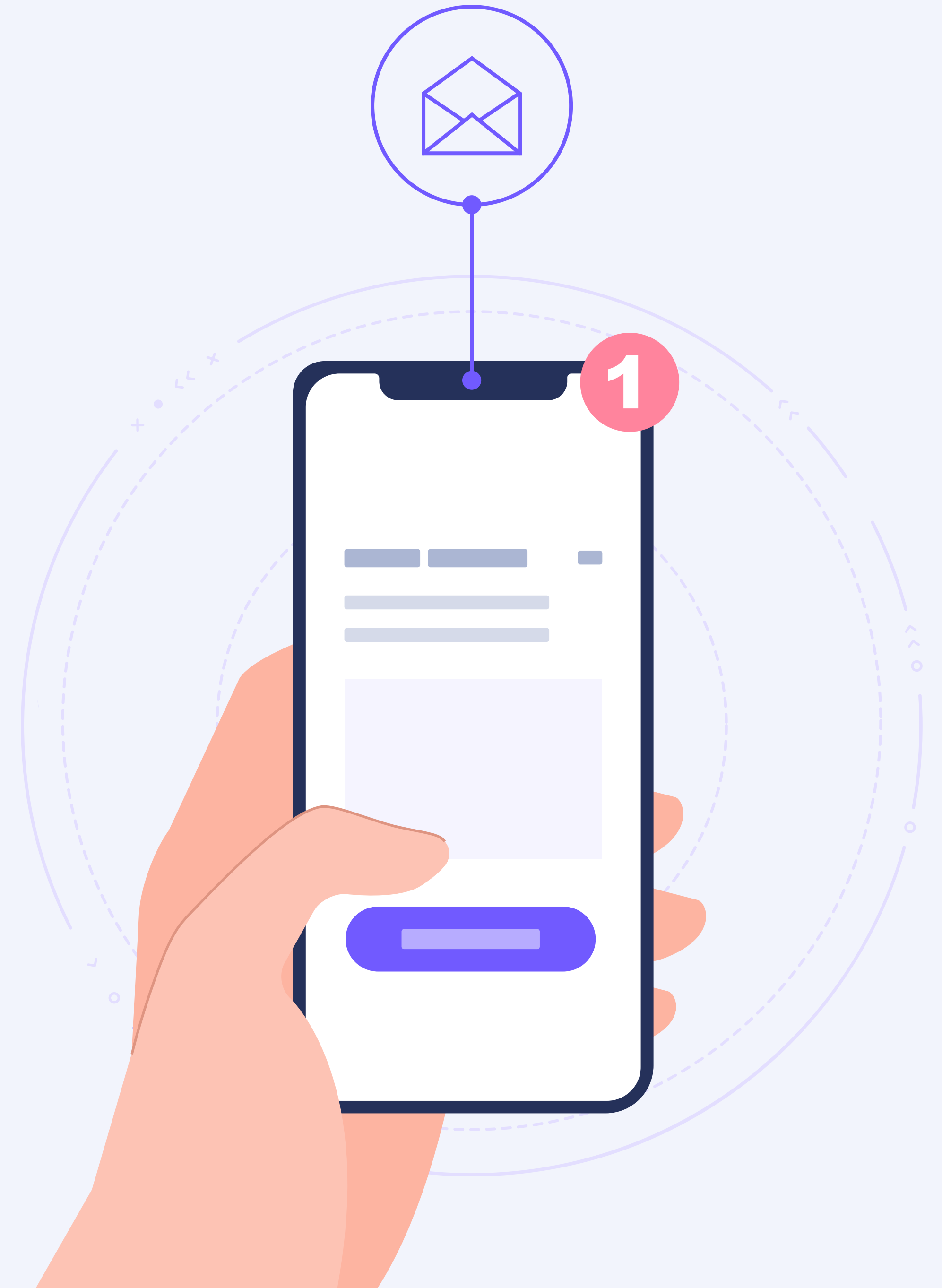
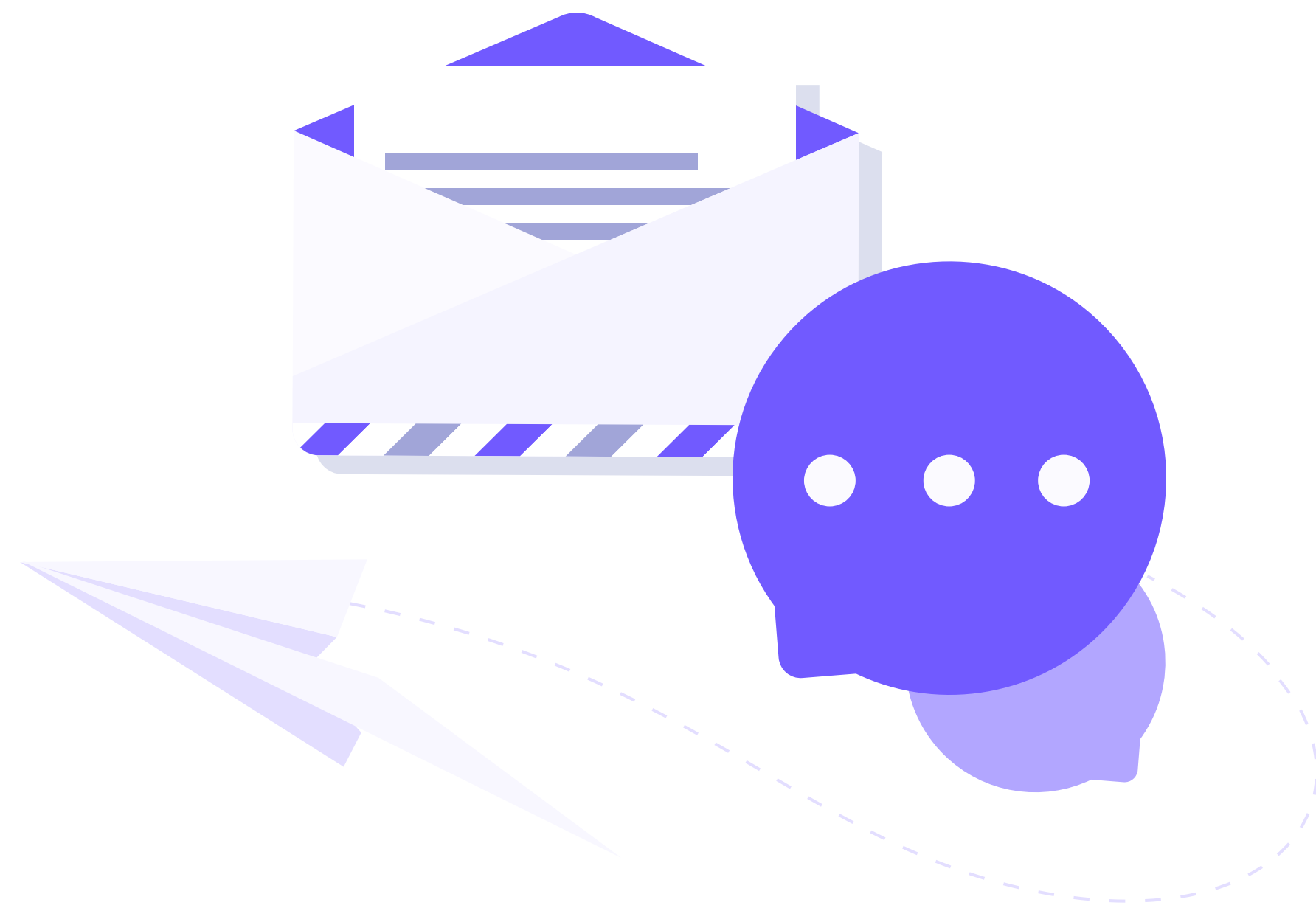


Enable Online Checkin

For **Booking.com** guests

hotelinking





Enable Online Checkin for Booking.com 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 on any kiosk or tablet at the reception.

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 Booking.com?

To enable **guests with bookings from Booking.com** to check-in online, we indicate the following steps that you must follow on the 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 Booking.com can check-in at your property.



Your templates



Connecting with guests just got easier!

With the click of a button you can now create personal, customised messages and easily communicate with your guests.

Get started and put a personal touch on your messages.

[Your templates](#)

To set up and schedule a message template, you need to log in to the Extranet or the Pulse app.

Click the Extranet's **Property** tab located in the top menu or More in the Pulse app, then select **Messaging preferences**.

In the last module on the page, click the button: **Your templates**.



Templates

Create new template

Create, update and manage all of your message templates

Welcome

Welcome Message

English Chinese Italian Japanese x

Reservation

Confirmation

English x

Arrival

Looking forward to your arrival

Local information

English Chinese Dutch x

English Chinese Dutch x

Here you can see all the templates you have and create new ones. From this panel you can also update or delete templates. Click the **Create new template** button.

Templates

Create new template

Use this step-by-step form to create a new message template

- 1 Template topic
- 2 Template name
- 3 Message content – English

Which language is this template written in?

English ▼

Dear [FULL_NAME],

We are excited to welcome you to [PROPERTY_NAME] for a total of [NUMBER_OF_NIGHTS] nights.

Your check-in date is on [CHECKIN_DATE] starting at [CHECKIN_OPEN_TIME] till [CHECKOUT_CLOSE_TIME].

See you soon!

Best Regards,
[PROPERTY_NAME]

When check-in ends

Check-in date

Check-in time

When check-out ends

Check-out date

Check-out time

Guest's first name

Guest's full name

Guest's last name

Number of nights

Property name

Total price

Save template

Back

Add another language

On this page you must choose the topic of the template, give it a name, select the language of the mail and write the content of the message.

In the body, you have to **insert the link to Online Checkin** so guests who booked on Booking.com can check-in. Before saving the changes, you can also create the same message in other languages.

Click **Save template** to finish.

Schedule a template

Automate the templates you regularly send to guests.

Which template would you like to schedule?

Welcome message



[+ Create a new template](#)

Which language should this template be sent in? ⓘ

English



When would you like to send it?

Select a time



Add to schedule

Cancel









To schedule this template, click the **Property** tab and select **Message preferences**. Scroll down until you find the **Template scheduler** module and click the button.







Select the template you want to schedule and in what language from the drop-down menu. You can set up templates for any of these key stages of the booking process:

- When the person makes the reservation
- Three days before arrival
- One week before arrival
- The day of the arrival
- One day before arrival
- One day before departure

Finally choose when you want to send the template and click **Add to schedule**.

Related content

- Online Checkin  
- Enable Online Checkin For Expedia guests  
- Online Checkout  
- Digital Payments  

- Online Checkin video  
- Suite of contactless tools for hotels  
- Contactless technology for hotels  

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CONTACTLESS TECH TO CONNECT WITH YOUR GUESTS

Carretera de Valldemossa, Km. 7,4 Parc Bit. Edifici Disset 3^a Planta Puerta D7, 07120

www.hotelinking.com | help@hotelinking.com

