

Quick Start Guide

SynXis Property Hub WYNDHAM REWARDS ENROLLMENTS

This Quick Start Guide outlines the steps to enroll guests in Wyndham Rewards from the PMS. For more information on managing enrollments from within SynXis Property Hub, consult the [SynXis Property Hub Wyndham Rewards Enrollments](#) job aid.

BEFORE ENROLLING



1. Ask the guest if they'd like to enroll in Wyndham Rewards.
2. If they're already a Member or not sure, conduct a member search via SynXis Property Hub using the **CHANGE PRIMARY GUEST** function.
3. The following information is required to enroll a Member in the program:
 - ✓ **FIRST & LAST NAME**
 - ✓ **ADDRESS**
 - ✓ **CITY, STATE, POSTAL CODE**
 - ✓ **PHONE NUMBER**
 - ✓ **EMAIL ADDRESS**

ENROLLING IN SYNXIS PROPERTY HUB



1. From the Guest Stay Record, click the **ENROLL** link in upper left corner to open the Guest Details window.
2. **VERIFY** with the guest their demographic information and **COMPLETE** any missing mandatory fields.
3. Click the **SAVE** button, the window will close.
4. Once the enrollment is complete and the reservation is re-opened, the member's Wyndham Rewards number will appear below the guest name.
5. Inform guest they should receive a confirmation email with their member number and encourage them to download the Wyndham Hotels & Resorts mobile app.

Support & Resources

HTCS

Phone
855-849-3487

Chat
community.wyndham.com

**Training
Resources**

This Quick Start Guide provides a high level summary only. For detailed instructions, see additional SynXis Property Hub job aids available on Wyndham Community.
[Wyndham Community](#) > [Resources & IT Help](#) > [Hotel Resources](#) > [Hotel Systems Training](#)