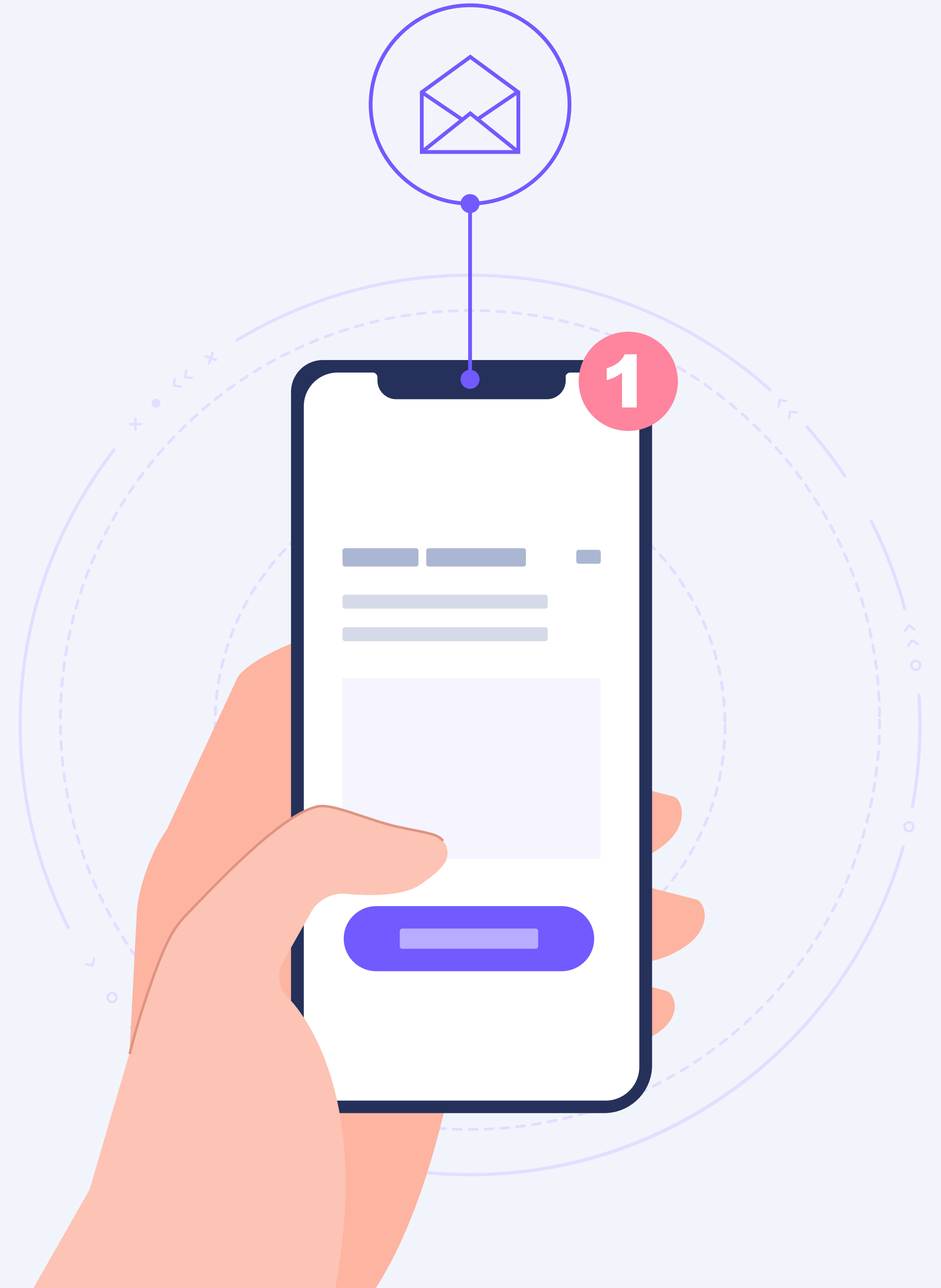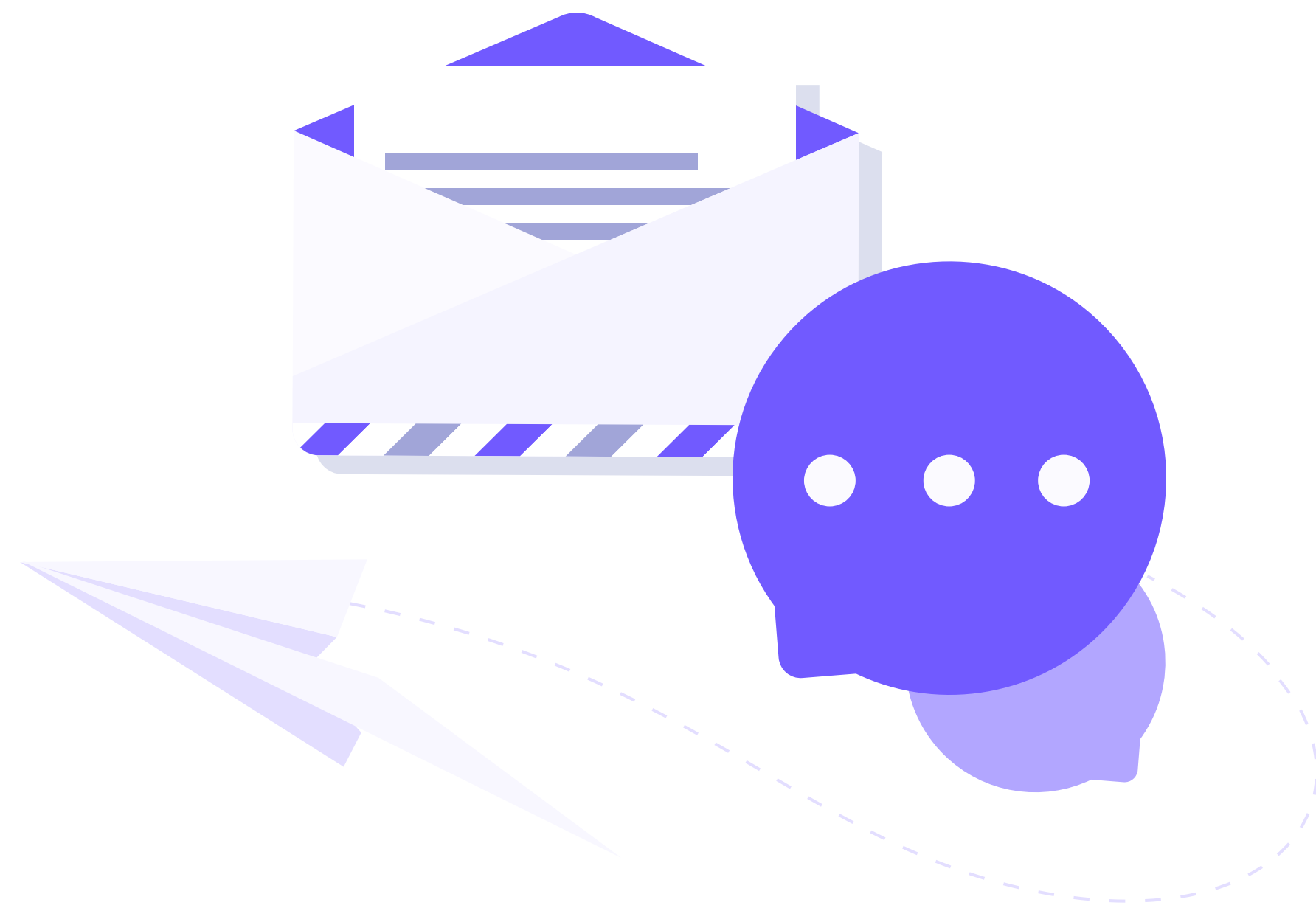# Enable
Online Checkin

For **Expedia** guests

hotelinking

Enable Online Checkin
for Expedia guests

Online Checkin enables guests to **check-in online from any device**, in an automated manner and without involving a receptionist.

Travellers with **bookings from any channel** (direct web, TTOO, OTA) can easily check-in online before the arrival or upon arrival to the hotel using its WiFi.

Since it is a **100% web tool**, you can easily promote it both on the corporate website, pre-stay emails, QR codes, or as a kiosk at the reception on any tablet.

It is even possible to **offer an easy and secure online check-in** to guests who have booked through intermediaries such as OTAs and TTOOs.

Welcome to
Hotel Paraíso

BOOKING
HK22GFD898

Select a guest and Check-in:

○ **Adult 1**

○ **Adult 2**

○ **Child 1, 14 years old**

CONTINUE

How to check-in online from Expedia?

To enable **guests with bookings from Expedia** to check-in online, we indicate the following steps that you must follow on the Expedia Partner Central platform that the OTA makes available to manage hotels on their website.

The objective is to **create an automated email with the link to Online Checkin** so that guests who booked on Expedia can check-in at your property.

Search Partner Central... 🔍

Home

Rooms and rates

Marketing

Reservations

Guest relations **7**

Payments

Property details

Revenue management **65**

Analytics

Internal tools

Help and support

+ Create new template

Smart templates New ⓘ

Post-stay review requests

Custom templates ⓘ

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deseo ingles

PRE CHECK-IN (ES-EN-DE)

INFO CIERRE + DESVIO PPC (EN)

INFO CIERRE + DESVIO PPC (ES)

New template

💡 Save time by drafting a template to answer frequently asked questions about your property from guests.

You can set up templates to go out automatically to all guests on a set schedule, or include them in replies to individual guests as needed.

Template Name

(Guests won't see this)

Your message

Type your message here

Insert custom information:

Select ⌄

📎 Attachment

No attachments selected

To create and schedule a message template, go to the Expedia Partner Central menu.

In the left column, under Reservations, you will find **Guest Relations**. Select **Messages** and click **Templates**.

4

Post-stay review requests

Custom templates ⓘ

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Deseo alemán

replies to individual guests as needed.

Template Name

(Guests won't see this)

Your message

Type your message here

Insert custom information:

Select ⌄

Select
Guest Name
Hotel Name
Check-In Date
Check-Out Date
Shopping Site

out automatically to the guests
want to reach them.

Save

Select Create new and fill out the following data:

■ Template Name: to identify templates (guests do not see this name).

■ Message: the body of the email text. Here you have to **insert the link to Online Checkin** so guests who booked on Expedia can check-in.

■ Custom information: here you can include other information in the mail, such as the name of the guest or the property, the date of arrival or departure and the ID of the reservation (these fields were previously known as 'Dynamic Tags').

■ Attach file: upload maps, instructions to make the entry or other attachments.

PRE CHECK-IN (ES-EN-DE)

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Insert custom information:

Select

Attachme

No attachments selecte

New Send on a schedule

Schedule this message to go out automatically to the guests you want to reach, when you want to reach them.

When do you want to send this message?

0   days   After booking

To send on the same day, enter 0.

◉ Starting immediately (no end date)

◯ During a specific date range

Enable the **Send on schedule** option to activate the schedule settings.

Here you can choose when you want to send the message. You can choose among these options: after reservation, before the arrival, after the arrival, before the departure and after the departure.

You can also select if you want to start sending the template immediately (with no end date) or at a certain interval. Every scheduled message will be sent at 22:00 in the local time of your property.

Related content

Online Checkin

Enable Online Checkin For Booking guests

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CONTACTLESS TECH TO CONNECT WITH YOUR GUESTS

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