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In this document you will see the different types of content that you will have access to modify on your hotel microsite.

All content is separated by the type of content. The list view will display the content of the specific type you are currently viewing. The list view is the page that will give you access in viewing and editing a specific piece of content.

You can refer to the “Training Manual Basics” document to understand how to navigate through a list view pages and single view pages.

**Types of Content**

Below is a list of content types that you will have the ability to control in your CMS:

- Pages
- Media
- Deals
- Rooms
- Hotel Alerts
- Awards
- Locations
- Gallery Photos & Galleries

**Quick Tip**

Each piece of content will have a link in the left navigation in the CMS portion of your website that will take you to the list view of that content type.
Pages

A page relates directly to a front facing URL that a guest visitor will visit. Pages control basic textual and image information for the layout of a specific section on your site.

The key areas that you will need to be aware of when modifying a page will be the following:

Page Info
The page info is the area where you control a page's text content using the content editor.

Extra Info
The extra info area is to control the titles and sub titles that will be displayed above the main content area on the public facing side of your site.
Pages (cont)

Photos
The photo area allows you to upload 5 header photos for the page. Each photo can be accompanied by a short tagline of text that will overlay each photo. The photos are used above the content area on the front facing side of the website.

![Hotel Page Header Photos](image)

Page Merchandising
The merchandising area allows the user to define certain “Deals” to be displayed on the page. This control allows the user to define different deals in priority of top, middle and bottom. The deals are displayed in the right sidebar on the front facing website. You have the option to display no deals by selecting the “None” option in the drop down.

![Page Merchandising Info](image)
Deals

The deals content type has content that is specific to getting a deal approved and loaded into the appropriate system(s) by the Coast EDS team.

The key areas that you will need to be aware of when modifying a deal will be the following:

**Basic Info**
The basic info is the area where you control the main description of your deal.

**Package Info**
The package info section has all the specific information that relates to the deal. In this area you will define the following:
- Package Title
- Restrictions & Fences
- Cancellation Policy
- Includes Tax
- Commissionable
- Booking Link Requested
- Systems to be loaded in
- Loyalty Programs
- Loyalty Points
- Package Includes
- Rate Schedules
- Derived from Rate Info
Deals (cont)

Package Info (cont)
Adding and modifying rate schedules require a few interactions with the packages info section. To start adding schedules you first need to hit the “Add New Rate Schedule” button. Once you have hit that, you will want to hit the “Add Rate” button. The screenshot below shows what the rate schedule box looks like once you have hit both of these buttons.

You can add up to 5 different rate schedules and can also add 5 different rates per rate schedule.

Each rate schedule has a start date and end date and each rate will have a room type dropdown and additional fields for costs associated with the room type.

Package Photos
Each deal has one main photo thumbnail associated with it. It also has the ability to attach up to 5 supporting images for the deal.
Rooms
The key areas that you will need to be aware of when modifying a room will be the following:

Basic Info
The basic info is the area where you control the main description of your room.

Room Info
The room info area is where you will input the following information about the room.
- Square Footage of Room
- Maximum Guests
- Room Code
Rooms (cont)

Room Photos
Each room has one main photo thumbnail associated with it. It also has the ability to attach up to 5 supporting images for the room.

![Room Photos]

Room Amenities
Each room can have different amenities attached to it. This list is regulated by checking which amenities should be attached to the room in the Amenities box. You can sort the list by “All Amenities” or “Most Used”.

![Amenities]

Room Types
Each room can be assigned a type of room. The list is regulated by checking which room type should be attached to the room in the Room Types box. You can also sort by “Most Used” in this section.

![Room Types]
Hotel Alerts

Hotel alerts should be used when you want to notify the viewers of quick and/or time sensitive information. This information is displayed on the hotel’s front page.

The key area that you will need to be aware of when modifying a hotel alert will be the following:

**Basic Info**
The basic info is the area where you control the description of your alert.
Awards
You can load specific Awards that are relevant to your hotel. The awards are displayed by a logo or graphic that represents the award.

The key area that you will need to be aware of when modifying an award will be the following:

Basic Info
The basic info is the area where you control the description of your award.

Award Logo
The award logo area is where you can upload a specific graphic or logo that represents the award you are displaying.
Locations

The locations content type is used for displaying areas of interest that you would like to highlight for your user.

The key area that you will need to be aware of when modifying an award will be the following:

**Basic Info**
The basic info is the area where you control the description of the location.

**Location Info**
The location information is used to display more information about the location. The data that you can insert for a location is:
- Location Photo
- Address
- Phone Number
- GPS Latitude & Longitude
- Website Link

*It is important that you insert either an address or latitude and longitude information for the location to be present on the maps portion of your hotel site. Without this information the location will not be displayed on the map.*
Gallery Photos

The gallery photos content type is what feeds the photo gallery on your hotel site. You will need to load each photo in to this area and assign it to a gallery for it to be displayed on your hotel’s photo gallery.

The key area that you will need to be aware of when modifying an award will be the following:

Gallery Photo
The gallery photo is where you will select the photo that you want displayed.

Galleries
The galleries box is an area that allows you to attach a photo to a certain gallery. The galleries are how the photos are categorized and displayed on your hotel site. You can add a new gallery by clicking the “+ Add New Gallery” button below the list of galleries and it will look like the screenshot on the right. Once you have hit the button, type in the name of the gallery and hit the “Add New Gallery” button. Once you hit the button it will add it to the list and auto check the checkbox for you.