# Booking for someone else

By following these steps to book hotels for their colleagues, Travel agents or SME memberscan 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**

RADISSON

REWARDS<sup>®</sup>

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.

# <page-header>

### **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.

a 19 Oct 2019 night, 1 adult, 1 room heck in at 3:00 pm heck out until 11:00 am	Studio 2 Queens 1 adult Members Only Prepaid Rate-Studi 2 Queens	Studio 2 Queens 1 adult Members Only Prepaid Rate-Studio 2 Queens		wntown nneapolis
4y details			Price summary Average nightly rate per night	* USD 95.20
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### **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.

another guest	~
myself	
another guest	
Name V	
Country of Legislation residence	
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### STEP 6

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

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Name of guest 1	
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Doe	×
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# STEP 7

Complete the booking by clicking the red "**BOOK NOW**" button.

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

	,	Average nightly rate <sup>-</sup> USD 95.20 per night
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Total	price	USD 107.72
'Average	nightly rate - Additional taxes and surcharges may apply. The total estimated cost is o	only available
l have re I have re Radissor	ad and agreed to the <b>rate details</b> and <b>terms of sale</b> . ad and agree that my personal data will be processed by the Hotel Group in accordance with the <b>privacy policy</b> .	Cancellation and rate of BOOK NOW FOR USD 107.72

