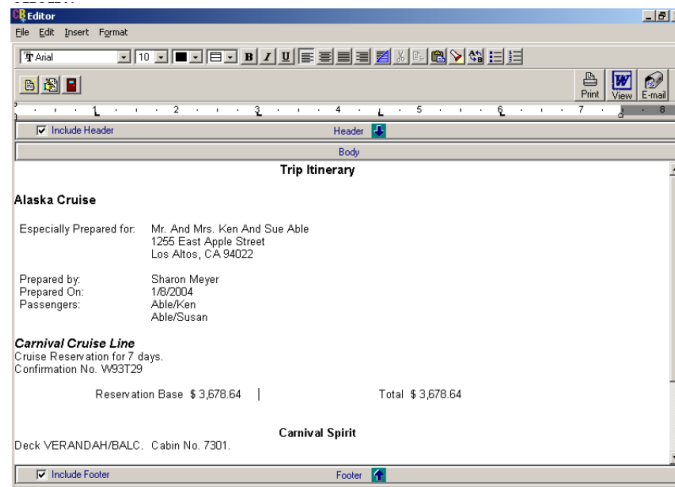


USING CLIENTBASE TO MANAGE THE RESERVATION AND TRIP PLANNING PROCESS

1. Use Batched Reminders to track administrative tasks you need to complete throughout the trip planning process.



2. Use Client Quotes to print or e-mail a Quote with reservation details to your client.



3. Use the Invoicing feature to generate an Invoice when a deposit or final payment is collected.

