

Package Setup Documentation

1. Add a new package in the Rate Management > Packages section of the intranet.
 - a. Here are links to a series of articles in the knowledge base that explain what each option of the Package Manager page controls. It is split into 5 parts.
 - [Package Manager Part 1](#)
 - [Package Manager Part 2](#)
 - [Package Manager Part 3](#)
 - [Package Manager Part 4](#)
 - [Package Manager Part 5](#)
 - b. If you are creating a Tee Time Only package (not selling rooms) you will only need to look at the Part 1, Part 3, and Part 5.
If you are creating a Room and Golf Package you will need to look at Part 1, Part 2, Part 3, and Part 5.
If you are creating a Room only package you will need to look at Part 1, Part 2, and Part 3.

THE FOLLOWING STEPS DEPEND ON THE TYPE OF PACKAGE BEING CREATED. IF THE PACKAGE BEING CREATED IS TEE TIME ONLY (GOLF ONLY) SKIP TO STEP 3.

2. After saving a Room Only or Golf Package (Room and Golf) continue over to the Rate Management > Package Rates section of the intranet. Here you will configure your Room Rates for the package created.
 - a. Select the Package Name from the drop down menu and click next.
 - b. From here enter your room rates. Below is a link to an article in the knowledge base that explains the Package Rates section of the intranet.
[Package Rates](#)
3. Now navigate to the Golf > Rate Sheet section of the intranet. The next step is to configure and attach your Golf Rate Sheet to the package. This rate sheet controls the pricing of golf rounds and the courses that are available to book on the package.
 - a. Click the "Add" button to create a new rate sheet.
 - b. Name the rate sheet and select the check box of the Package you want to attach the Rate Sheet to.
***NOTE: Rate Sheets Can be connected to more than one Package. However, a Package can only be linked to one rate Sheet.**
 - c. The next step is to add the rates. Below is the link to an article in the knowledge base that explains the Rate Sheet section of the intranet.
[Golf Rate Sheet](#)