

Easy Guide: Online Check-In For Conference Delegates

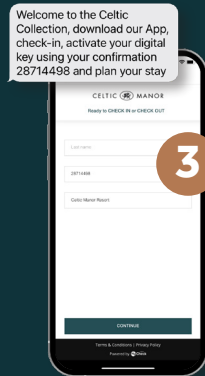
Step 1: Pre-Arrival

Ahead of your arrival, up to 14 days prior to the event, download the Celtic Collection app **1** and choose your preferred log in option. Remember to share your email address and mobile number with your event organiser.



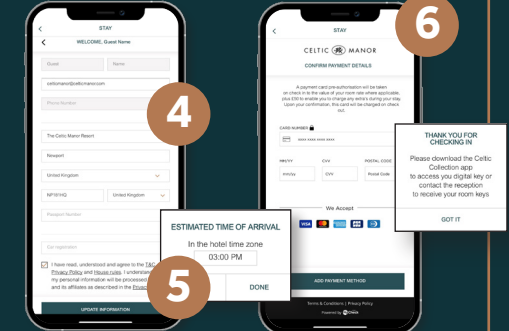
Step 2: On The Day

On the morning of arrival, you will receive an email and a text message from the Celtic Collection inviting you to check-in to your hotel room online. Select the 'STAY' icon **2** and use the booking confirmation number **3** provided to begin check-in ahead of your arrival.



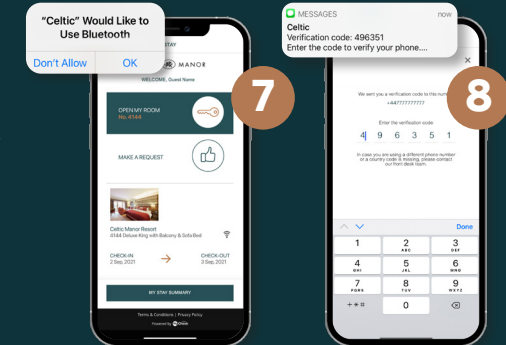
Step 3: Check-In & Payment

Open the app and select the 'STAY' icon **2**. Check and update your booking details **4** and add your conference check-in time **5**. You will only be charged for any extras taken during your stay. Your card will be preauthorised for £50.00. Any funds not required on check out will be released back to your account within 5 working days. If your event expenses are split between organiser and delegate, please add your own payment card details to complete your check-in **6**.



Step 4: When your Room is Ready

When your room is ready you will receive an email and your digital room key **7** will become available.



Step 5: Activate your Digital Key

Please ensure that you have allowed the app access to Bluetooth. On arrival at your room open the app, select the 'STAY' icon **2** and tap the key icon **7** in the top right corner. Once verified via a text message **8** simply place your phone against the lock and tap the key icon **9** to open the door.

