

## Booking for someone else

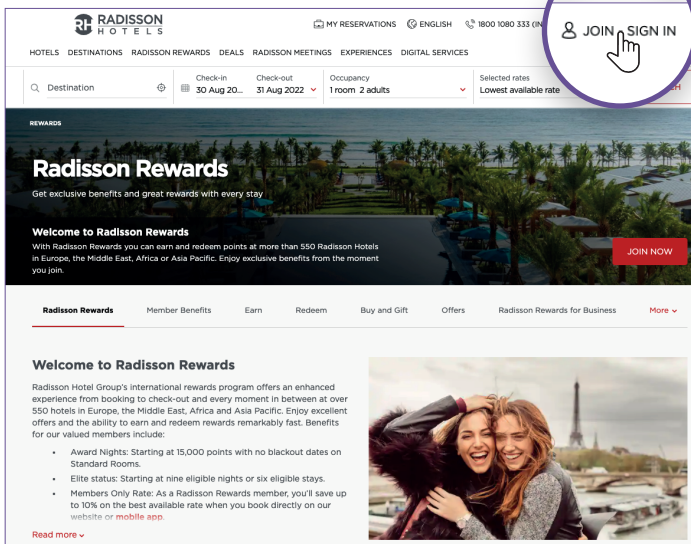
By following these steps to book hotels for their colleagues, Travel Agents or Travel Arrangers can earn 10 points per 1 U.S. Dollar when they choose Radisson Hotel Group.

Their travelers who are members of Radisson Rewards can also earn points for their stay.

### STEP 1

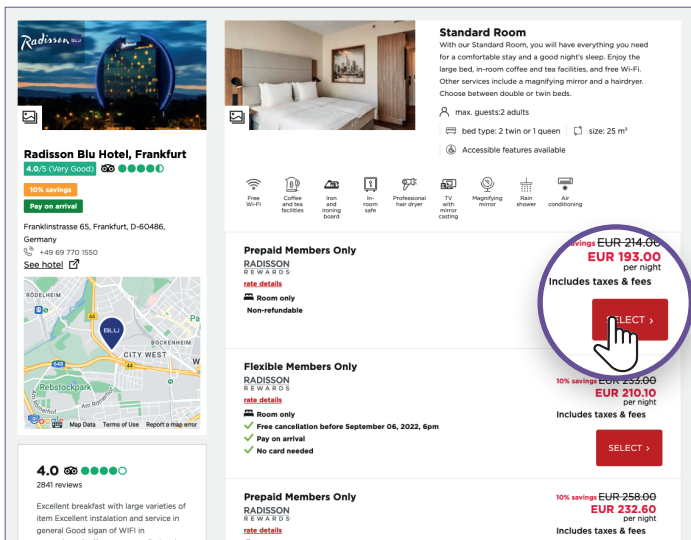
SIGN IN to your Radisson Rewards account.

Enter your destination in the booking search panel and it will take you to the booking page where you can select hotel and stay dates, and enter your corporate ID or IATA number (if applicable). The IATA number can already be included in the search panel under Selected rates - Travel agency ID



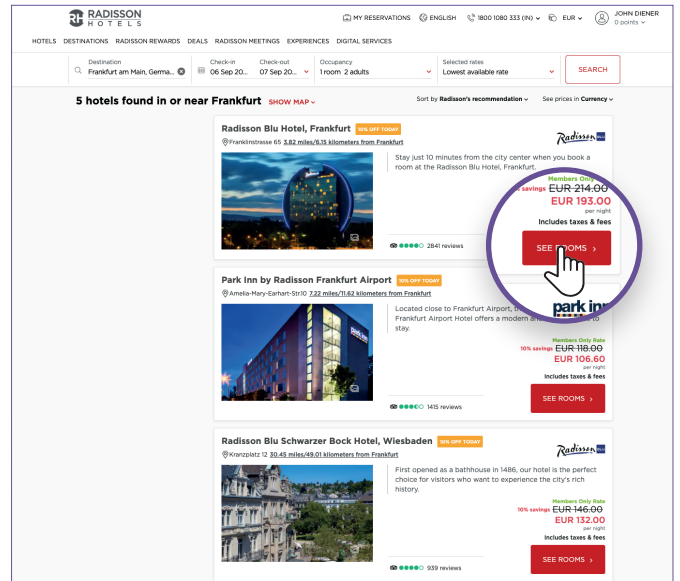
### STEP 3

Select the desired room type/rate. Book a lower rate for your travelers who are enrolled in Radisson Rewards by choosing a Members Only Rate for their trip.



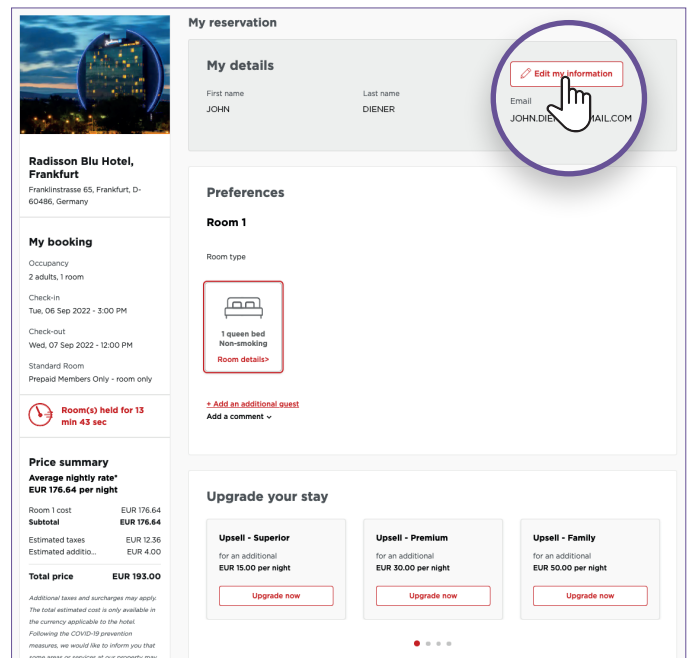
### STEP 2

Select a hotel in your traveler's destination.



### STEP 4

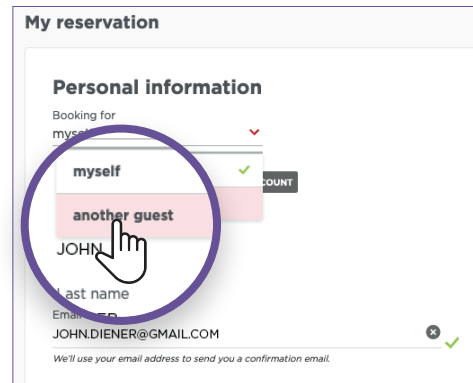
You are now at the checkout screen that summarizes the reservation. Click 'Edit my information' to add your TRAVELER'S information. Include the traveler's Radisson Rewards membership number if they are a member so they can earn points and benefits.



## STEP 5

In the “My details” section, click the drop down menu labeled “Booking for” – choose “another guest.”

This will allow you to add or edit the name, address, email address and Radisson Rewards membership number of the traveler.



**My reservation**

**Personal information**

Booking for  
myself

another guest

JOHN

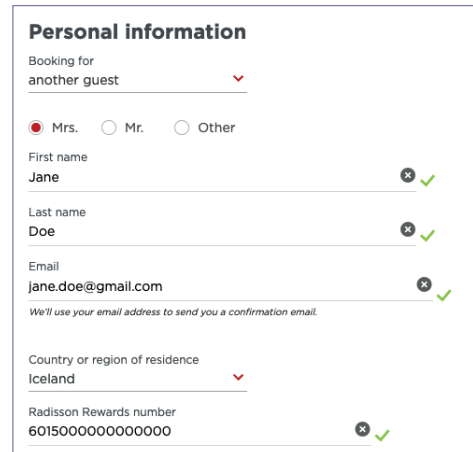
Last name  
JOHN

Email  
JOHN.DIENER@GMAIL.COM

We'll use your email address to send you a confirmation email.

## STEP 6

Recap of the booking. The name you entered for “another guest” will be prepopulated in the Preferences section – review for accuracy.



**Personal information**

Booking for  
another guest

Mrs.  Mr.  Other

First name  
Jane

Last name  
Doe

Email  
jane.doe@gmail.com

We'll use your email address to send you a confirmation email.

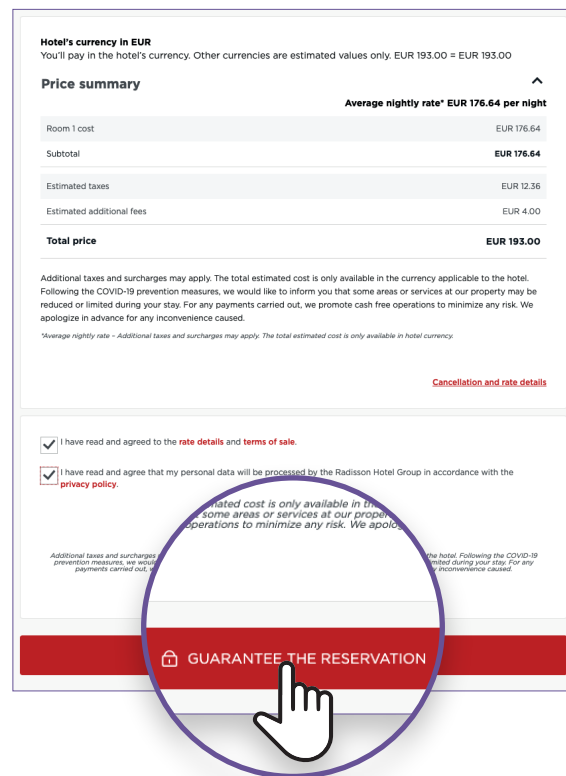
Country or region of residence  
Iceland

Radisson Rewards number  
6015000000000000

## STEP 7

Complete the booking by clicking the red “BOOK NOW” button.

Don't forget to accept our privacy policy and booking terms.



**Hotel's currency in EUR**  
You'll pay in the hotel's currency. Other currencies are estimated values only. EUR 193.00 = EUR 193.00

**Price summary**

Average nightly rate\* EUR 176.64 per night

Room 1 cost	EUR 176.64
Subtotal	EUR 176.64
Estimated taxes	EUR 12.36
Estimated additional fees	EUR 4.00
<b>Total price</b>	<b>EUR 193.00</b>

Additional taxes and surcharges may apply. The total estimated cost is only available in the currency applicable to the hotel. Following the COVID-19 prevention measures, we would like to inform you that some areas or services at our property may be reduced or limited during your stay. For any payments carried out, we promote cash free operations to minimize any risk. We apologize in advance for any inconvenience caused.

\*Average nightly rate - Additional taxes and surcharges may apply. The total estimated cost is only available in hotel currency.

[Cancellation and rate details](#)

I have read and agreed to the [rate details](#) and [terms of sale](#).

I have read and agree that my personal data will be processed by the Radisson Hotel Group in accordance with the [privacy policy](#).

**GUARANTEE THE RESERVATION**