Wyndham Community: Responding to Sales Leads

Cvent Transient:
1. Review Red Messaging = **Respond directly in Cvent Transient formerly Lanyon (http://supply.Lanyon.com)**
2. Click **Respond in Cvent**
3. Log into Cvent Transient with credentials
4. Complete the RFP in Cvent Transient

Need help? Email rfp.rfp@wyndham.com

Cvent Group:
1. Review Red Messaging = **Respond directly in Cvent**
2. Click **Respond in Cvent** or click the **RFP Response URL Link**
3. Log into Cvent with credentials and Account Name: Wyndham01
4. Complete the Proposal in Cvent; Cvent will update Wyndham Community with the details you entered in Cvent every 15 minutes.

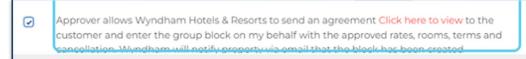**Need help?** Open a case with Cvent at www.cvent.com/en/contact/support

Group:
1. Review red messaging. Some Examples:

> **Direct correspondence with client is needed.**
>
> **This is a multi-property or city-wide event.**
>
> **This Property Invite is part of a series opportunity**

2. Click **Respond**, Update **Approved Rate**, **Property Contact** and **Property Response** (if applicable), Group Cancellation Policy, and Cutoff Date.
3. Click **Save**; Scroll down to the **Room Night** grid
4. Update the **Room Night** grid, Click **Save**
5. Review the **Approved to Book** checkbox and check or uncheck the box with your preference.

> ☑ Approver allows Wyndham Hotels & Resorts to send an agreement Click here to view to the customer and enter the group block on my behalf with the approved rates, rooms, terms and cancellation. Wyndham will notify property via email that the block has been created.
>
> **Submit Proposal**

6. Click **Submit Proposal**

Need help? 1-888-817-6829 Mon-Fri 7am-6pm Eastern

Transient:
1. Review Red Messaging Examples:

> **Respond to the Property Invite below prior to the due date.**
>
> **This is a Property Direct Solicitation Respond to the key fields above.**

2. Click **Respond**, Update **Approved Rate**, **Property Contact** and **Property Response** (if applicable)
3. Click **Save**
4. Click **Submit Proposal**

Need help? Email rfp.rfp@wyndham.com

Tips:
- Review the Steps on the right side of the Sales Lead for more detailed instructions.
- Review the RED messaging at the top for additional insight into the Sales Lead
- For step-by-step instructions reference: Wyndham Community: Responding to Sales Leads Job Aid

WYNDHAM UNIVERSITY