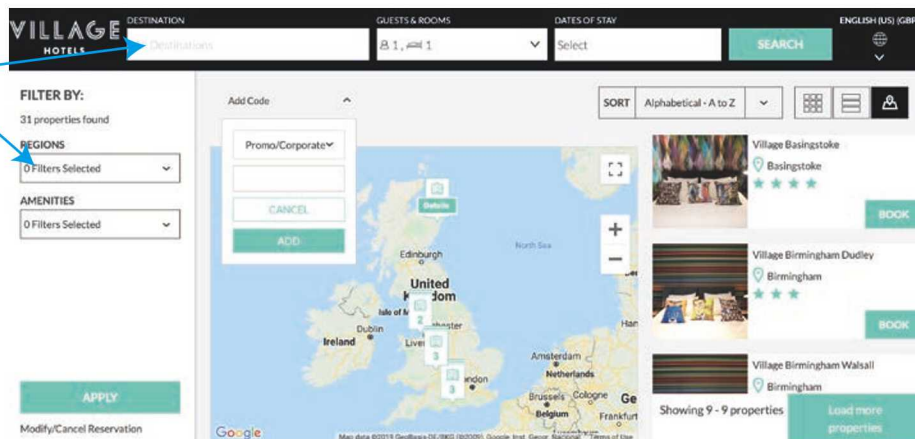


VILLAGE DIRECT - CORPORATE BOOKING TOOL USER GUIDE

1. Where do you want to stay?

Refine your search by region, or type postcode, city, or location in destination

Village Tip: the destination box is Google enabled - it will search for 'Your Location'



2. How many guests are staying in the room? We have defaulted Guest Rooms to 1 for your convenience.

3. Enter your unique 5 letter Rate Access Code here.

If you don't know your Rate Access Code, or you would like to register for one, please complete this form, and we will be in touch [insert web form]

Promo/Corporate

CANCEL

ADD

4. Select arrival date and check out date of the stay

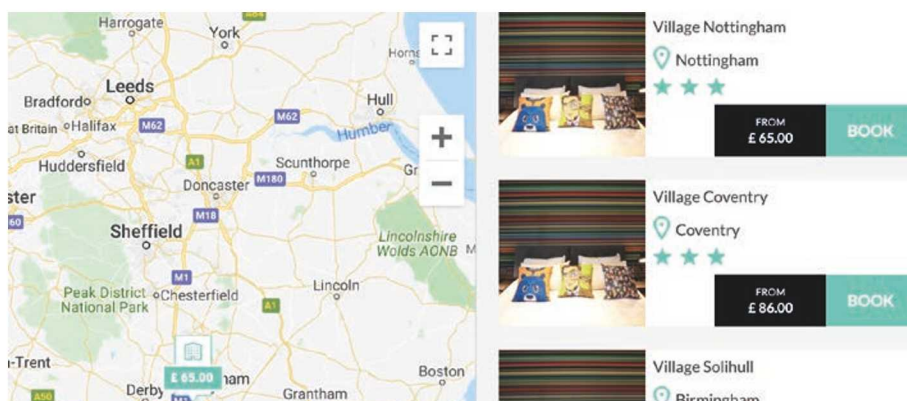
Dec 2019							Jan 2020						
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa
										1	2	3	4
1	2	3	4	5	6	7	5	6	7	8	9	10	11
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30	31	
29	30	31											

5. Click Search



6. Review the results.

Village Tip: Move the cursor over the map to view more details about the hotel



7. Select which hotel you wish to book by clicking on the hotel, or selecting BOOK to review the best available rates

Your agreed corporate rate plan will return first followed by the best available rates of the day

Village Tip: Please click on Details to review the rate plan details. Some of our Saver rates will require pre-payment at the time of booking

Upgrade to Club, or choose enhancements for your booking

8. Complete the Reservation details with Guest Information adding any special requests/comments in (ie. If you have a bill back account with Village – Please specify here before ending the authorisation email to the hotel directly to approve prior to check-in)

Village Tip: The email address entered with First Name and Last Name is where the confirmation will be sent - This can be different to the guest if you are booking on behalf of someone else.]

9. Confirm your reservation by entering the required guarantee/payment method and reviewing the Terms & Conditions before clicking BOOK NOW

AMENDMENTS

Need to amend your reservation?

Click on Modify/Cancel Reservation at the bottom of the search page.

Simply enter the reservation number at the top of your confirmation email and last name to modify or cancel your reservation.