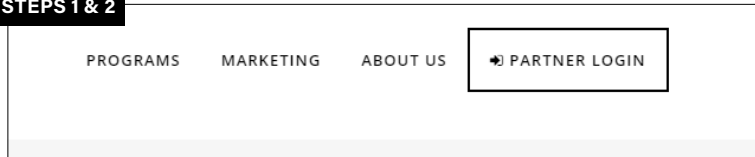


SELECT

HOW TO UPLOAD A PROMOTION TO THE SELECT WEBSITE

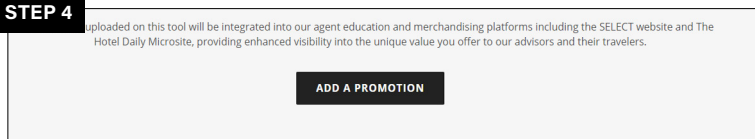
[Click here](#) to watch a step-by-step video on loading promotions.

STEPS 1 & 2



Promotions must be combinable with SELECT amenities and bookable via the SELECT program, loaded to the SELECT rate codes in the GDS.

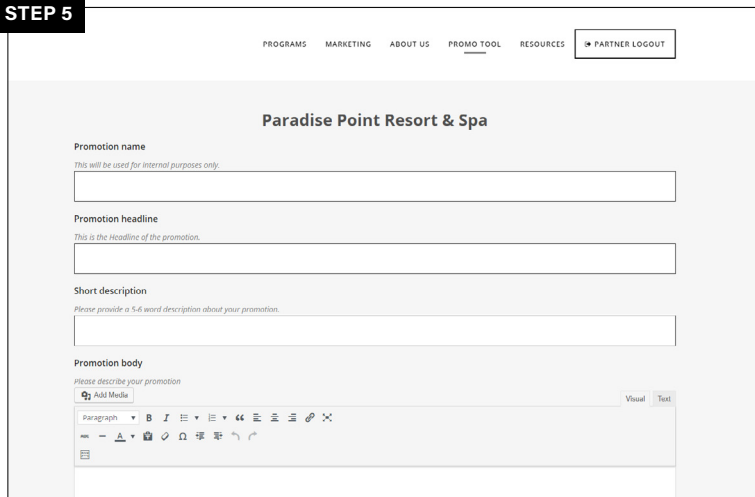
STEP 4



STEP 1: Visit tlgpartnerportal.com.

STEP 2: Click on "Partner Login".

STEP 5



STEP 3: Enter your username or your email address and password provided by the SELECT team.

STEP 4: Once logged in, click "Add a Promotion".

A new tab will pop-up and you should see your property name.

STEP 5: Fill out ALL fields, including images.

Please note that images must be the EXACT dimensions specified.

Large header: 1200x450 px JPG under 500KB

Small header: 440x260 px JPG under 350KB

WE'RE HERE TO HELP

For help with the Promotion Management Tool or questions about the Supplier Portal, email hotelmarketing@internova.com

STEP 6: To save and upload your promotion, click "Submit Promotion".

Once you submit the promotion, a marketing account manager will review the details of the promotion and publish it to the SELECT website and its branded versions as well as The Hotel Daily microsite.

SELECT

HOW TO LOAD A PROMOTION TO THE SELECT RATE CODES

STEP 1

RATE NAME	CANCELLATION	PER NIGHT	APPROX. TOT.
INTERNOVA SELECT HOTEL PROMO (C12TZE) CLUB ROOM 34 SQM SEA VIEW BALCONY BREAKFAST FREE WIFI CLUB AMENITIES CLUB ROOM 34 SQM SEA VIEW BALCONY BREAKFAST	TZE-TZE-N GUARANTEE REQUIRED CANCEL 1 DAY(S) PRIOR TO ARRIVAL	EUR 177.48	EUR 179.

STEP 2

TOTAL RATE: 179.88 EUR INCLUDES TAXES AND SURCHARGES TOTAL TAXES: 1.48 EUR CITY TAX: 1.48 EUR TOTAL FEES: 0.00 EUR RATE BREAKDOWN THERE IS NO RATE CHANGE FOR THIS PRODUCT	
CLUB ROOM 34 SQM SEA VIEW BALCONY BREAKFAST FREE WIFI CLUB AMENITIES CLUB ROOM 34 SQM SEA VIEW BALCONY BREAKFAST FREE WI-FI CLUB AMENITIES TOP 2 FLOORS CLUB LOUNGE ACCESS RATE INCLUDES BREAKFAST FOR 2 DAILY, EARLY CHECK IN AND LATE CHECK OUT, UPGRADE UPON AVAILABILITY, 2 DAY ACCESS TO CLUB LOUNGE, WELCOME AMENITY IN ROOM UPON ARRIVAL -FRUIT OR SWEET TRAY OR LOCAL SWEETS.CITY TAX OF APPROX. 1.4 EUR PPPD NOT INCLUDED.	
GUARANTEE - QUAR TYPES -MA VI MC JD DC AX CANCELLATION - CXL 1200 HTL TIME ON 110CT20-CXL FEE FULL STAY-EXCL TAX-FEES, 24HRS PRIOR TO ARR -100 PCT 5 COMMISSION - COMMISSIONABLE - 12.00 PERCENT CHECK IN AND CHECK OUT - CHECK IN: 15:00, CHECK OUT: 12:00 EXTRA PERSON - 70.00 EUR, 0 AVAILABLE ROLLAWAY - 70.00 EUR, 0 AVAILABLE	

PLEASE NOTE: Before loading your offer in the Promotion Management Tool, please ensure that the offer is loaded to the SELECT rate codes in the GDS. Follow these steps to ensure your promotion is loaded in the GDS correctly.

STEP 1: Change the naming convention in the GDS for the SELECT rate codes to show the special offer. The SELECT team recommends the following:

Rate Codes: TZE/TZEL

- Current name: Internova SELECT
- Recommended name change: Internova SELECT Promo

Rate Codes: AHC/YHC

- Current name: ALTOUR SELECT
- Recommended name change: ALTOUR SELECT Promo

STEP 2: Update pricing, amenities, commission, etc. to reflect your promotional offer. For example, if you are offering a "third night free" promotion, update the GDS to show \$0.00 for the third night. If you are offering additional amenities, such as an extra 100 USD hotel credit, add this to the list of amenities in the GDS*.

**Please note:* Your property's standard SELECT amenities must remain listed in the GDS. Do NOT replace the standard SELECT amenities with additional amenities.

WE'RE HERE TO HELP

If you have questions or issues with rate loading, please contact hotels@internova.com