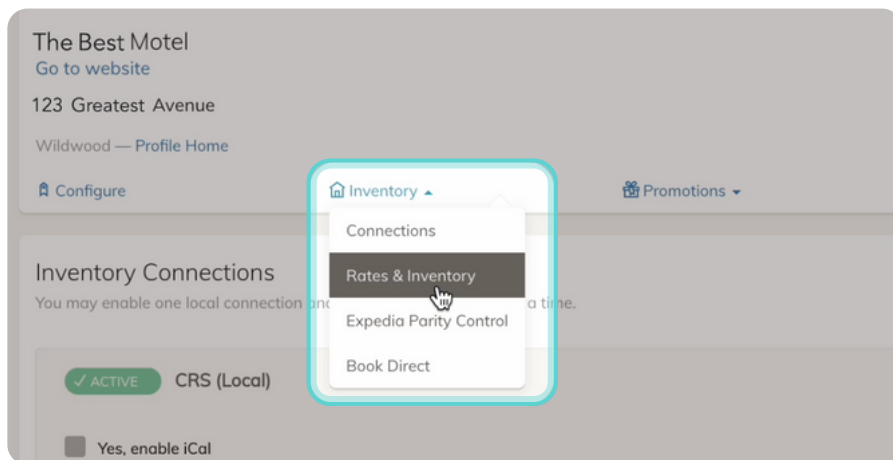


Ripe CRS Rate Loading Instructions

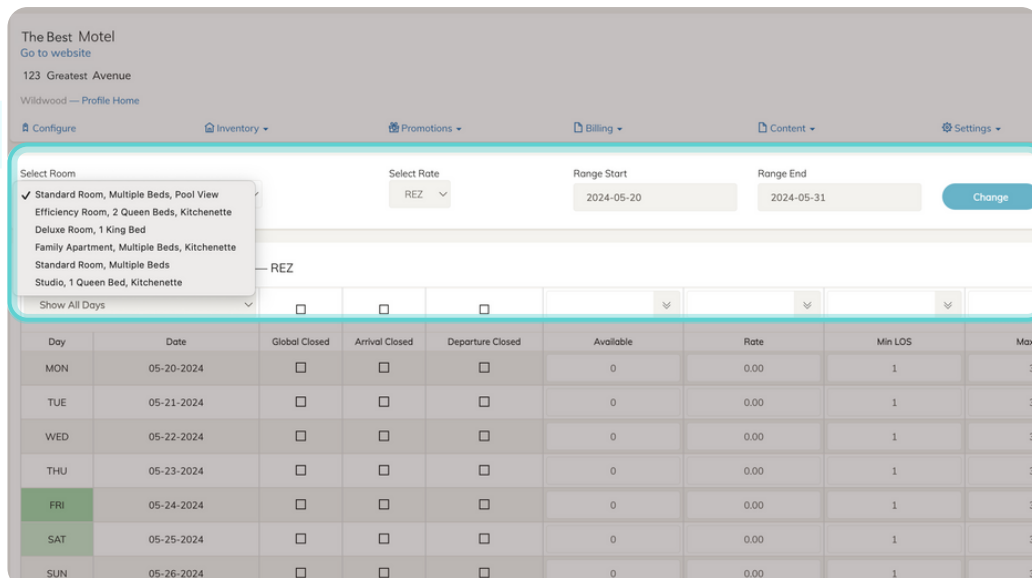
Navigate to the Inventory Tab

- Go to the Inventory tab and select 'Rates and Inventory' from the dropdown menu.



Load Rates for Room Types

- Choose the room type you wish to update rates for.
- Specify the start and end dates for the rate changes, up to 12 months in advance.
- Click 'Change' to proceed.



Update Rates and Availability

- You'll see a table displaying room details, dates, availability, and rates.
- Adjust the availability and rates directly in the corresponding cells. Use the down arrow to apply a single rate or availability to multiple dates.
- Optionally, set closure dates (e.g. end of holiday).
- Ensure to save changes when finished.

• If there are different rates and availability for each date, manually type them into each applicable box.

Standard Room, Multiple Beds, Pool View — REZ

Day	Date	Global Closed	Arrival Closed	Departure Closed	Available	Rate	Min LOS	Max LOS
MON	05-20-2024	☐	☐	☐	0	0.00	1	30
TUE	05-21-2024	☐	☐	☐	0	0.00	1	30
WED	05-22-2024	☐	☐	☐	0	0.00	1	30
THU	05-23-2024	☐	☐	☐	0	0.00	1	30
FRI	05-24-2024	☐	☐	☐	0	0.00	1	30
SAT	05-25-2024	☐	☐	☐	0	0.00	1	30
SUN	05-26-2024	☐	☐	☐	0	0.00	1	30
MON	05-27-2024	☐	☐	☐	0	0.00	1	30
TUE	05-28-2024	☐	☐	☐	0	0.00	1	30
WED	05-29-2024	☐	☐	☐	0	0.00	1	30
THU	05-30-2024	☐	☐	☐	0	0.00	1	30
FRI	05-31-2024	☐	☐	☐	0	0.00	1	30

Save Changes

5	15
Min LOS	Max LOS
5	15
5	15

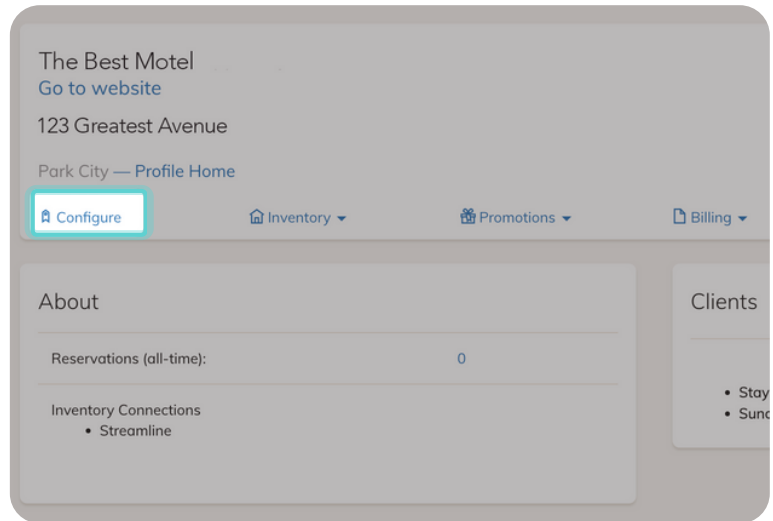
- If needed, modify **Minimum Length of Stay** and **Maximum Length of Stay** by using the down arrow.

Once all data is saved, guests can book directly through the booking engine and inventory will be deducted from the CRS. As reservations come through, a confirmation email will be sent to you notifying you that a booking was made.

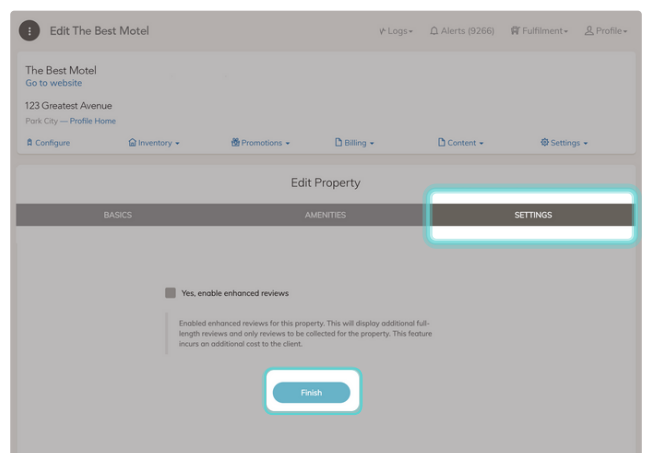
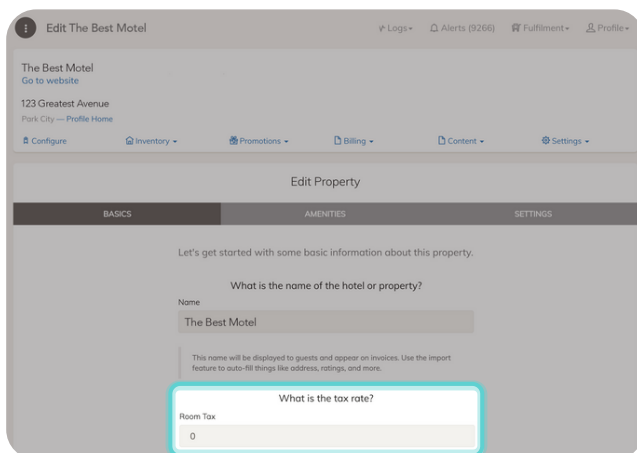
Add Taxes

Room tax must be manually added into the system as it isn't automatically fetched through a direct connection.

- Navigate to the '**Configure**' tab.



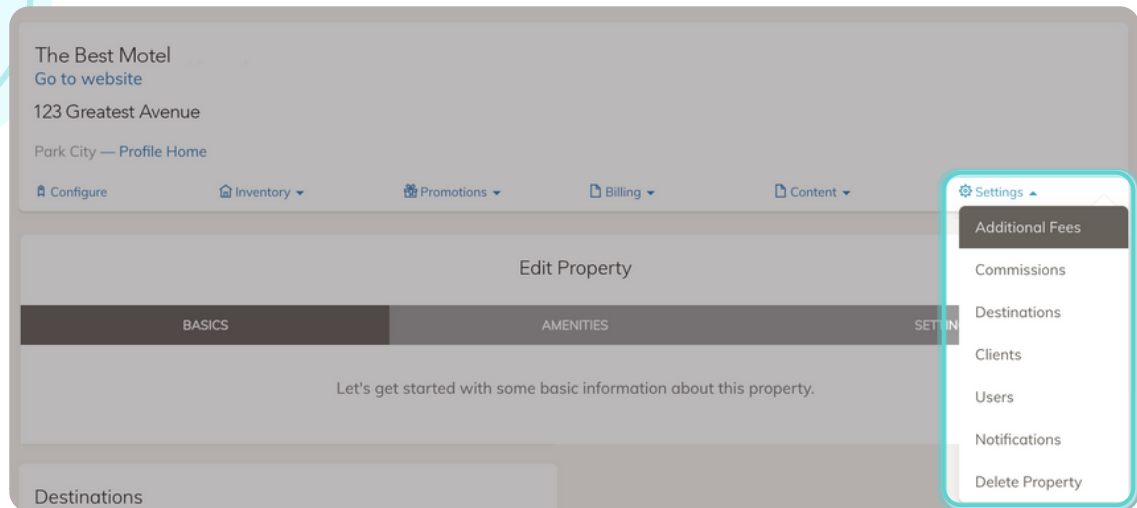
- On the '**Basics**' tab within the '**Configure**' page, locate the '**Room Tax**' section. Here, input the applicable tax percentage.
- Next, to save tax percentage, proceed to the '**Settings**' tab within the same '**Configure**' page. Scroll down to find the '**Submit**' option, and click to save the changes.



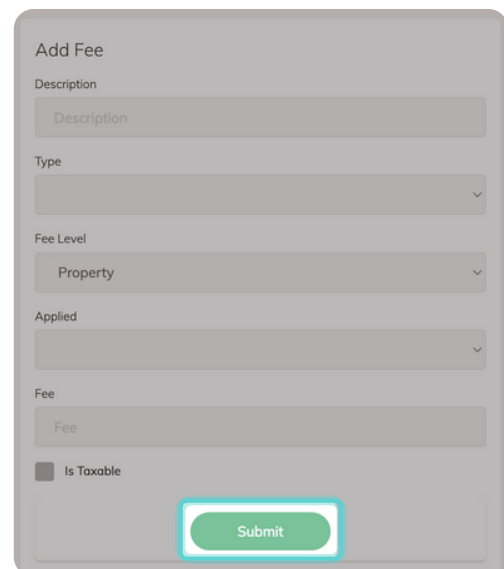
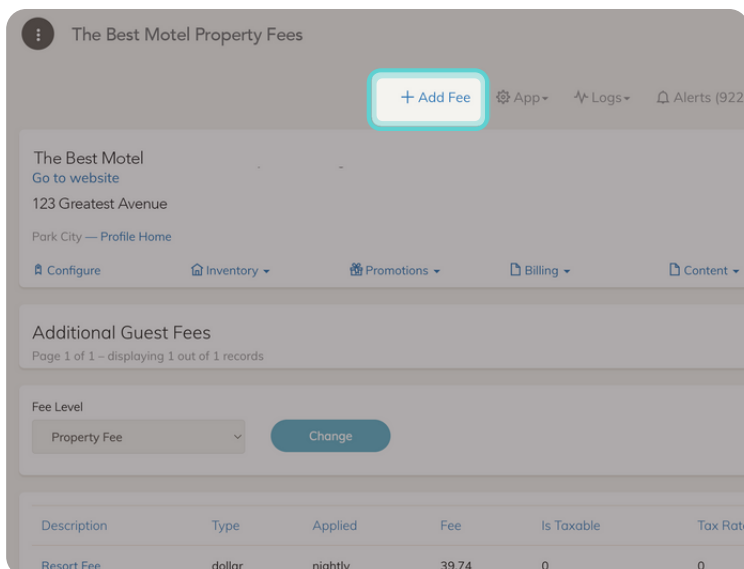
Add Fees

Like taxes, fees must be manually added into the system.

- Navigate to the '**Settings**' tab.
- Within the '**Settings**' drop-down menu select '**Additional Fees**'.



- Here, you can add any applicable fees such as cleaning fees, resort fees, etc.
- To add fee, select '**+ Add Fee**' at the top of the page. Follow the prompts to add the desired fee and ensure changes are saved by clicking '**Submit**'.





Supplier Support

Contact Ripe's support team at support@bookripe.com with any questions.



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