



To connect your Seekom/iBex channel manager to Bookeasy please follow the below steps

### Step 1 - Bookeasy Member Console setup

1. The property will have to form a relationship with Bookeasy and obtain login credentials, with Bookeasy properties will need to join with their closest destination using Bookeasy. A list of Bookeasy clients can be found [here](#) or by going to <http://bookeasy.com/partners/our-bookeasy-clients>

Once Setup you will need to obtain the following information

- a. Username
- b. Password
- c. Channel Property Id

### Step 2 – Setup your Rooms and Rates in Bookeasy.

The property and room details have to be created and set up in Bookeasy extranet before the connection in iBex can be done.

Simply login to Bookeasy with your login details and go to Setup > Rooms and Rates and click add a new room



Simply fill out the required fields A default rate (Rack rate) is required to be set when creating a new room in Bookeasy.

The set default rate will then be used for created room’s min stay 1 night as the default rate Rooms in Bookeasy have to be set up to match against iBex’s such as number of pax, room type and unit allocation.

Bookeasy displays base rates for rooms any guest over and above this value will be charged using either the charge per extra adult / child values

Rate Setup	
<b>Number of guests included in daily rates</b> <small>Enter the number of guests included in daily rates</small>	<input type="text" value="2"/>
<b>Default Rate</b> <small>Default rate for your Daily Rates chart</small>	<input type="text" value="\$ 199"/>
<b>Nightly charge per extra adult</b>	<input type="text" value="\$ 10.5"/>
<b>Nightly charge per extra child</b>	<input type="text" value="\$ 50"/>
<b>Last Minute Inclusion</b> <small>This <b>only</b> applies to Gold Medal Operators</small>	<input type="checkbox"/> This room is to be included in Last Minute deals
<b>Do not allow infants (&lt; 2 years)</b>	<input type="checkbox"/> You do not take infants (less than 2 years old)
<b>Do not allow children (2 - 12 years)</b>	<input type="checkbox"/> You do not take children (2-12 years old)
<b>Include Infants in Pax Count</b>	<input checked="" type="checkbox"/>

