

STEP 1: PRE-OPENING 3 PAGE WEBSITE

(TURNAROUND TIME: 2 - 3 WEEKS?)*

1. CSO/ASO sign up on webextraupdate.rezidor.com/signup.php

2. Sign up as 'New hotel' and click off 'Pre-opening site build', choose the 'Projected opening day' and upload the 'Future online worksheet'.

CONTACT INFORMATION	
First Name	<input type="text"/>
Last Name	<input type="text"/>
Position	<input type="text"/>
Site Code*	<input type="text"/>
Phone	<input type="text"/>
Email	<input type="text"/>

WEBEXTRA SERVICES	
Existing Hotels:	
<input type="radio"/> Annual Service Plan for English	€ 1760
<input type="radio"/> 25 Additional Credits	€ 100
<input type="radio"/> 50 Additional Credits	€ 200
New Hotels:	
<input type="radio"/> Pre-opening site build (3 pages)	€ 280
<input type="radio"/> Projected opening date <input type="text"/> Future Online worksheet <input type="button" value="Choose File"/>	€ 280
<input type="radio"/> Full-site build incl. Annual Service Plan	€ 3520

* If your Site Code is not listed please contact your Area e-commerce Manager.

3. Once the signup is completed, Content Lab will send a follow-up email to the contact person with the document 'Questionnaire – 3 page site' to fill out and return to Content Lab.
4. Content Lab's copywriter completes the copy based on the 'Questionnaire' and 'Future online worksheet' and Content Lab creates the pre-opening 3 page.
5. Content Lab will push the page live when approved and send a live notice to the contact person.

* Turnaround times are from the moment Content Lab has received the necessarily content.



STEP 2: FULL-SITE BUILD

(TURNAROUND TIME: 6 - 7 WEEKS?)*

1. CSO/ASO or Hotel representative sign up on webextraupdate.rezidor.com/signup.php
2. Sign up with contact information and click off **'Full-site build incl. Annual Service Plan'**.

WEBEXTRA SIGNUP

CONTACT INFORMATION

First Name

Last Name

Position

Site Code*

Phone

Email

* If your Site Code is not listed please contact your Area e-commerce Manager.

WEBEXTRA SERVICES

Existing Hotels:

- Annual Service Plan for English € 1750
- 25 Additional Credits € 100
- 50 Additional Credits € 200

New Hotels:

- Pre-opening site build (3 pages) € 280
- Projected opening date
- Future Online worksheets
- Full-site build incl. Annual Service Plan € 3520

3. Content Lab will send the following to the CSO/ASO or Hotel representative:
 - Introductory email
 - **'Questionnaire – Full site'** to fill out
4. CSO/ASO or Hotel representative returns the completed **'Questionnaire – Full site'** to Content Lab.
5. CSO/ASO or Hotel representative provides images to Content Lab. Images are selected from Imagebank or sent by wetransfer.com
6. Content Lab's copywriter creates and edits the hotel copy and sends to the contact person for review (max two weeks to review).
7. Content Lab creates the full-site once the copy is 100% finalized and approved.
8. Content Lab will push the property live when approved and notify the contact person.
9. Content Lab will provide the hotel with login to the WebExtra Update system.
10. Hotel maintains website throughout the year using the WEU system.

* Turnaround times are from the moment Content Lab has received the necessarily content.

