

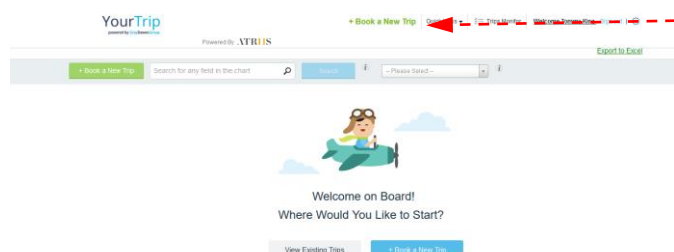
Booking a **Hotel** with

**YourTrip**  
powered by **GrayDawesGroup**

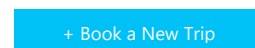
Support: [GDB@GDG.travel](mailto:GDB@GDG.travel) | 01206 716 131

## Booking a Hotel in YourTrip by GrayDawesGroup

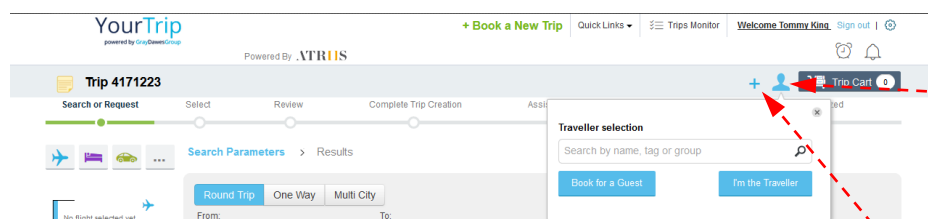
### Step 1 – Starting a new search




After logging in select  
**+ Book a New Trip**  
Or

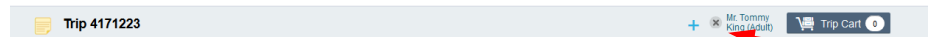


### Step 2\* – Add a traveller



Click on the  icon and search for a traveller's name, or choose if you are booking for a Guest Traveller or yourself

The **+** Symbol will allow you to add additional (up to 5) travellers to this trip



Once the traveller is added to a trip their name will appear, you can remove them by clicking the **X** icon

\* Although you don't need to add your traveller(s) at this point (you can add them later from the basket or at checkout), it'll make it easier for you to see travel policy, negotiated rates, and apply the traveller(s) preferences to the results.

### Step 3 –Open the Hotel search window

Click on the Hotel icon



The screenshot shows the 'Search Parameters' window with the following details:

- Trip ID:** Trip 4178001
- Search Parameters:** Round Trip, One Way, Multi City
- From:** Enter place or airport
- To:** Enter place or airport
- Depart:** ddMMMy
- Return:** ddMMMy
- Cabin class:** Economy
- Travellers:** 1 Adult
- Stops:** Up to 1 stop
- Preferred airline:** -- Please Select --
- Check-in:** ddMMMy
- Check-out:** ddMMMy
- Where:** Type in city, airport or reference point
- Buttons:** Request Assistance, Search

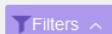
Enter your destination and choose a distance for results. YourTrip will search for hotels within the radius you define here.

The screenshot shows the 'Room Results' search parameters window with the following details:

- Where?:** Type in city, airport or reference point
- Distance:** 10, Km, Mi
- When?:** Check-in: ddMMMy, Check-out: ddMMMy, Nights: 0, Guests: 1 Guest, Room allocation: 1 Room
- Chain:** -- Please Select --
- Buttons:** Request Assistance, Search

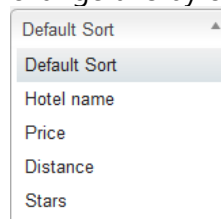
If your organisation allows it, you can book for up to 5 guests

## Step 4 – Reading the results

Want to filter by Hotel Name, Star Rating, Amenities, Price Chain or Supplier? Click the Filters  icon

You can expand the results and view them overlaid on Google Maps

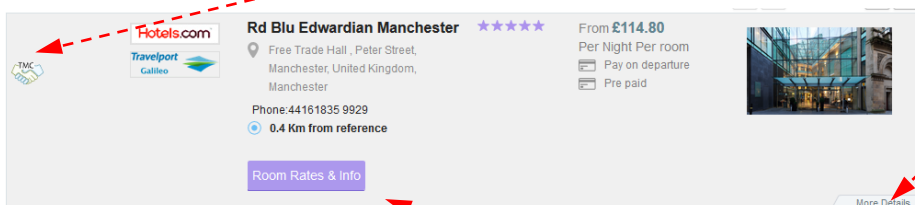
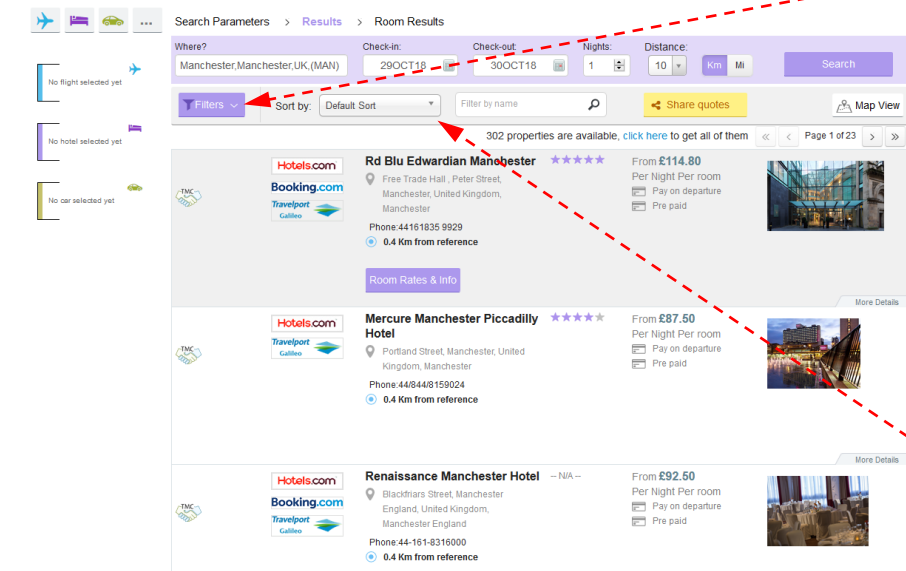
By default we will show hotels using a calculation of your preferred properties, regularly books, and best value. You can change this by clicking Sort By:



If you have a negotiated hotel rate you will see a symbol on the left-hand side

Click "More details" for more information on the property

Once you have found a suitable property click



## Step 5 – Room Rates & Info

To go back to the results page either use the back button on your browser or press "Results"

Search Parameters > Results > Room Results

**Rd Blu Edwardian Manchester**  
Free Trade Hall Peter Street, Manchester, M2 5GR, GB  
Phone: 44161835 9929  
Check-in: 3:00 PM Check-out: 11:00 AM

View full gallery

Amenities Description

|                    |          |                 |            |                 |                 |
|--------------------|----------|-----------------|------------|-----------------|-----------------|
| A/C                | Bar      | Casino          | Concierge  | Disabled access | Exchange        |
| Gym                | Internet | Laundry         | Lift       | Lounge          | Luggage storage |
| Meeting facilities | Minibar  | Parking         | Restaurant | Safe            | Spa             |
| Swimming Pool      | TV       | Business Center |            |                 |                 |

Check-in: 29OCT18 Check-out: 30OCT18 Nights: 1 Update Share quotes


<< Back to hotel results Rd Blu Edwardian Manchester

| Source | Supplier    | Room & Amenities  | Price & Payment   |
|--------|-------------|---|---|
| MyTMC  | Booking.com | Superior Room - single occupancy - Non-refundable - Booking.com rate<br>Cancellation Policy: Non-Refundable | WIFI included<br>Breakfast incl.<br>Terms & Conditions<br>Pre paid<br>£145.00 |
| MyTMC  | Booking.com | Superior Room - single occupancy - Booking.com rate   | WIFI included<br>Terms & Conditions<br>Pre paid<br>£145.00                    |

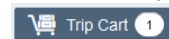
Results are displayed by cheapest first. Click on the headers to change the sort order by:

- Source
- Supplier
- Room & Amenities
- Price & Payment

Click Terms & Conditions for more information about what is included and to view the full cancellation policy

Once you have found a suitable rate click the  icon next to that rate

After clicking  you will be taken to your Trip Cart



## Step 5 - Checkout

You can now add more train journeys, a hotel, flights, or any other product to your booking.

**Step 5 - Checkout**

Powered By **ATRIUS**

**Trip 4178001 Cart**

Search or Request | Select | **Review** | Complete Trip Creation | Assistance Request | In Approvals | Finalized

Expand | Share | More

**You are one step from completing your booking, fill info needed and proceed to checkout**

Trip Quotes

Chosen

**Rd Blu Edwardian Manchester** ( Mon,29 Oct 18 - Tue,30 Oct 18 )

Terms & Conditions | Total Cost: **£145.00**

Form of Payment

**Rd Blu Edwardian Manchester** ★★★★★  
Phone: 4416135 9929  
Free Trade Hall Peter Street, Manchester, M2 5GP, GB

Check-in: Mon,29 Oct 18 | Total nights: 1  
Check-out: Tue,30 Oct 18 | Average per night: £145.00  
Pre paid

**Room Description**  
Superior Room - single occupancy - Booking.com rate  
Wifi included

**Overview**  
Property Location  
Radisson Blu Edwardian Manchester Hotel is in the heart of Manchester, within a 5-minute walk of Manchester Central and Manchester City Hall. This 5-star hotel is 0.4 mi (0.6 km) from Abraham Lincoln Statue and 0.5 mi (0.8 km) from Bridgewater Hall.

Checkout

Click on the arrow to show more details of your chosen rate and property, including a breakdown of tax and fees

Once you have completed the mandatory fields and any optional fields the checkout button will turn solid blue.



Simply enter any reference fields to complete the booking.