

Creating Booking Link for LNR Rate – Site Specific

- Enter Rate Code in Chorum
- Duplicate Rate Code in Allora (formally Windsurfer)
- Map both Rate Codes in Chorum – Administration Module
- Sync Rates/Inventory/Restrictions
- Linking Multiple Length of Stay Rate Codes for One Booking Link

Sales Team - Enter Rate Code in Chorum

- Follow Instructions for Chorum Rate Code Loading ([Chorum LNR Rate Loading.pdf](#))
- Send email to Matthews Support Office to include
 - stayAPT Location
 - Rate Code Loaded in Chorum
 - Specify Flat Rate or Dynamic, if Dynamic add percentage off what Rate Code
 - Ex. – 10% off NBAR
 - Any length of stay restrictions
 - Any specific text to include in text box for booking link
 - Ex. – “Discounted Rate for 30+ night stays for BMW”
- If loading rates to GDS
 - Provide Rate Loading Instructions
 - Provide any different guarantee or cancellation policies from standard
 - Ex. – “Cancellation 4pm Day of Arrival”

Matthews Support Office - Duplicate Rate Code in Allora

- Log Into Allora ([Allora](#))
- Select “Rate Management” and “Rate Code” in left menu
- Use Drop Down (Red Circle) menu to select property
- Match Rate Code Information Identically from Chorum Rate Code
 - Rate Code (Rate Code in Chorum)
 - Rate Code Name (Descriptions in Chorum)
 - Description (any information you want to be seen by the user)
 - Instructions
 - Sales contact for larger needs
 - Length of Stay information
 - Etc
 - Restricted Rate Box **MUST** be Checked
 - Enter LOS Restrictions, if none, leave blank
 - Use Drop Down to select if “Strike Through” or not, mostly used when giving dynamic discount.

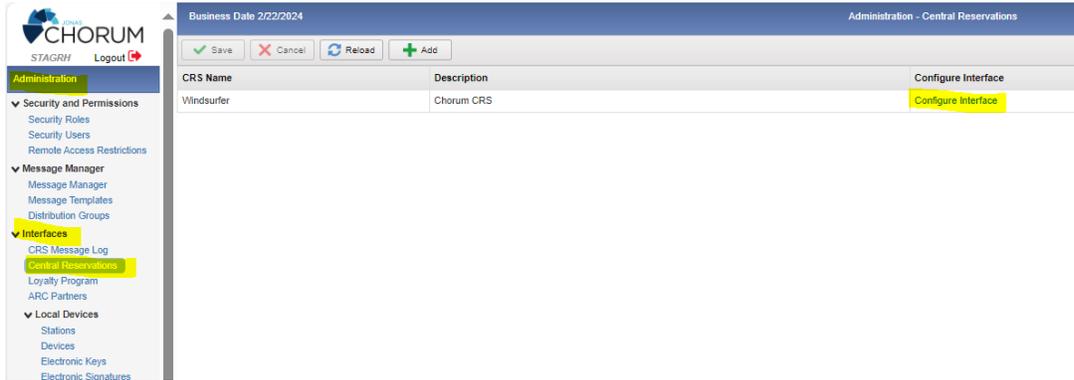
- Extra Step when linking Dynamic Rates
 - Rate Linkage
 - Click Rate Linkage and Add New Rate Linkage

- Select Rate Code being derived from "Nightly"
- Enter percentage discount "-10"

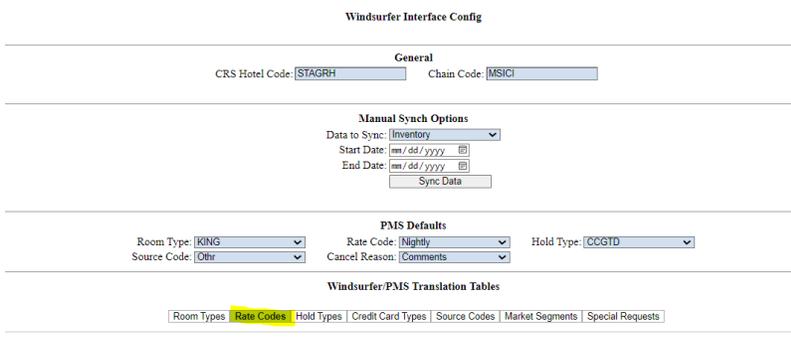
Rate Code	Single	Double	Triple	Quad	Begin Date	End Date	Derived From
ALE	- 10%	- 10%	- 10%	- 10%	5/30/2024		Nightly

Map Both Rate Codes in Chorom

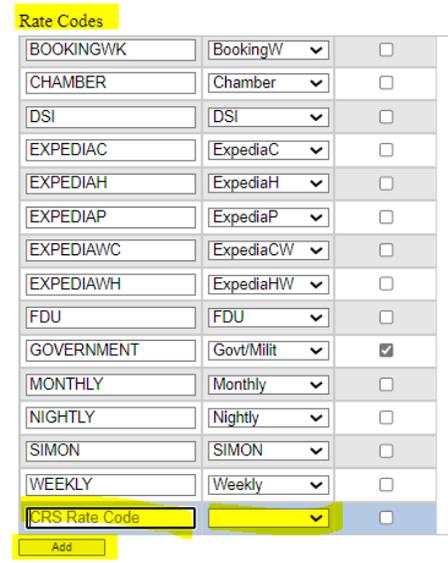
- Go to Administration Module
- Under Interfaces select “Central Reservations”
- Click “Configure Interface” link for Windsurfer



- Then Select “Rate Codes” from Menu in Middle and Rate Codes will appear at bottom left



- Scroll to bottom and click “add”
- New Row will appear enter Rate Code from Windsurfer in 1st Column
- Use Drop Down Menu to select same Rate Code from Chorom list
- Click Save



- On Same Screen scroll up and Manual Sync
 - First Select “Inventory”
 - Select Dates (typically start date is today’s date and End Date is end of rate season)
 - Click Sync
 - Repeat by Selecting “Rates” from drop down and click Sync
 - Repeat by Selecting “Restrictions” from drop down and click Sync

Manual Synch Options

Data to Sync:

Start Date:

End Date:

Manual Synch Options

Data to Sync:

Start Date:

End Date:

Get Link and Test

- Go back to Allora
- Link is located in same place you create rate code
- Click Link to go to direct booking link
 - It may take several minutes for sync to occur keep refreshing until working

Rate Code: Negotiated - SIMON

Rate Code List | Create New | Copy Rate Code | Modify | Rate Linkage | Discount | Rate Blending | Access Control | Multi-Language | Multimedia | Channel Control

Rate Code: Direct Link To IBE

Rate Code Name:

Category:

Description: Rates for Simon Mall / Haywood Mall Tenants and Prospects
For Longer Stays or multiple rooms contact the hotel direct or email abinder@stayapt.com to discuss rates.

Send Link to Sales Team

- Right Click “Direct Link TO IBE”
- Click “Copy Link”
- Paste in Email:
 - <https://res.windsurfercrs.com/ibe/details.aspx?propertyid=16872&rate=SIMON&lang=en-us&nights=1>

Example: stayAPT Greenville – Simon Mall Tenant Rate

Chorum Rate Code:

Rate Plan Type: Daily Rate

Rate Code	Description	Market Segment	Currency	Post To
SIMON	Simon Tenant Rate	Corporate	USD	Room

Rate Code Options

Rate Plan is: Commissionable Not Commissionable

Tax Exemptions: []

Keep the same rate on room type change

Yielding Controls

Rate Eligible for Stays

Min LOS: 1

Max LOS: 999

Fees and Charges

Allora Rate Code:

Rate Code: Negotiated - SIMON

Rate Code List | Create New | Copy Rate Code | Modify | Rate Linkage | Discount | Rate Blending | Access Control | Multi-Language | Multimedia | Channel Control

Rate Code: SIMON

Rate Code Name: Simon Tenant Rate

Category: Negotiated

Description: Rates for Simon Mall / Haywood Mall Tenants and Prospects
For Longer Stays or multiple rooms contact the hotel direct or email abinder@stayapt.com to discuss rates.

GDS Description (For Default):

Short Description (Mobile):

Default Corp Account: []

Meal Plan: []

Restricted Rate Hide Rate Qualified Rate Prevent Direct Sale Derivation Strike-Through

TA Commissionable Disable Guest Email Enable LOS Upset on IBE

Min Length Of Stay: [] Max Length Of Stay: []

Advanced Booking: [] Book Within: []

Begin Sell Date: [] End Sell Date: []

Begin Date: [] End Date: []

Strike-Through Rate: []

Nightly: []

Save Delete Cancel

Rate Link on www.stayapt.com

Check in: 02/22/2024 | Check out: 02/23/2024 | Occupancy: 1 Room, 1 Adult | Update

Continue Shopping

Simon Tenant Rate

Description Policies

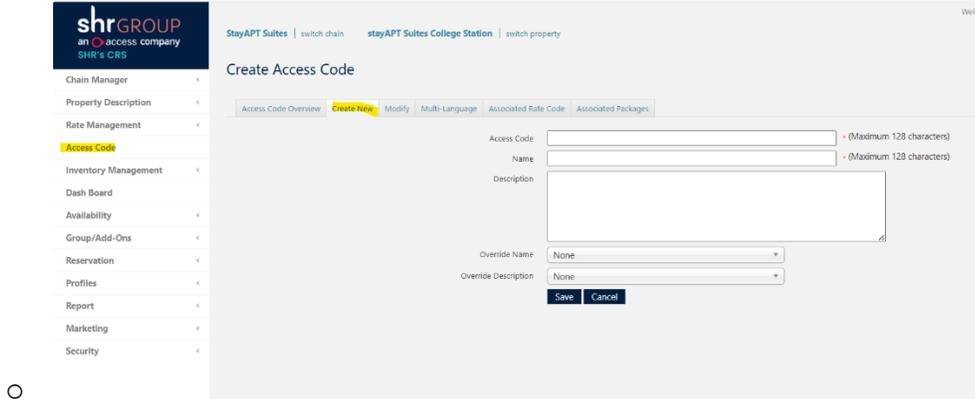
Rates for Simon Mall / Haywood Mall Tenants and Prospects For Longer Stays or multiple rooms contact the hotel direct or email abinder@stayapt.com to discuss rates.

SELECT AN AVAILABLE ROOM TYPE

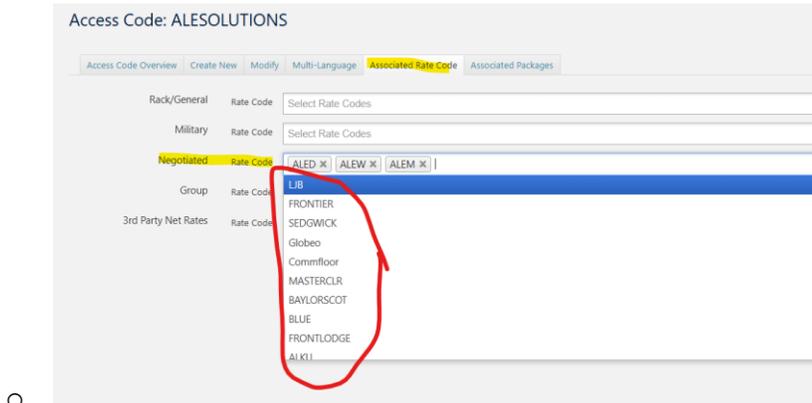
<p>King Suite Non-Smoking</p> <p>\$104.00 \$120.60</p> <p>Avg Per Night Per Room</p> <p>BOOK NOW</p>	<p>Double Queen Suite Non-Smoking</p> <p>\$104.00 \$111.60</p> <p>Avg Per Night Per Room</p> <p>BOOK NOW</p>
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Linking Multiple Rate Codes – Access Code

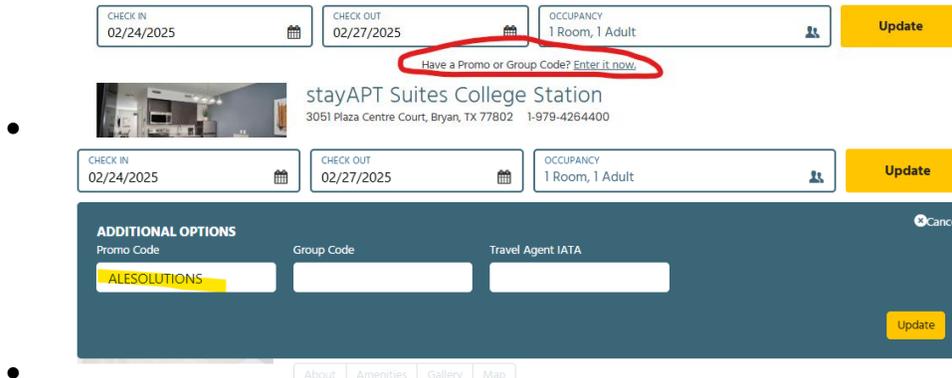
- In Windsurfer Go to Property and on Left Menu Select
- Select “Create New” and Create an Access Code Name
- Click Save



- Click Associated Rate Code
- Click in Box next to “Negotiated Rate Code” and Select Rate Codes to be included from drop down list



- There will not be a “booking link” that covers all rate codes, those are rate code specific, a client will use the Access Code Name when booking on website, in the “Promo Code” box and the appropriate length of stay rate will apply when making a booking



- Example Daily

CHECK IN
02/24/2025

CHECK OUT
02/27/2025

OCCUPANCY
1 Room, 1 Adult

Update

You have entered the code: **ALESOLUTIONS** [Edit](#) | [Remove](#)

stayAPT Suites College Station

3051 Plaza Centre Court, Bryan, TX 77802 1-979-4264400

Purposefully designed with attention to the details of everyday living, stayAPT Suites makes home feel a little less far away. Savor a meal that doesn't come in a to-go bag, get in a good workout, relax in front of a favorite movie, and enjoy peaceful, uninterrupted sleep.

[About](#)
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Filter **ALL** ROOMS
View by **GRID** LIST PRICE

AVAILABLE ROOMS

King Suite

Sort by Price: Low to High

ALE Solutions Daily

ALE Solutions Dynamic Rate pro... more

\$84.59

per night

Book Now

○

- Example Weekly

CHECK IN
02/24/2025

CHECK OUT
03/03/2025

OCCUPANCY
1 Room, 1 Adult

Update

You have entered the code: **ALESOLUTIONS** [Edit](#) | [Remove](#)

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Filter **ALL** ROOMS
View by **GRID** LIST PRICE

AVAILABLE ROOMS

King Suite

Sort by Price: Low to High

ALE Solutions Weekly

ALE Solutions Dynamic Rate pro... more

\$74.56

per night

Book Now

○

Creating Booking Link for Chainwide Discounts

- Discuss all Chainwide Agreements with COO/CFO
 - Provide Details on the following
 - Discount being offered: Dynamic vs Flat Rate
 - If dynamic, what LOS (NBAR,WBAR,MBAR)
 - Is agreement commissionable, if yes what percentage
 - What is billing? Client Pay, Virtual Card, Invoicing
 - If invoicing Direct Bill Application must be provided
 - Any differences with cancellation or guarantee policies
- Provide details to VP, Franchise Operations to offer all Franchise Non Managed properties
- CFO to sign all agreements

Sales Team - Enter Rate Codes in Chorum

- Create Rate Code Instructions so entered uniformly for all sites
- Rate Codes must be entered at all applicable sites by RDOS team
- Once completed send rate linkage request to Matthews Support Office to include:
 - stayAPT Locations included in agreement
 - Rate Code Loaded in Chorum
 - Specify Flat Rate or Dynamic, if Dynamic add percentage off what Rate Code
 - Any length of stay restrictions
 - Any specific text to include in text box for booking link
- Provide contract or link to contract in Sharepoint
- Provide GDS rate loading instructions where applicable

Matthews Support Office - Duplicate Rate Code in Allora

- Create Chainwide Rate Code in Chain Manager section of Allora
- Assign to all stayAPT locations included in agreement
- Create and Assign any policies different from standard stayAPT