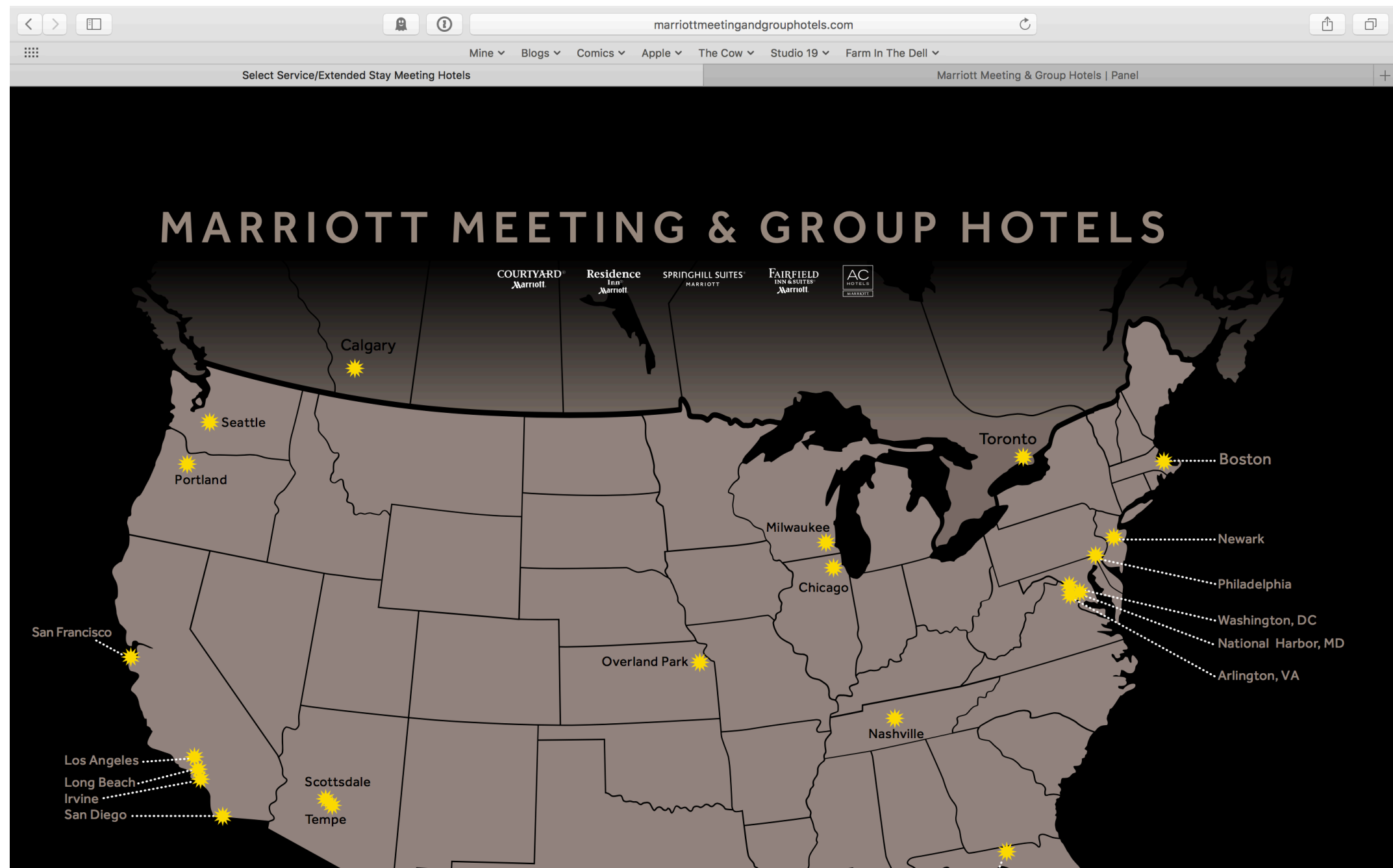


A Handy Guide

to the Marriott Meeting & Group Hotels site

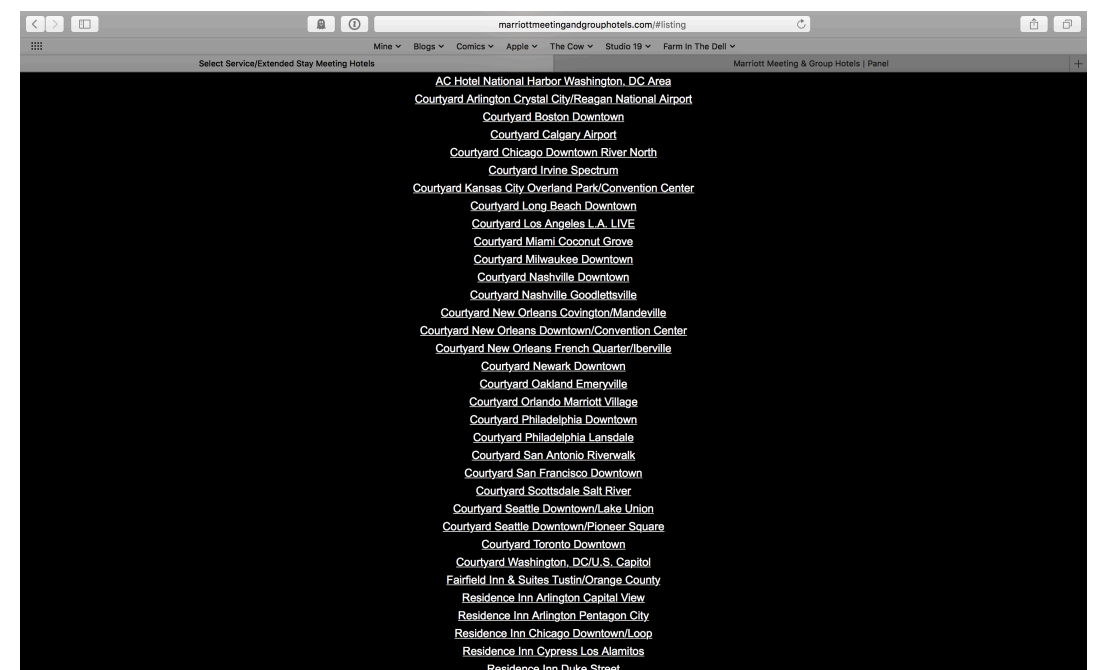
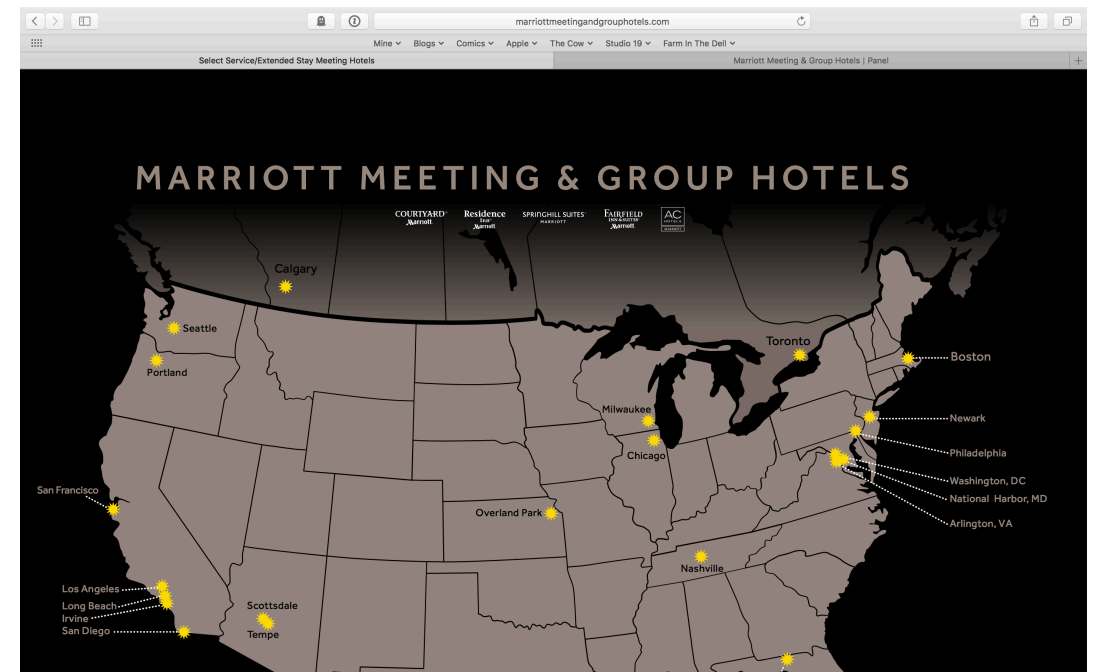
Open the site



The Home Page

You'll see the map of the hotel locations, and you can click anywhere on the map, or simply scroll down, to get the list of the properties.

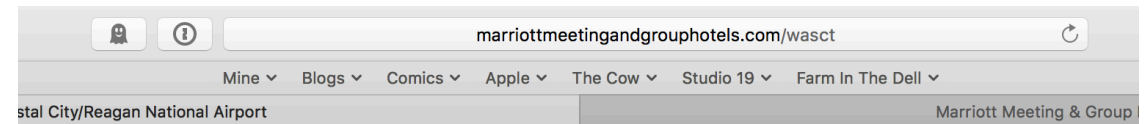
Click on a property's name, and you'll be taken to...



The Property Page

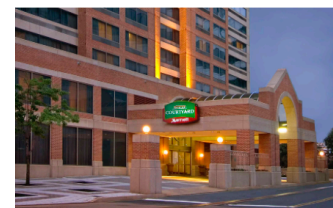
This page is where you'll see the basic information about the property, including cross-selling information that will help you to book at properties that you are unfamiliar with.

Scroll down and you'll see a button that says "VIEW ONLINE MENU" and when you click it...



Courtyard Arlington Crystal City/Reagan National Airport

2899 Jefferson Davis Highway Arlington, VA 22202 | 703-549-3434 | CourtyardCrystalCity.com



What makes WASCT different?

High-rise hotel
Spacious lobby with many seating areas, media pods, and more
Larger business center with boarding pass printing station
iBoard – get local information, directions, restaurants and more
Airport display showing arrival and departure times
On-site Bistro serving breakfast daily, evening dinner service

WASCT Highlights

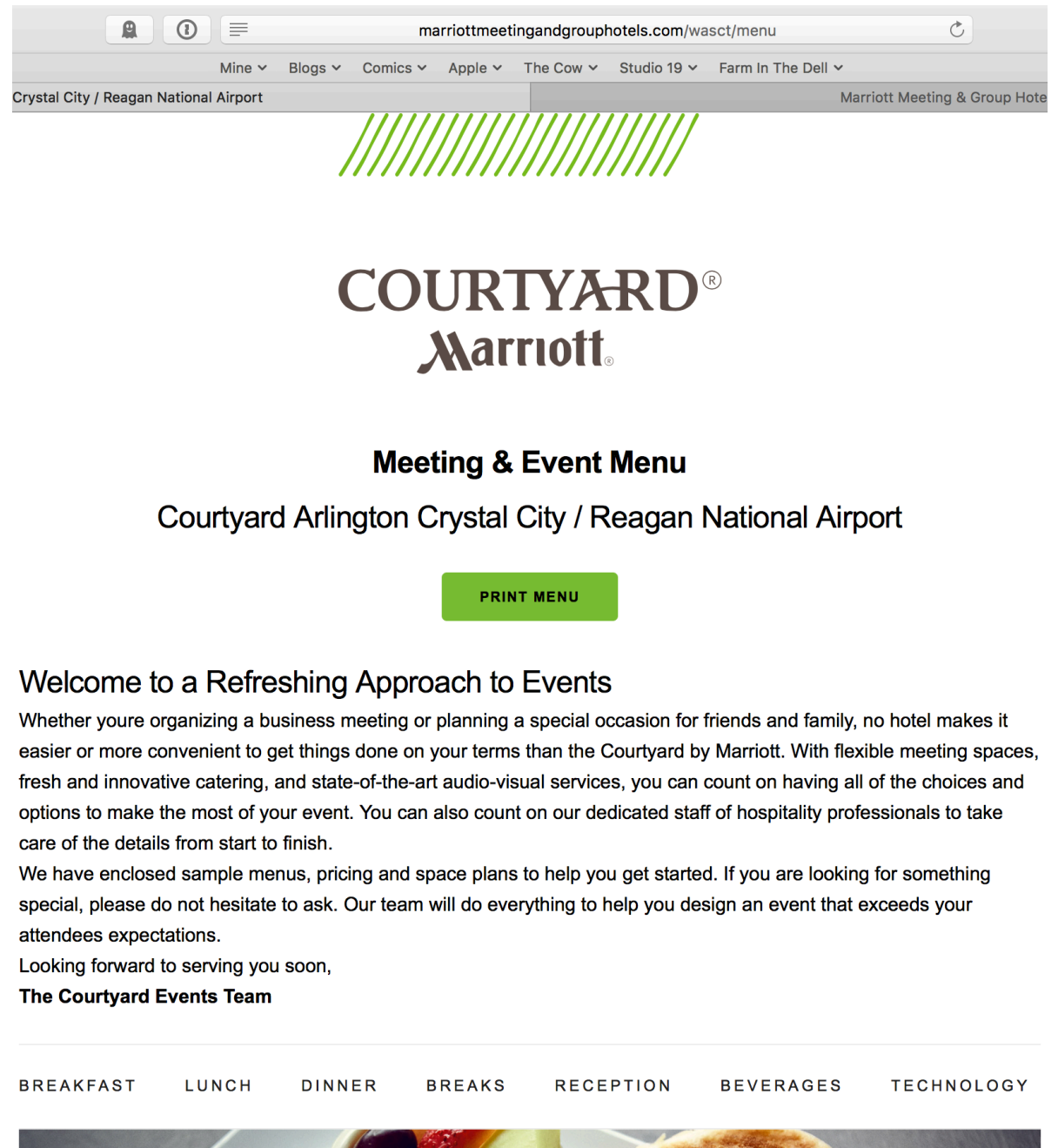
- 14 floors, 268 guest rooms, plus 4 suites
- Free Wi-Fi throughout the entire hotel
- Complimentary metro and airport shuttle
- Underground parking
- Complimentary wireless WIFI in rooms and in public
- Airport delivery Service
- Surrounded by many different restaurants and bars

The Online Menu

Each property has their own menu online, in a format that is viewable on desktop and mobile.

It also can be printed easily, without using too much ink, so your customers will like that.

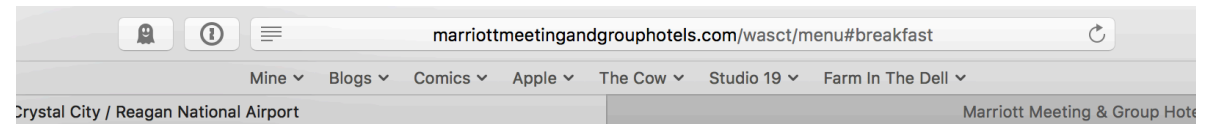
Each section of the menu is accessible via the navigation bar, shown at the bottom of this page. When clicked...



The Docked Navigation

...the Navigation docks to the top of the screen and allows for quick jumps between sections.

And this is all editable by you!



BREAKFAST LUNCH DINNER BREAKS RECEPTION BEVERAGES TECHNOLOGY



Breakfast

breakfast

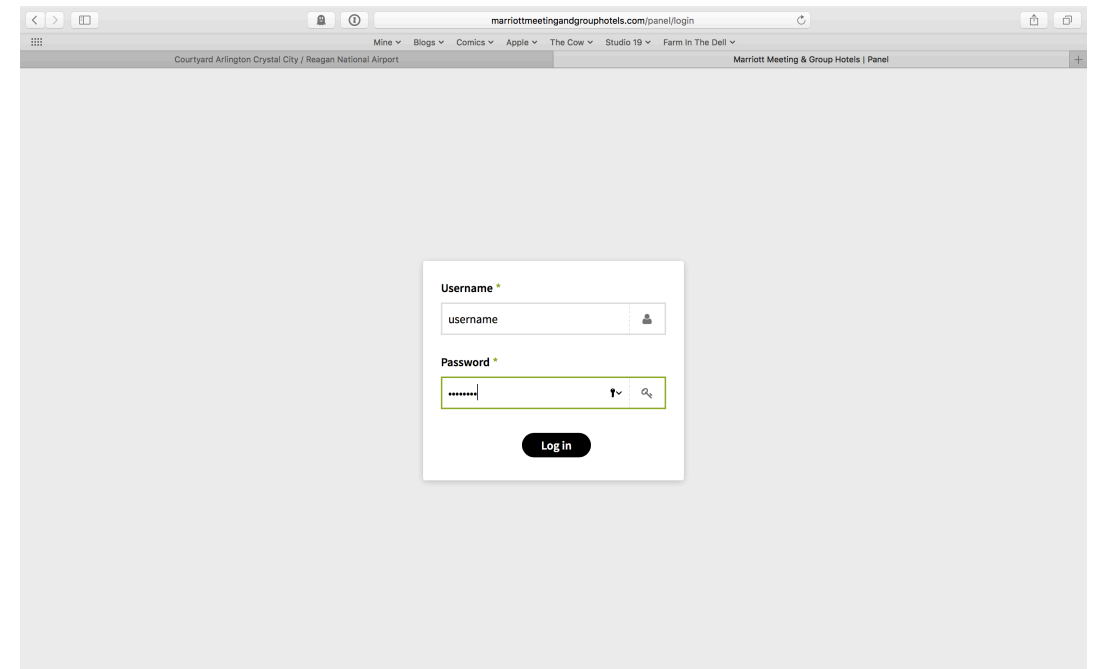
HOT BREAKFAST TABLE | \$21

fresh scrambled eggs
bacon or sausage
breakfast potatoes
blueberry and seasonal muffins
sliced bagels
butter, cream cheese and preserves
seasonal fresh fruits
assorted Kellogg® cereals
skim and low fat milk
orange and apple juice
fresh brewed coffee and tea service

pricing based on 1 hour service enhancements are ordered based on final

The Back End

To make changes to your property information sheet or to update your property's menu, you need access to the back end. This can be found at:



marriottmeetingandgrouphotels.com/panel

You will need the username and password provided to you via email to login to the site. If you don't have that, reach out to your regional sales team for it.

A close-up view of the login form. It features a 'Username' label with an asterisk, followed by a text input field containing 'username' and a user icon. Below this is a 'Password' label with an asterisk, followed by a password input field with masked dots, an eye icon, and a key icon. A black 'Log in' button is positioned at the bottom of the form.

The List of Properties

























You'll be presented with the list of properties, and when you click on yours, you'll get your property info sheet.

Dashboard

Pages

Edit

Add

	AC Hotel National Harbor Washington, DC Area	1
	Courtyard Arlington Crystal City/Reagan National Airp	2
	Courtyard Boston Downtown	3
	Courtyard Calgary Airport	4
	Courtyard Chicago Downtown River North	5
	Courtyard Irvine Spectrum	6
	Courtyard Kansas City Overland Park/Convention Cen	7
	Courtyard Long Beach Downtown	8
	Courtyard Los Angeles L.A. LIVE	9
	Courtyard Miami Coconut Grove	10
	Courtyard Milwaukee Downtown	11
	Courtyard Nashville Downtown	12
	Courtyard Nashville Goodlettsville	13
	Courtyard New Orleans Covington/Mandeville	14
	Courtyard New Orleans Downtown/Convention Cent	15
	Courtyard New Orleans French Quarter/Iberville	16
	Courtyard Newark Downtown	17
	Courtyard Oakland Emeryville	18
	Courtyard Orlando Marriott Village	19
	Courtyard Philadelphia Downtown	20
	Courtyard Philadelphia Lansdale	21
	Courtyard San Antonio Riverwalk	22
	Courtyard San Francisco Downtown	23
	Courtyard Scottsdale Salt River	24






Your site's URL

marriottmeeting

Your account

cavynmaicl

Your last updates

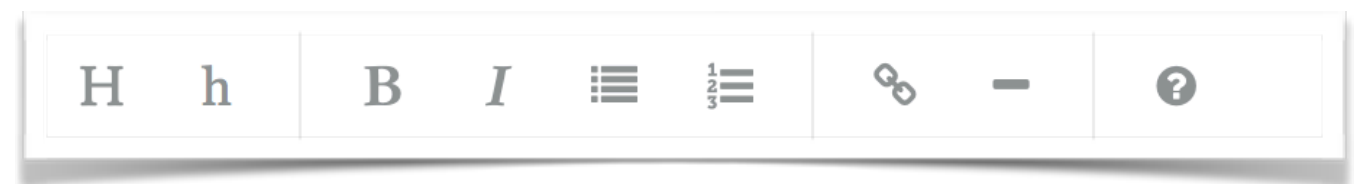
	menu
	LAXLD Menu
	BOSDM Menu
	menu
	menu

Editing Tools

You can edit the info, and use the tools presented in each section to format as you see fit.

The screenshot shows the Marriott Meeting and Group Hotels editing interface. The sidebar on the left includes 'Page settings' (Open preview, Status: visible, Change URL), 'Pages' (WASCT Menu), and 'Files' (WASCT_Exterior.jpg, WASCT_Room.jpg, WASCT_Signature.jpg). The main content area has the following fields:

- Title:** Courtyard Arlington Crystal City/Reagan National Airport
- MARSHA code:** WASCT
- Hotel Name:** Courtyard Arlington Crystal City/Reagan National Airport
- Hotel Street Address with City State and Zip:** 2899 Jefferson Davis Highway Arlington, VA 22202
- Hotel Phone Number:** 703-549-3434



Some fields have tools above them for Header, Subheader, Bold, Italic, Unordered List, Ordered List, Link, and Horizontal Line. If the field you're in doesn't have those tools, you don't have access to formatting for that information.

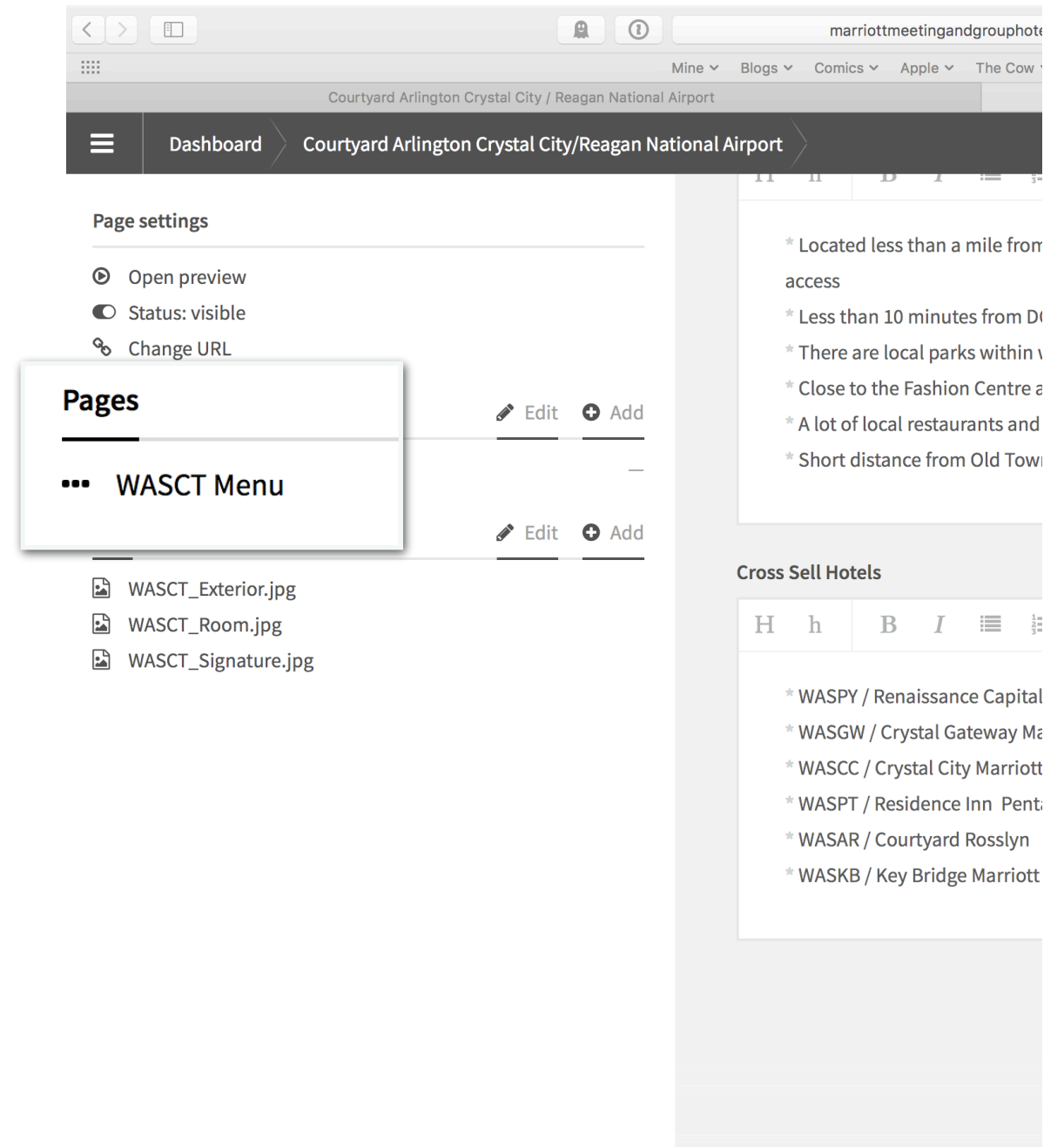
The screenshot shows the Marriott Meeting and Group Hotels editing interface with the following sections:

- What Makes This Hotel Different:** A list of hotel features including High-rise hotel, Expansive lobby with many seating areas, media pods, etc., Larger business center with boarding pass printing station, GoBoard – get local information, directions, restaurants and more, Airport display showing arrival and departure times, The Bistro serving breakfast daily, evening dinner service with cocktails, We Proudly Serve Starbucks® Coffee, The Market – 24-hour food, snacks and refreshments, including beer and wine, Bistro To-Go – pick up or room delivery service available, Dry cleaning services, and Indoor pool – on second level with good views.
- Hotel Highlights:** A list of key amenities including 14 floors, 268 guest rooms, plus 4 suites, Free Wi-Fi throughout the entire hotel, Complimentary metro and airport shuttle, Underground parking, Complimentary wireless WiFi in rooms and in public, and Airport delivery service.

A 'Save' button is located at the bottom right of the 'Hotel Highlights' section.

To Access the Menu

On the left of each property page is a link to that property's menu page. When you click that...



To Edit the Menu

You will be presented with similar text fields to edit the content of your menu.

Simply scroll to the section you want to update, edit the text and then click the save button at the bottom of the page.

When you click save...

The screenshot shows a web browser window with the URL `marriottmeetingandgroup-hotels.com/panel/pages/wasct/menu/edit`. The page title is "Marriott Meeting & Group Hotels | Panel". The main content area is a text editor with a black header bar. Below the header, there is a text field containing "attendees expectations." followed by "Looking forward to serving you soon," and "**The Courtyard Events Team**".

Below the text editor is a section titled "Breakfast Menu Items". This section contains a rich text editor with a toolbar showing options for bold (H), italic (h), bold (B), italic (I), bulleted list, numbered list, link, unlink, and help. The text in the editor is as follows:

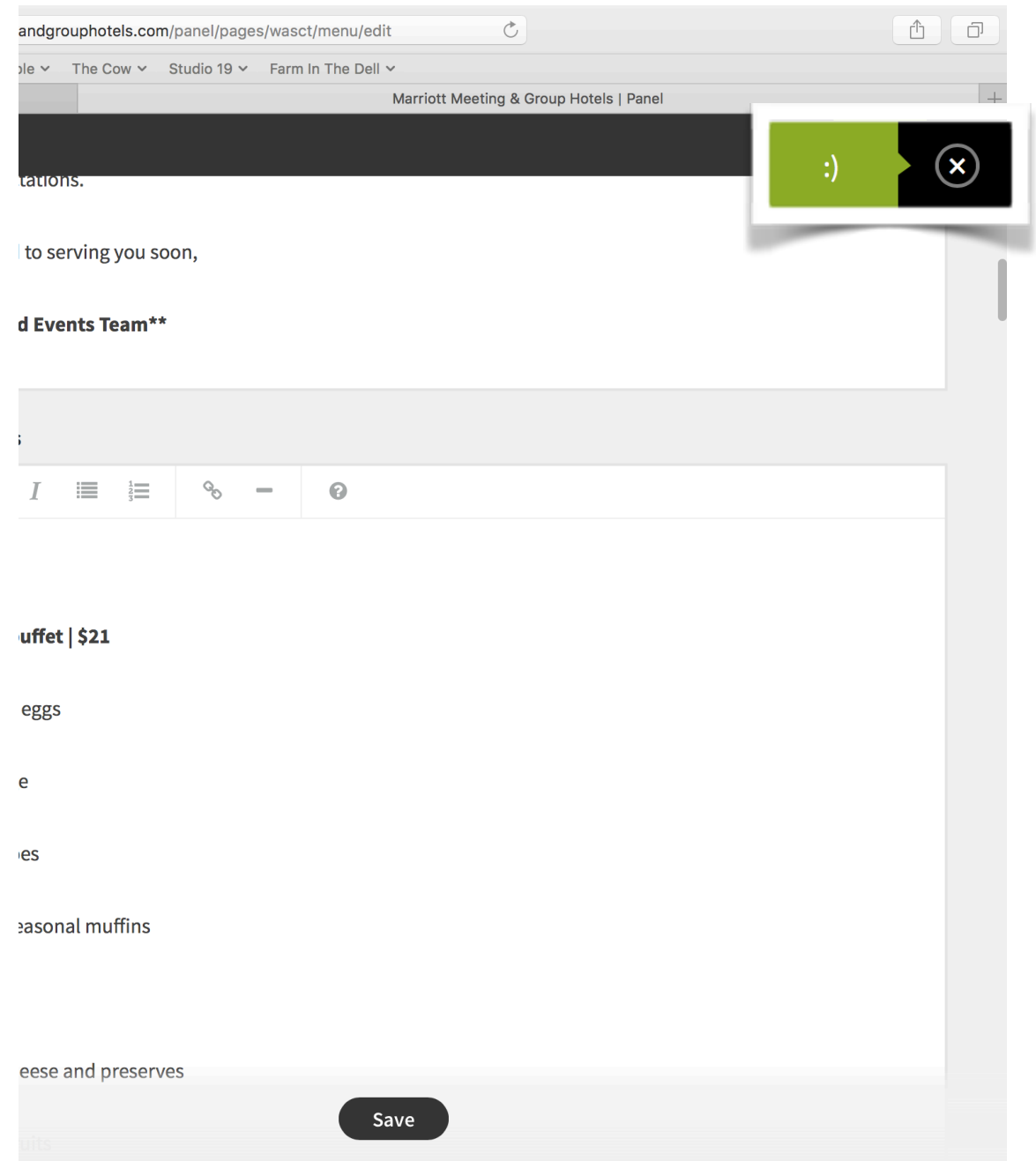
- #### breakfast
- ##### hot breakfast table | \$21
- fresh scrambled eggs
- bacon or sausage
- breakfast potatoes
- blueberry and seasonal muffins
- sliced bagels
- butter, cream cheese and preserves
- seasonal fresh fruits

A "Save" button is located at the bottom right of the page.

Save Your Edits

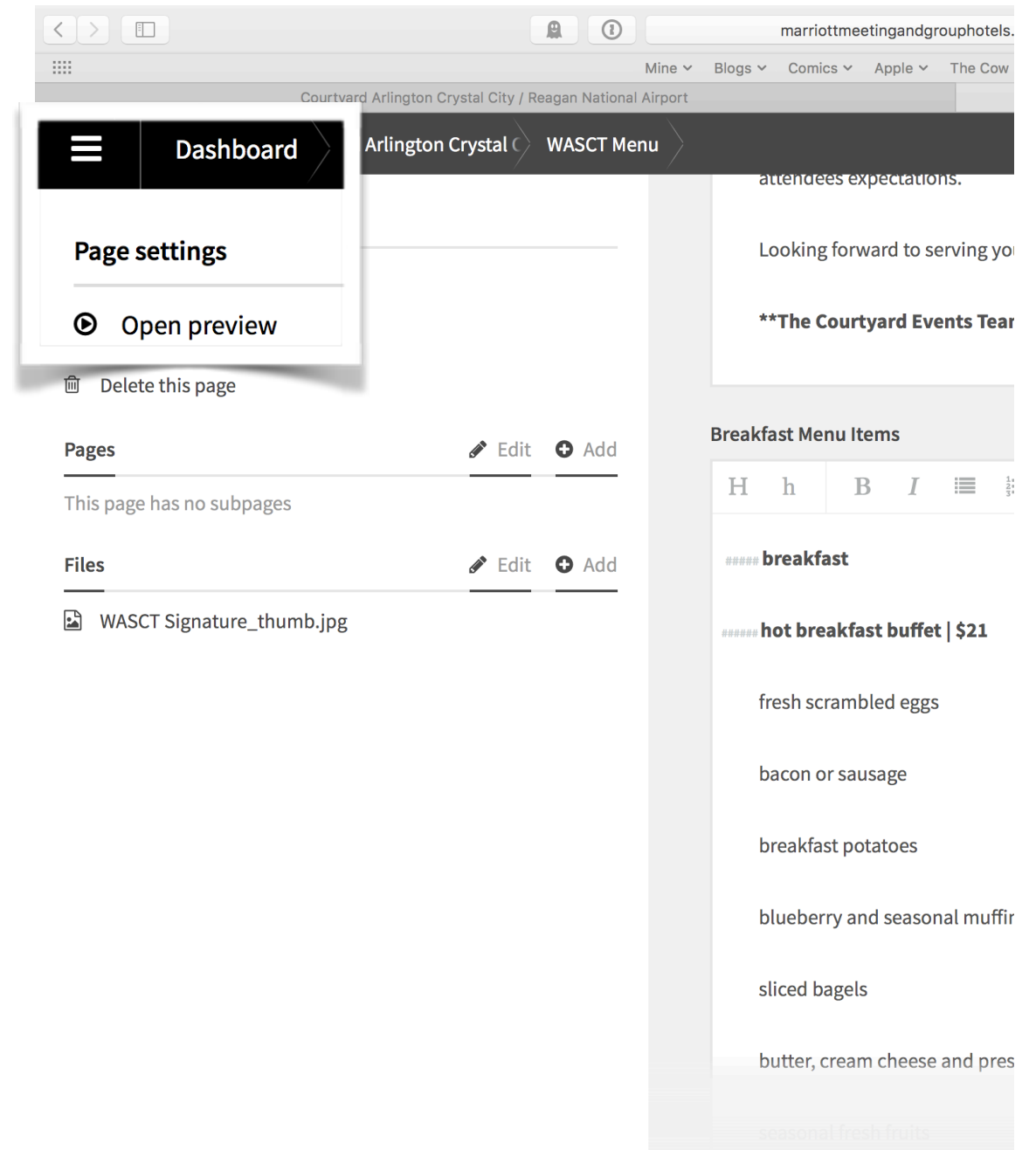
You'll be presented with a green smileie in the upper right corner that tells you work is saved.

To view your changes...



Review Your Edits

...simply click on “Open Preview” on the upper left menu, and a new tab will open with your updated menu.



Some Quick Notes

Your edits are live immediately. Need to update the menu for a client this morning?

You can do it right now.

If you mess up and need to reset the menu,
please reach out to
help@marriottmeetingandgroup-hotels.com
and we'll get you back up and running.