

# Booking for someone else

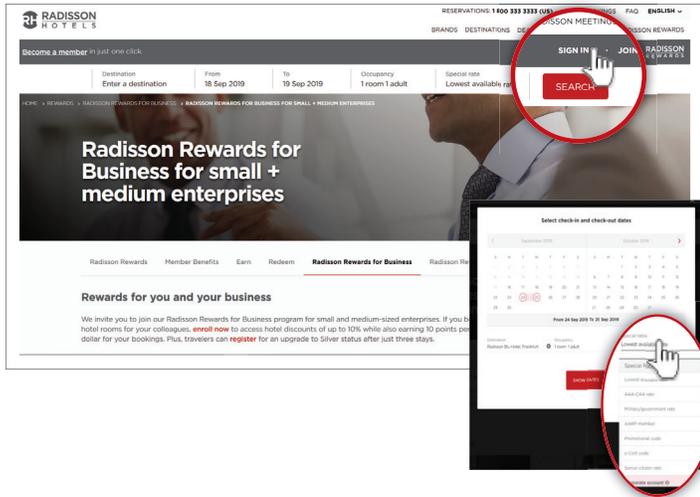
By following these steps to book hotels for their colleagues, Travel agents or SME members can earn 10 points per 1 U.S. dollar when they choose Radisson Hotel Group.

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

## STEP 1

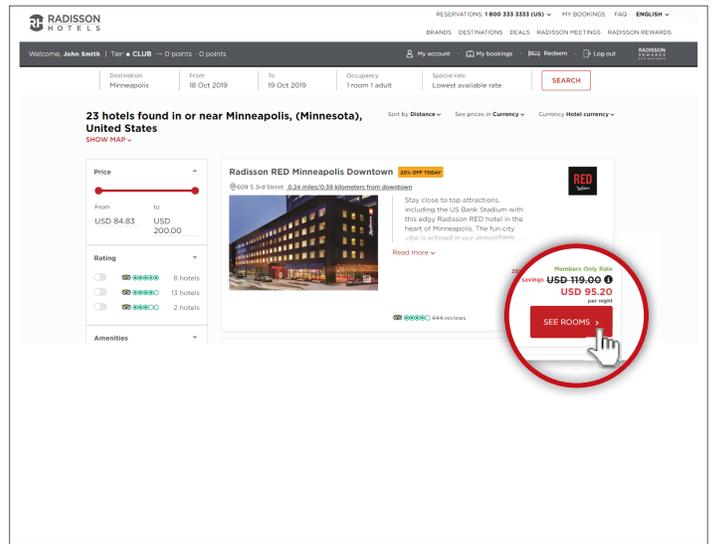
SIGN IN to your Radisson Rewards for Business account.

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).



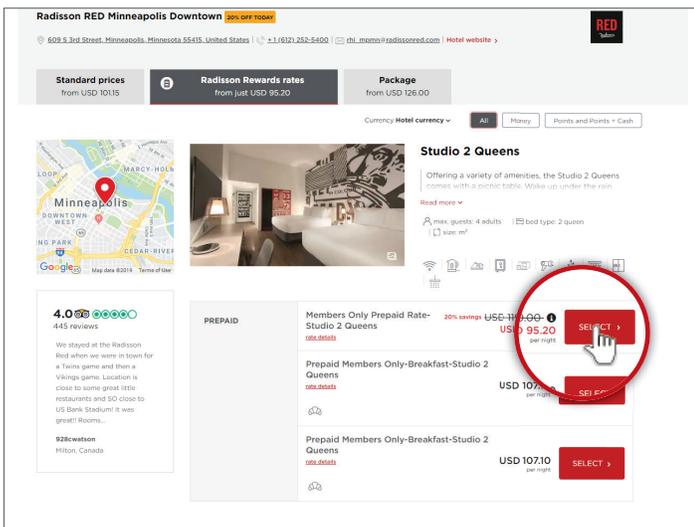
## STEP 2

Select a hotel in your traveler's destination.



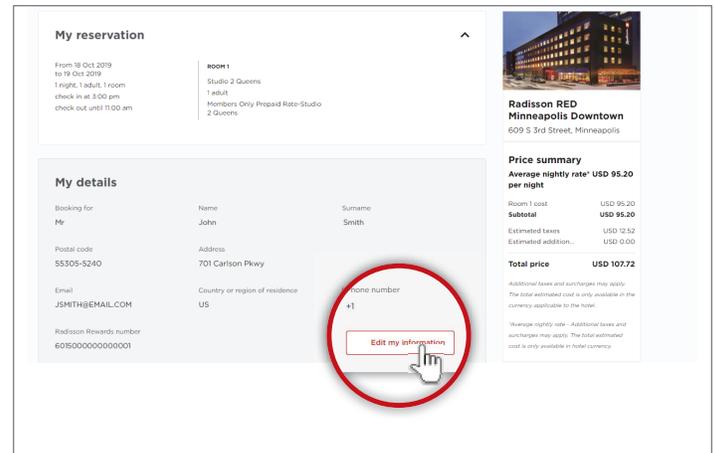
## STEP 3

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 4

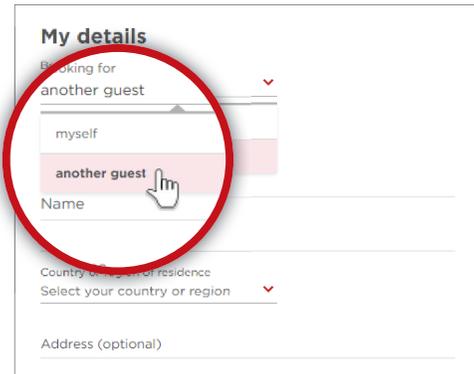
You are now at the checkout screen that summarizes the reservation. Click "Edit my information" to add your TRAVELER'S information. Include the traveler's Radisson Rewards member number if they are a member so they can earn points and benefits.



## STEP 5

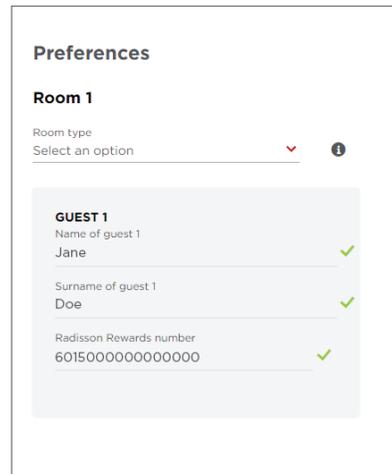
In the “**My details**” section, click the drop down menu labeled “**Booking for**” – choose “**another guest.**”

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



## STEP 6

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



## STEP 7

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

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

