

## The Business Center Guide

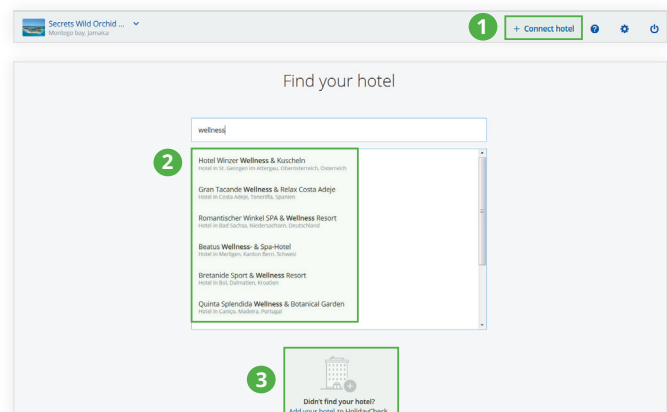
### Welcome to the Business Center

Log in at [business.holidaycheck.com/login](https://business.holidaycheck.com/login)

- ✔ Log in with your email and password for the Business Center. Make sure that you do not enter any unwanted empty spaces.
- ✔ You can change your password in the Settings (⚙️) later on.

### Get started – Connect a hotel

- 1 Connect a hotel(s) that you work for to your account.
- 2 Your hotel is quite likely already listed on HolidayCheck. Search it by its name (or its parts) displayed on HolidayCheck.  
If we have an old name, connect your hotel using this name and then change it in the 'Hotel' section afterwards.
- 3 If your hotel is not listed, add it to HolidayCheck.



We will notify you per email once we have connected your hotel to your account.

### Hotel Section

#### Display your address & contact details

- ✔ Check & complete your hotel's address & contact details. They will be visible on HolidayCheck.

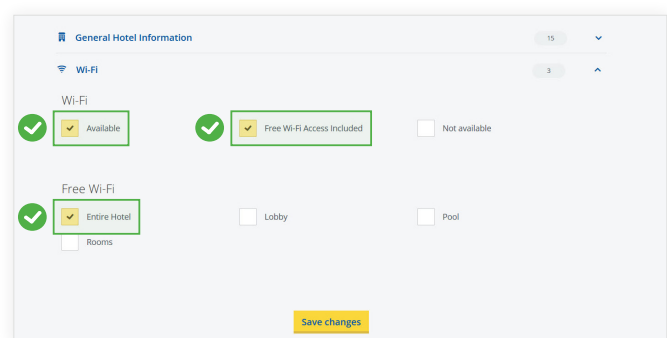
#### Present your hotel with a strong description

- ✔ Describe your hotel in your own words in all applicable categories.
- ✔ Make your texts personal and detailed. The more information you provide, the bigger chance you have of convincing HolidayCheck visitors.

### Facilities Section

#### Help your guests find you easily

- ✔ Mark all facilities and services available in your hotel. Our users like searching for hotels using filters. If some of your features are not marked, and the user searches hotels with a particular service, your hotel will not be among the results.



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### Reviews Section

#### Impress by commenting on reviews

- ✔ 68% of TrustYou users state that when choosing between two hotels, they are more likely to select the one that has responded to customer reviews.
- ✔ Therefore, comment on all reviews. Respond to every guest individually and let them feel that their feedback is appreciated – no matter whether positive or negative.
- ✔ Comment on reviews as soon as they are published.
- ✔ Subscribe to **free** email notification about new reviews (in settings).

**Respond to the review**

Dear Sylvia,

Thank you for your review and feedback to our services. Your review helps us improve and know how we can make our guests' stay into a perfect experience.

I hope we will welcome you in our hotel soon again.

Best regards  
Steven, Your host

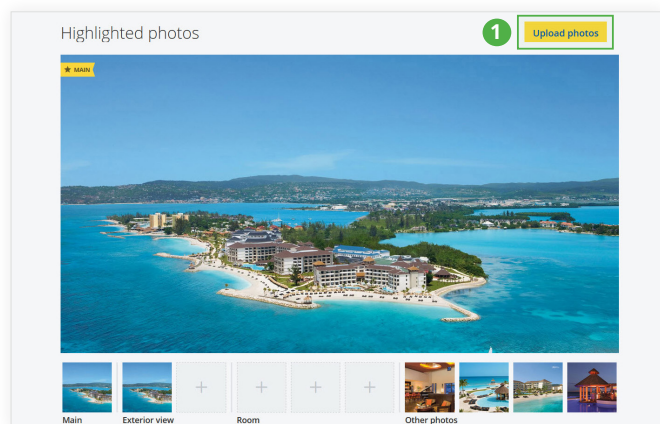
Please be aware that comments including insults or personal data (e.g. last name) of your guests will be deleted without prior consultation.

Publish

### Photos Section

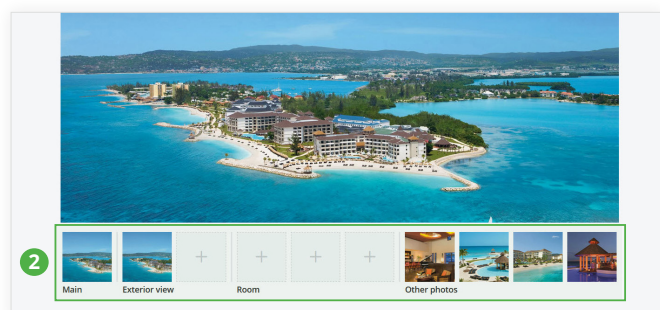
#### Amaze with professional photos

- 1 Upload up-to-date professional photos in high quality (minimum 1280 x 720 pixel) in at least 3 categories:
  - ✔ min. 2 photos of the hotel's exterior view
  - ✔ min. 3 photos of the room(s)
  - ✔ min. 4 photos in total from one or more of the other categories (lobby/ restaurant/ beach/ pool/ garden/ view / sports/ entertainment/ other motive)



The more varied the selection of photos, the better you can shape your presentation on HolidayCheck.

- 2 Set the main and 9 additional photos that visitors of your hotel profile on HolidayCheck will see first.
  - ✔ Simply click on the plus or an existing main/ highlighted photo.
  - ✔ If you don't highlight your professional photos, guest photos (with a potentially lower quality) will be displayed instead.



#### Questions about Business Center?

Contact us at [service@holidaycheck.com](mailto:service@holidaycheck.com)

#### Questions about marketing possibilities?

Contact us at [partner@holidaycheck.com](mailto:partner@holidaycheck.com)