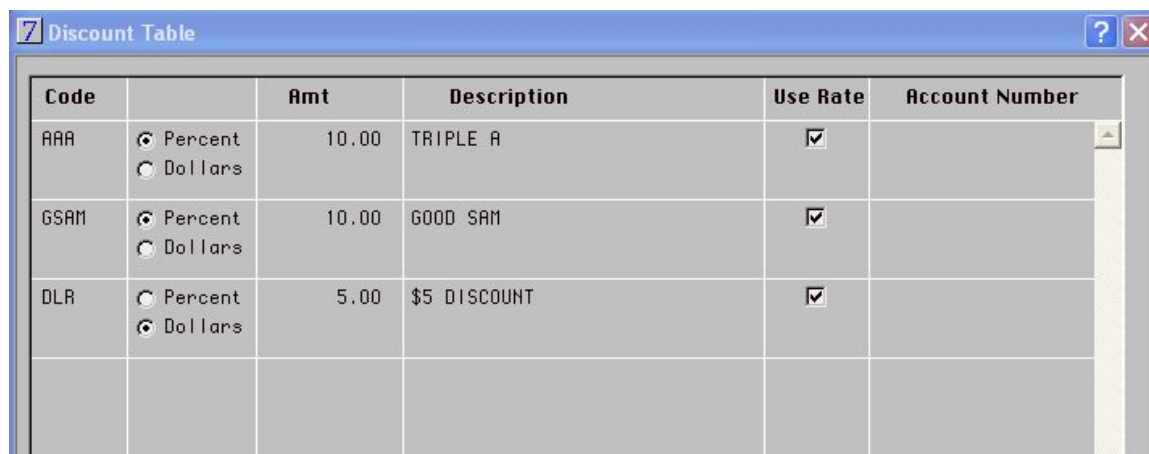


BookYourSite.com Discount Setup

Discounts that are defined in Campground Manager® can be used online with BookYourSite.com. In Campground Manager® the decision to apply a discount is left up to the registration clerk. The discount options are presented to the clerk and the appropriate selection can be chosen from a pop up list.



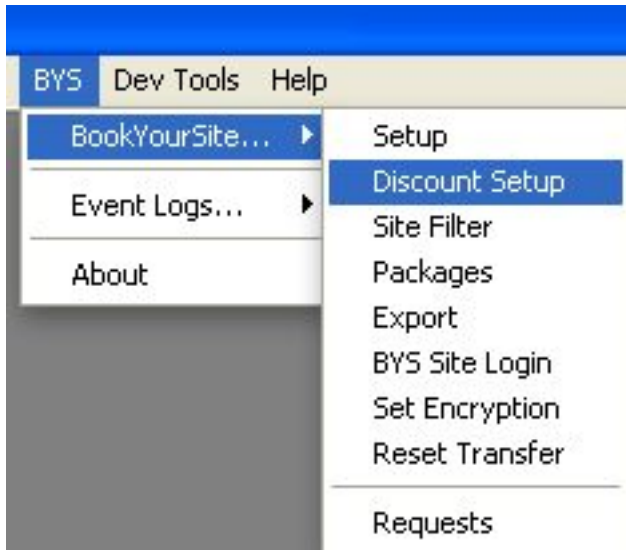
Code		Amt	Description	Use Rate	Account Number
AAA	<input checked="" type="radio"/> Percent <input type="radio"/> Dollars	10.00	TRIPLE A	<input checked="" type="checkbox"/>	
GSAM	<input checked="" type="radio"/> Percent <input type="radio"/> Dollars	10.00	GOOD SAM	<input checked="" type="checkbox"/>	
DLR	<input type="radio"/> Percent <input checked="" type="radio"/> Dollars	5.00	\$5 DISCOUNT	<input checked="" type="checkbox"/>	

Due to the nature of the online booking software the discount options cannot be left to the discretion of the customer. Rules must be put in place so that discount options are presented to selected customers at the appropriate time.

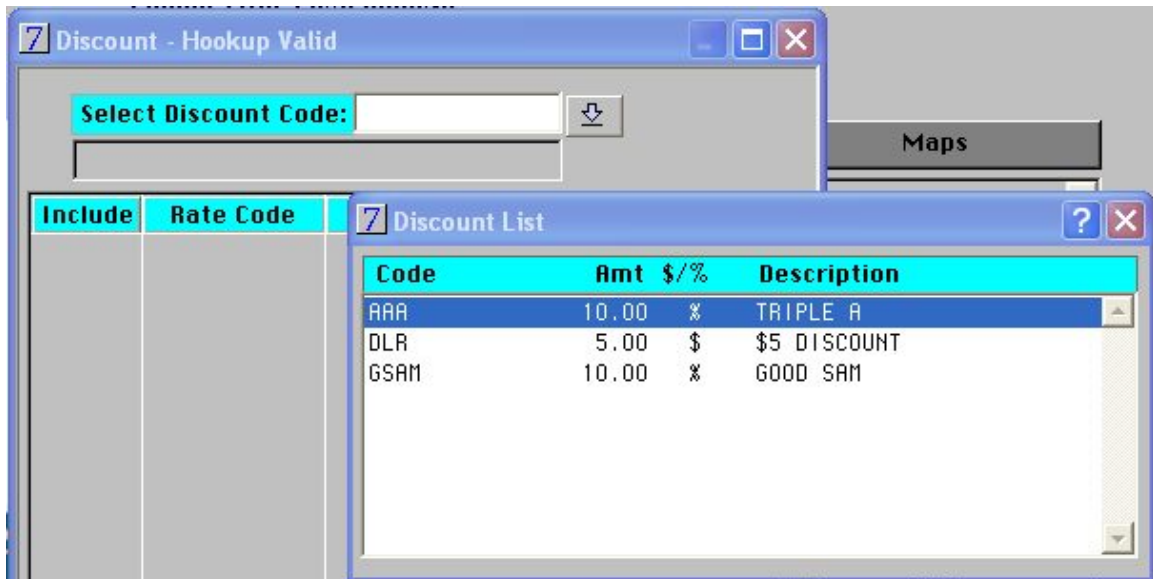
For this reason, online discount rules have been developed to work in conjunction with BookYourSite.com. Discounts that are defined in Campground Manager® for use by the registration clerks will have additional rules added for use online through BookYourSite.

Instructions for adding Discounts to Campground Manager® can be found in the CM manual. In brief go to the Campground Manager menu then select setup and choose "Discount Codes". Add your codes to the setup list as displayed above.

Once the discounts have been established, add online discount rules by going to the BYS menu at the top of the screen.



Select **BYS => BookYourSite=>** and **Discount Setup**. Begin entering the rules here. Select the discount code you previously created in **Campground Manager® Discount Code setup** screen.



By clicking the drop down list the available codes will appear in the list. Select one that you would like to use online.

Once selected a list of site/rate types that have been defined in your site/rate definition tables for your park will appear

Discount - Hookup Valid

Select Discount Code: AAA

TRIPLE A

Include	Rate Code	Description
<input type="checkbox"/>	CABIN	CABIN
<input type="checkbox"/>	LODGE	LODGE COTTAGES
<input checked="" type="checkbox"/>	N/H	NO HOOKUP
<input checked="" type="checkbox"/>	W/E	ELECTRIC & WATER
<input checked="" type="checkbox"/>	W/E/S	ELECTRIC, WATER, SEWER

Advanced Filter Save Changes

Check the appropriate rate/site type you want to allow the discount to be used with online. If you do not wish to use a discount online then do not select it or associate any rate/site types with it on the above screen.

Once complete, click the "Save Changes" button. This will allow the discount to be selected by the customer online. The site type the customer chooses will calculate the rate less the discount if it applies.

You may click the drop down list to add more discount codes to the online booking option. Repeat the process for each discount you wish to offer online.

In some cases a discount should not be allowed. To control this we have added an advanced filter to control the discount usage a bit more precisely

Advanced Discount Filter	
Discount Code	AAA
Description	TRIPLE A
Active?	
Must Stay Between	<input checked="" type="checkbox"/>
Must Be Booked Between	<input type="checkbox"/>
Valid if Nights Stayed is	<input checked="" type="checkbox"/>
Member ID Required?	<input type="checkbox"/>

Must Stay Between	
Start Date of Range	JUL 1 13
End Date of Range	SEP 2 13

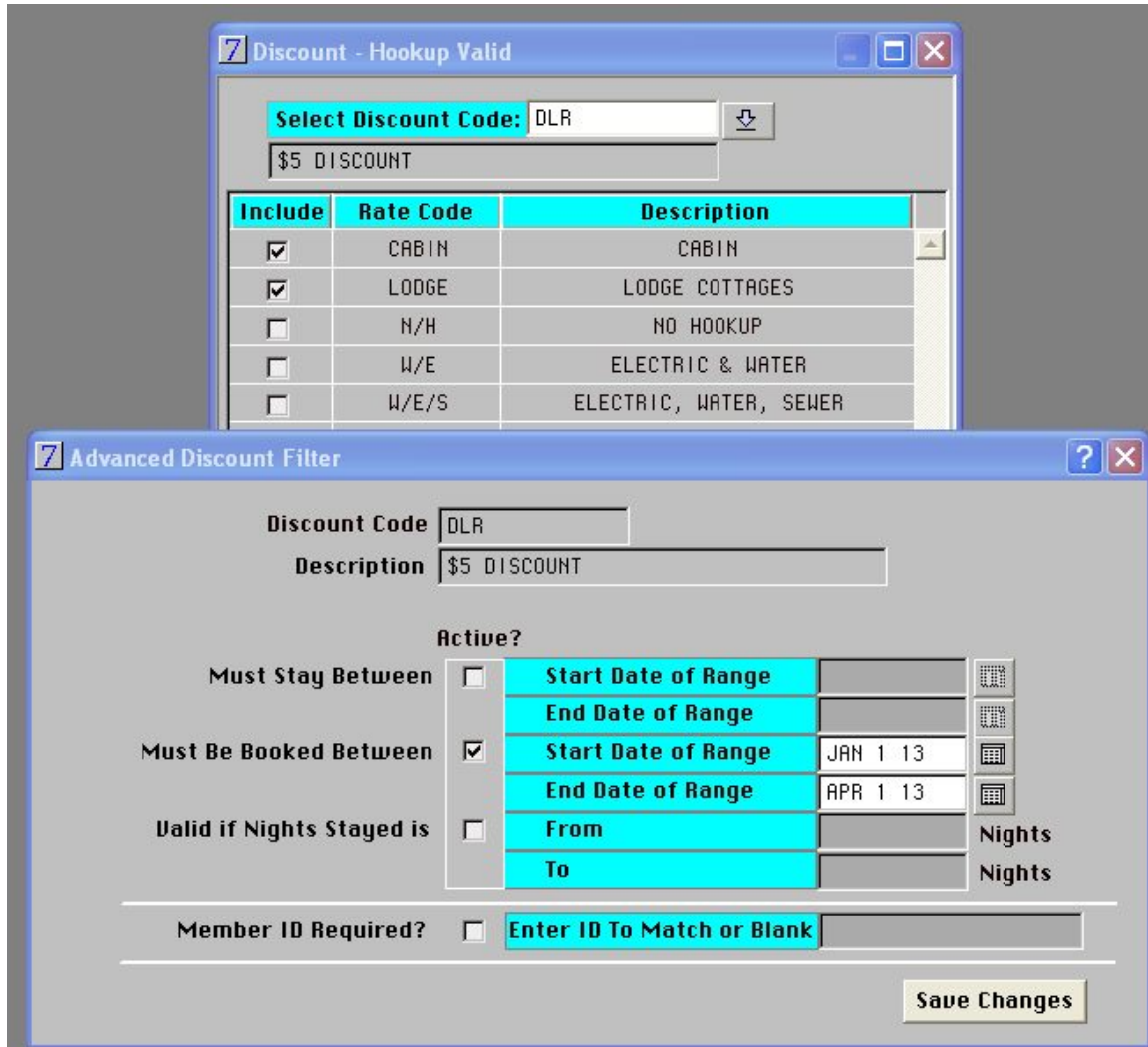
Valid if Nights Stayed is	
From	1
To	6

Enter ID To Match or Blank

Save Changes

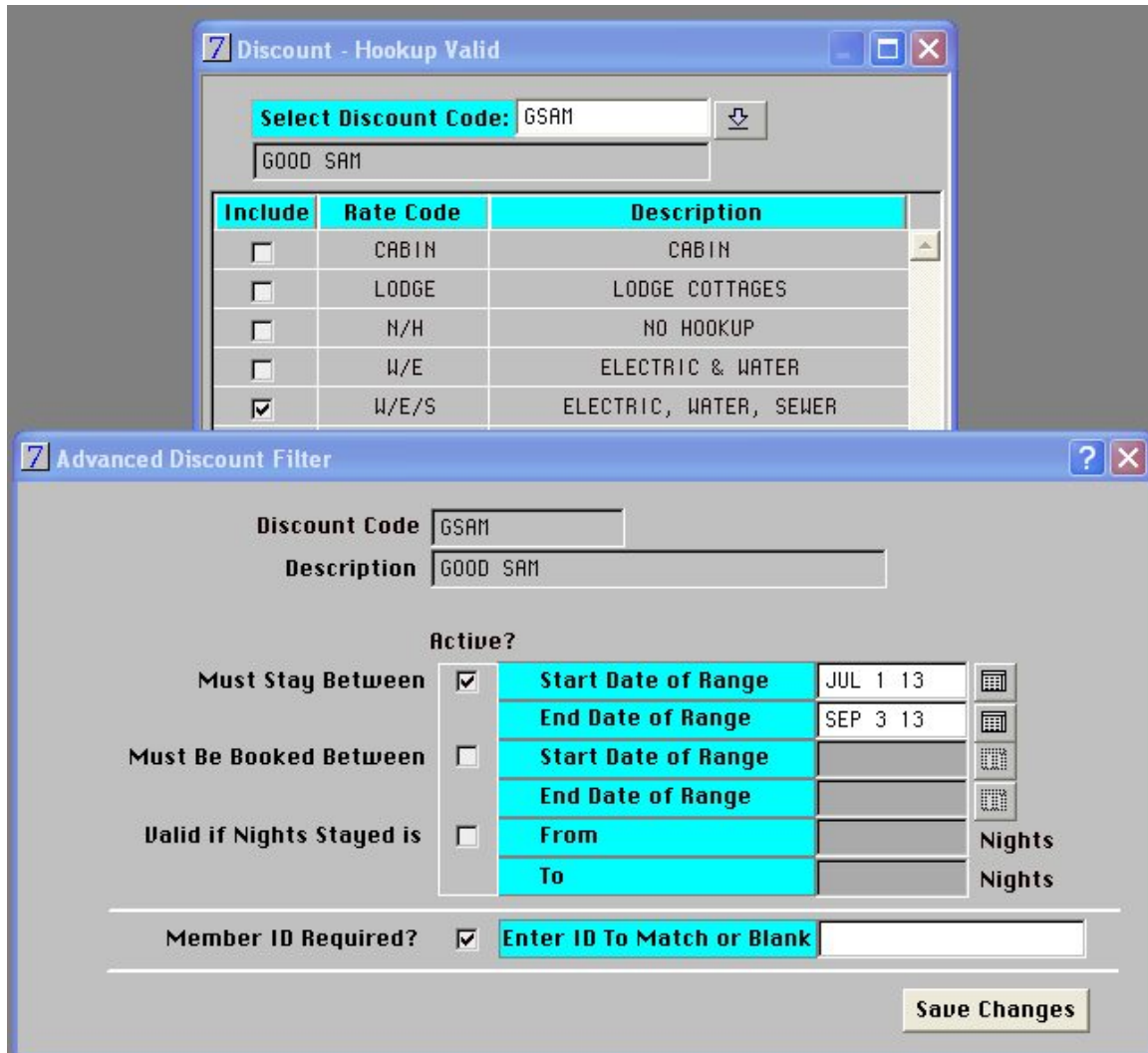
By clicking the “Advanced Filter” button additional restrictions can be defined for the each discount. In the example above the AAA rate is offered to online booking for Non Hookup, Electric & Water, and Electric Water and Sewer site types. By clicking the advanced button we can place a condition on the discount by only allowing the discount if, 1) the customer’s stay is in the summer months and 2) the stay is less than one week. This advanced restriction would stop the discount from being offered on Weekly or Monthly stay customers. In addition the discount would only be offered to Daily stays during July August and 2 days in September.

The discount offered on the \$5 Discount uses a different set of filters. The discount is only offered to rental units and also has an advanced filter.



The discount can only be offered to the online customer if the booking takes place between January 1st and April 1st. After that time period the discount would not be available.

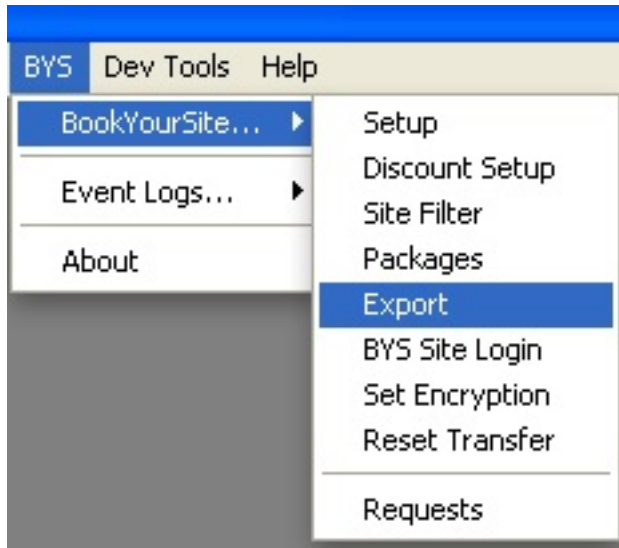
The Good Sam discount example below is only on full serviced sites and the customer's stay must be during the summer time period.



In order for a discount to be calculated the customer must include their Good Sam membership number. Currently there is no way of validating the membership number online but the number will be passed to the park with the BookYourSite transaction and stored in the customer's registration record for future verification.

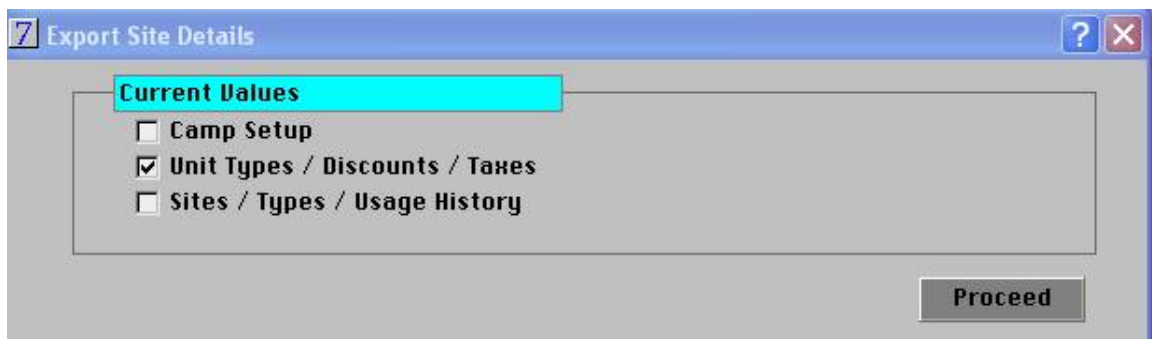
A message will appear online that explaining that the membership card must be presented at check in to verify membership and the discount calculated online will depend on verification of the member number. In this way the clerk can ensure the discount is legitimate at the time of check in.

Once all discounts have been set up and online restrictions defined, the data should be exported to BookYourSite.com to synchronize the data and put the new discount policy into effect.



Select BYS menu to BookYourSite and select "Export"

To upload the discount data you must select the Unit Types / Discounts / Taxes Option.



This completes the synchronization of the discount rules and the new discount policy will be available online. Repeat this if any future changes are made to your discounts offered online.