

IHG Customized Web Site Tool

Customized Web Sites is a tool to help you easily manage your event. Through your site, you can send email invitations to your attendees and share event specific information. Attendees can also book their accommodations directly through the site into your reserved room block. This service is available at absolutely no charge to you or your event attendee. Please contact a hotel representative to have a site set-up – sites cannot be established independent of an IHG hotel.

Follow the simple steps below to create your Customized Web Site

STEP 1: Receiving a Site

As the event planner, you will receive an email from us. [Click on the first link in the email](#) to go to the Content Management System.

Dear Event Planner,

Thank you for selecting Staybridge Suites to host the overnight accommodations for your event scheduled from 18-Jun-2007 to 22-Jun-2007. Your group rates are valid for booking from 30-Apr-2007 through 08-Jun-2007.

As an added benefit for selecting our hotel, we are providing you the opportunity to create a personalized web site for your special event. Your personalized web site has many exciting features that will help you manage your meeting or event more easily. Use your web site to describe your event, create links to event-specific information and create messages for attendees. You may also allow attendees to easily make room reservations using your specific event rates for event.

To create your web site, [Click here](#). You will receive a follow-up email with further instructions on how to share this link with your event attendees and manage the information that will be shown on your web site.

Only need a direct link to our reservation web site? [Click here](#) to proceed directly to our reservation desk without creating a personalized web site for your event.

If you or your attendees wish to extend your stay outside of these dates, you will need to book a separate reservation on the Web site or contact us directly at (+1) (999) 9999999.

Please advise your guests to make reservations as soon as possible. The rate will be valid as long as we have rooms available, up to and including 08-Jun-2007.

If you have any questions or need assistance, please contact:

Angela Timmons

Staybridge Suites

(+1) (999) 9999999



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STEP 2: Getting Started

Log in using your Priority Club® Rewards Member number and PIN. If you are not a member yet, register for an account by clicking [Join Now!](#)

Entering your Priority Club Rewards number will register your site and provide password protection so only you can modify content. Your guests do not have to be Priority Club Rewards members to visit or reserve rooms through your site.

LOG IN

You must establish a Priority Club® account in order to create and secure your Event Web site. Creating a Priority Club® account is fast, easy and free and limits the ability to make updates or changes on the site to only you as the account holder. Priority Club® is the travel rewards club that makes it easier to earn and redeem points at over 3,700 locations. Select [Join Now](#) to get started and begin taking advantage of the following benefits and many more!

Email Address or Priority Club #:

PIN #: [Forgot your PIN?](#) [Need a PIN?](#)

Do not remember my account for future log in.
(Select this when using a public computer.)

STEP 3: Creating the Home Page

Click on the **Manage Site** tab to start creating your site home page, then click on the Site Information link to choose a site template and verify your event dates. If you add a logo image to your site, it will appear in the top right side of the page within the banner bar. Save your changes.

Event Information | Hotel Information | Send Invitations | **Manage Site**

Site Information | Event Information | Event Links | Event Messages

Edit Site Info

Make your Web site your own! You can personalize your event Web site by keeping the top banner design provided or you can modify it by choosing from an assortment of designs that represent the nature of your event. We've made special designs for a variety of events such as meetings, weddings, sporting events and reunions.

Enter an event title, select an event date and add a logo or photograph if you have one. To ensure that your image is displayed correctly, please do not exceed the size requirements specified below.

This information will appear in the top banner of your Web site once you save your changes. If you don't have all of this information, just fill in what you have and skip the rest. You can return later to add or change information.

Edit Event Template

Current Event Template:

Edit Event Information

Event Title:

Event Start Date:

Event End Date:

Edit Event Logo

Maximum Dimension: 200px by 75px
Maximum File Size: 200KB
File Types Accepted: gif, jpg, bmp.

STEP 4: Creating the Home Page

Click on the **Event Information** link to update the information on the homepage of your event Web site. Add a home page message and, if desired, a photo. You must click **Publish** at the end of this page for it to be viewable to attendees.

If you want to add more pages to your site, click **Edit**, and enter your info. When done, you must click in the publish box in order for the page to be viewable by your event attendees. You can modify and publish or un-publish a page at any time. You must modify the event home page and save your changes before you can create or publish any additional site pages.

Event Information | Hotel Information | Send Invitations | Manage Site

Site Information | **Event Information** | Event Links | Event Messages

Edit Event Information

Provide attendees with a descriptive paragraph highlighting your event details. This information, along with a photograph if added, will appear on the Event Information page. The Event Information page is the first page your attendees will see when viewing your Web site. You will also be able to create 3 custom event pages with information that pertains to your specific event. (Ex. Directions, About Us, etc.). To ensure that your image is displayed correctly, please do not exceed the size requirements specified below.

Preview your page by clicking on the "Preview" Button. If you do not wish to preview your page, select the "Save" Button and your page will be saved.

To make a page viewable on your Web site, click inside the box beside the word "Publish" and select the "Publish/Un-publish" link below. To remove a page from your Web site, remove the check mark beside the word "Publish" and select the "Publish/Un-publish" link. You can edit the Home page but you may not un-publish it.

*Link Title:

*Page Content

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Page Image
Maximum Dimension: 165px by 165px
Maximum File Size: 500KB
File Types Accepted: gif, jpg., bmp.
Note: To ensure that your image is displayed correctly, please do not exceed the size requirements specified above.

Preview Save

Page Name	Action
Home	Edit <input checked="" type="checkbox"/> Publish
Custom Page 1	Edit <input type="checkbox"/> Publish
Custom Page 2	Edit <input type="checkbox"/> Publish
Custom Page 3	Edit <input type="checkbox"/> Publish

[Publish/Unpublish](#)

STEP 5: Add Information Links

To add an event links page directing attendees to other Web sites (such as nearby entertainment options or travel hints), click on **Event Links**, fill out the information and then save.

Event Information | Hotel Information | Send Invitations | Manage Site

Site Information | Event Information | Event Links | Event Messages

Edit Event Links

Organize your event links here. Event links can include information related to entertainment, dining, area attractions or anything else pertinent to the event. Add a link title, Web site address (ex. www.site.com) and link description in the fields below. Choose from a variety of event categories using the dropdown menu and save your information to the Event Links page.

Example: **The Mall** – Check out the Perimeter Mall while you're in town. Mall is conveniently located to the hotel.

*Link Title:

*Link URL:
(i.e. http://www.site.com)

Description:

Category:

Your event links will be listed by category below. Edit or delete links by choosing one of the links below.

Link	Action
No Event Links currently exist	

STEP 6: Post Messages to Attendees

Click on **Event Messages** if you want to add messages to the right column of your event Web Site. A maximum of five messages can be added. These messages will be visible on all of your site pages.

The screenshot shows a navigation bar with tabs: Event Information, Hotel Information, Send Invitations, and Manage Site. Below it, a sub-navigation bar includes Site Information, Event Information, Event Links, and Event Messages. The main content area is titled 'Edit Event Messages' and contains the following text: 'Create special messages or announcements for your event attendees here. Messages will appear on the right side of your event Web site along with the date they were created.' It also states: 'The maximum number of characters allowed is 150. This includes spaces and punctuation. Example: 10Aug2005 – Make sure you book your room between 15Aug2005 and 19Aug2005 Example: 10Aug2005 – Questions? Contact Event Planner, eventplanner@site.com'. Below this is a large text input field with a vertical scrollbar. At the bottom left are 'Submit' and 'Cancel' buttons. At the bottom right is a table header with columns 'Message' and 'Action'.

STEP 7: Send Invitation to Guests

Click on the **Send Invitations** tab. Complete the form to send up to 100 invitations to your attendees. Your guest will receive an email with the link to your site.

The screenshot shows a navigation bar with tabs: Event Information, Hotel Information, Send Invitations, and Manage Site. Below it, a sub-navigation bar includes Site Information, Event Information, Event Links, and Event Messages. The main content area is titled 'Send Invitation' and contains the following text: 'Use the form below to send an email message to your event guests. All messages sent will include a link to your event Web site.' The form includes three required fields: '* To' (with a text input field and a note: 'Separate multiple addresses with commas(.). Only enter up to 100 emails at a time.'), '* Your email address' (with a text input field), and '* Message' (with a large text input field and a note: 'All messages sent will include your websites web address (URL)'). Below the fields are a '*Required' label and a checked checkbox for 'Copy Me'. At the bottom are 'Send' and 'Cancel' buttons. A disclaimer at the bottom states: 'The information entered on this page will not be used to send unsolicited email, and will not be sold to a 3rd party.'