Easy Guide:
Online Check-In

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.

Download on the App Store   GET IT ON Google Play

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** .
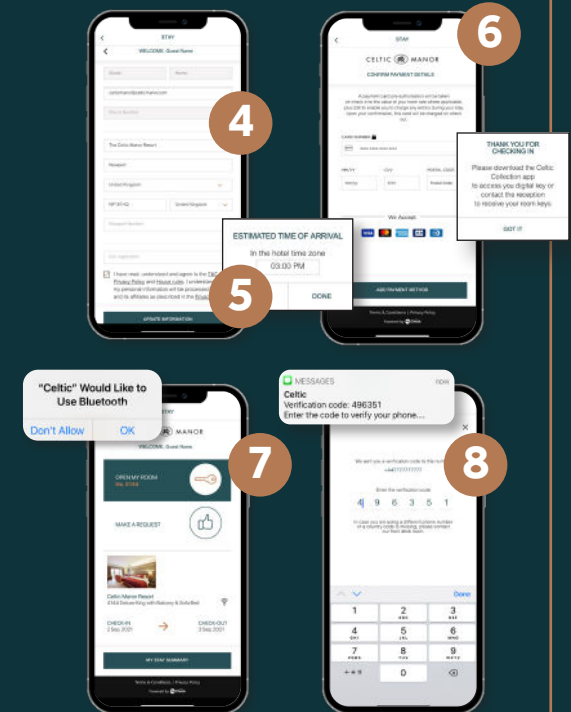
Step 4: When your Room is Ready
When your room is ready you will receive an email and your digital room key **7** will become available.

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.