

Setup Promo Codes

To view, add, modify or set up Promotional Codes, go to **SETUP | RELATIONSHIPS | MY AGENTS**. All Agents in this section are MyPMS Agents are set up by you. See [Agent Types](#)

The Agent Allocation feature in MyPMS makes it easy to set specific rates to sell to a guest entering a promotional code on an online Agent website. This can include your website or special agent URL availability calendar. The availability and rates allocated to the Agent can be modified at any time and will update automatically. See [Understanding Agent Allocations](#)

In this Section

- [Add Agents](#)
- [Setup Promo Codes](#)
- [Agent URL Links](#)
- [Travel Agent Commissions](#)

Before you can set up a Promo Code, it must be enabled. Go to **SETUP | SETTINGS | BOOKING ENGINE SETTINGS** and set 'Use Promo Code' to 'Yes'. This will enable the promo code box on the inquiry page of the Booking Engine. See [Booking Engine Settings](#)

To use a Promo code, it must first be set up in My Agents and set to Agent Class "promotion". Use Promo Codes to offer discounts and specials on your website booking engine. These Promo Codes can be used to deliver specific or discounted rate plans or packages by using a local Agent and then mapping that 'promo code' to the Agents Allocations.

Once this is completed, then simply allocate the Rate Plans or Packages to the proper Room types and to the Agent/Promo Code in Agent Relationships. **SETUP | RELATIONSHIPS | AGENT RELATIONSHIPS**. See [Agent Allocations](#)

Here are two examples of how to use promo code agents to either provide a flat discount, or to sell as a Package:

Flat Discount: Our hypothetical property wishes to offer a 15% discount to all employees of a local company 'Ted's Widgets' when staying in our Queen or King rooms. We first create our local agent at **SETUP | RELATIONSHIPS | MY AGENTS** and name it TEDWIDG, we also set the agent class to 'promo code'. Next we go to **SETUP | RELATIONSHIPS | AGENT RELATIONSHIPS** and allocate our Rack Rate Plan(s) for the Queen and King types to the agent. Once that's done, while still on the Agent Relationships screen we once again find agent TEDWIDG and set Rate Load to -15. When employees of Ted's Widgets go to make a booking on the booking engine they would enter TEDWIDG in the promo code box and the Room Types and Rates displayed to them would be adjusted by the rate loading, in this case 15%.

Selling a Package: Our hypothetical property has a dynamic or fixed package in which we offer a two night stay in a queen room and one full day of guided fly fishing. We want people to be able to book this off our website with the code 'FLYGUIDE' so we create a local agent named FLYGUIDE and set the agent class to promo code. Then we allocate only the desired package to the queen type for agent FLYGUIDE. Because we're not trying to discount the package via the promo code there's no need to adjust rate loading. See [Packages](#)

Follow these steps to set up a Promo Code and corresponding Rate Plan.

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Agent ID	Name	Contact	Phone	Country	City	Email	Item
	FLYGUIDE			US			

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Click ADD to add a new Agent.

Step 2 - Enter Information for Agent

Agent ID

RETURN

Company

Return Guest Discount

Contact A

Phone

Fax

Street

City

State

Country

United States

Commission Rate

Agent Class

Standard

Account Value

Turnover

Live

Yes

Email

Contact B

Other Phone

Cell Mobile

Commission Method

Fixed Fee

Downsizing

Notes

Save

Add Allocation

Step 3 - Click Add Allocation

Agent ID

RETURN

Company

Return Guest Discount

How many

Step 5 - Goto SETUP | RELATIONSHIPS | AGENTS

[illegible]

Ratio	Value
ROE	15.15%
ROA	10.10%
ROIC	12.12%
ROCE	13.13%
ROF	14.14%
ROG	16.16%
ROH	17.17%
ROI	18.18%
ROV	19.19%
ROW	20.20%
ROX	21.21%
ROY	22.22%
ROZ	23.23%
ROAA	24.24%
ROAB	25.25%
ROAC	26.26%
ROAD	27.27%
ROAE	28.28%
ROAF	29.29%
ROAG	30.30%
ROAH	31.31%
ROAI	32.32%
ROAJ	33.33%
ROAK	34.34%
ROAL	35.35%
ROAM	36.36%
ROAN	37.37%
ROAO	38.38%
ROAP	39.39%
ROAQ	40.40%
ROAR	41.41%
ROAS	42.42%
ROAT	43.43%
ROAU	44.44%
ROAV	45.45%
ROAW	46.46%
ROAX	47.47%
ROAY	48.48%
ROAZ	49.49%
ROBA	50.50%
ROBB	51.51%
ROBC	52.52%
ROBD	53.53%
ROBE	54.54%
ROBF	55.55%
ROBG	56.56%
ROBH	57.57%
ROBI	58.58%
ROBJ	59.59%
ROBK	60.60%
ROBL	61.61%
ROBM	62.62%
ROBN	63.63%
ROBO	64.64%
ROBP	65.65%
ROBQ	66.66%
ROBR	67.67%
ROBS	68.68%
ROBT	69.69%
ROBU	70.70%
ROBV	71.71%
ROBW	72.72%
ROBX	73.73%
ROBY	74.74%
ROBZ	75.75%
ROCA	76.76%
ROCB	77.77%
ROCC	78.78%
ROCD	79.79%
ROCE	80.80%
ROCF	81.81%
ROCG	82.82%
ROCH	83.83%
ROCI	84.84%
ROCJ	85.85%
ROCK	86.86%
ROCL	87.87%
ROCM	88.88%
ROCN	89.89%
ROCO	90.90%
ROCP	91.91%
ROCQ	92.92%
ROCR	93.93%
ROCS	94.94%
ROCT	95.95%
ROCU	96.96%
ROCV	97.97%
ROCW	98.98%
ROCX	99.99%
ROCY	100.100%
ROCZ	101.101%
RODA	102.102%
RODB	103.103%
RODC	104.104%
RODD	105.105%
RODE	106.106%
RODF	107.107%
RODG	108.108%
RODH	109.109%
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RODJ	111.111%
RODK	112.112%
RODL	113.113%
RODM	114.114%
RODN	115.115%
RODO	116.116%
RODP	117.117%
RODQ	118.118%
RODR	119.119%
RODS	120.120%
RODT	121.121%
RODU	122.122%
RODV	123.123%
RODW	124.124%
RODX	125.125%
RODY	126.126%
RODZ	127.127%
ROEA	128.128%
ROEB	129.129%
ROEC	130.130%
ROED	131.131%
ROEF	132.132%
ROEG	133.133%
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ROEI	135.135%
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ROEK	137.137%
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ROEP	142.142%
ROEQ	143.143%
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ROEW	149.149%
ROEX	150.150%
ROEY	151.151%
ROEZ	152.152%
ROFA	153.153%
ROFB	154.154%
ROFC	155.155%
ROFD	156.156%
ROFE	157.157%
ROFF	158.158%
ROFG	159.159

To test your promotional code on your booking engine, go to **SETUP | BOOKINGS | [Make An Online Booking \(Booking Engine\)](#)**