



HRS CONNECT USER GUIDE

2025

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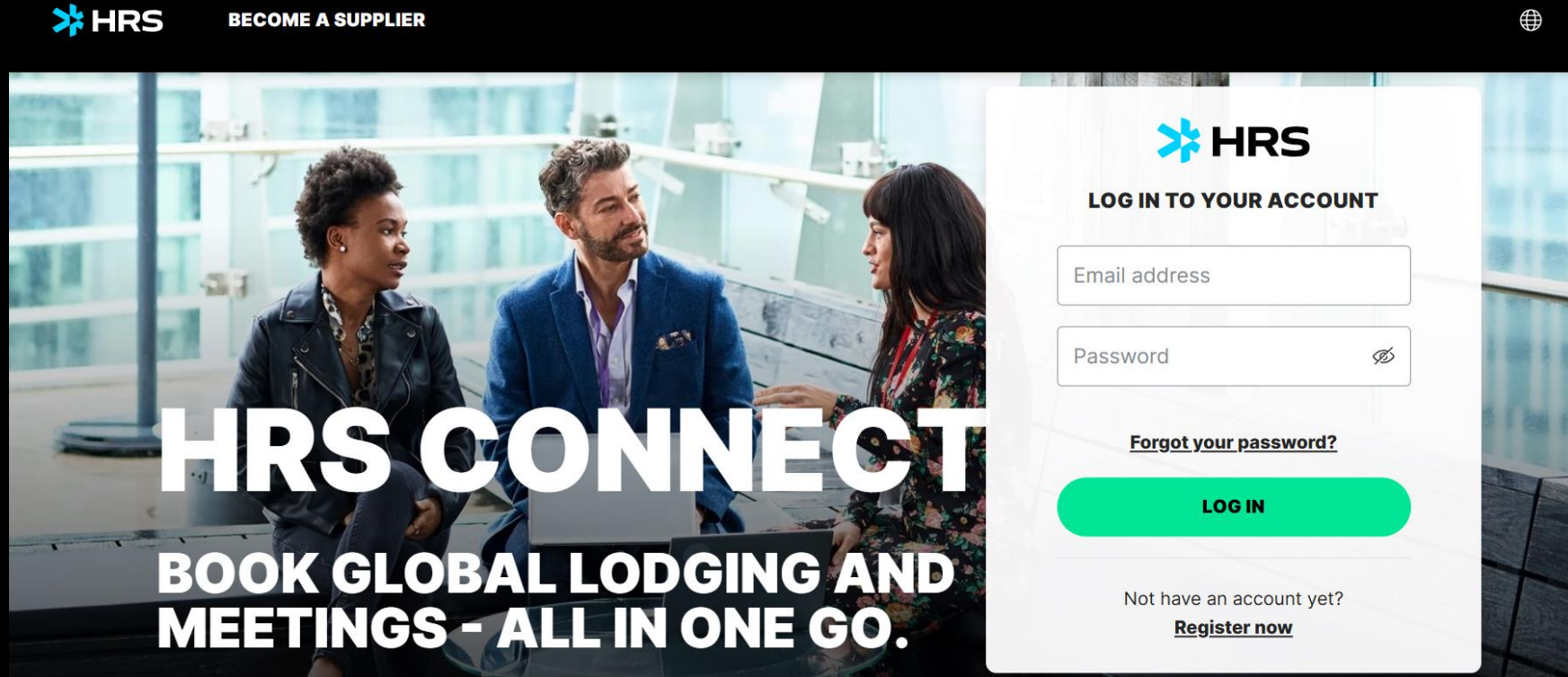


SECTION 1

CREATE ACCOUNT

Step 1: Visit [HRS CONNECT](#) and click 'Register now' to create a new account.

Step 2: Enter your name, email address, and create a password. All communications will be sent to the email address you provide.

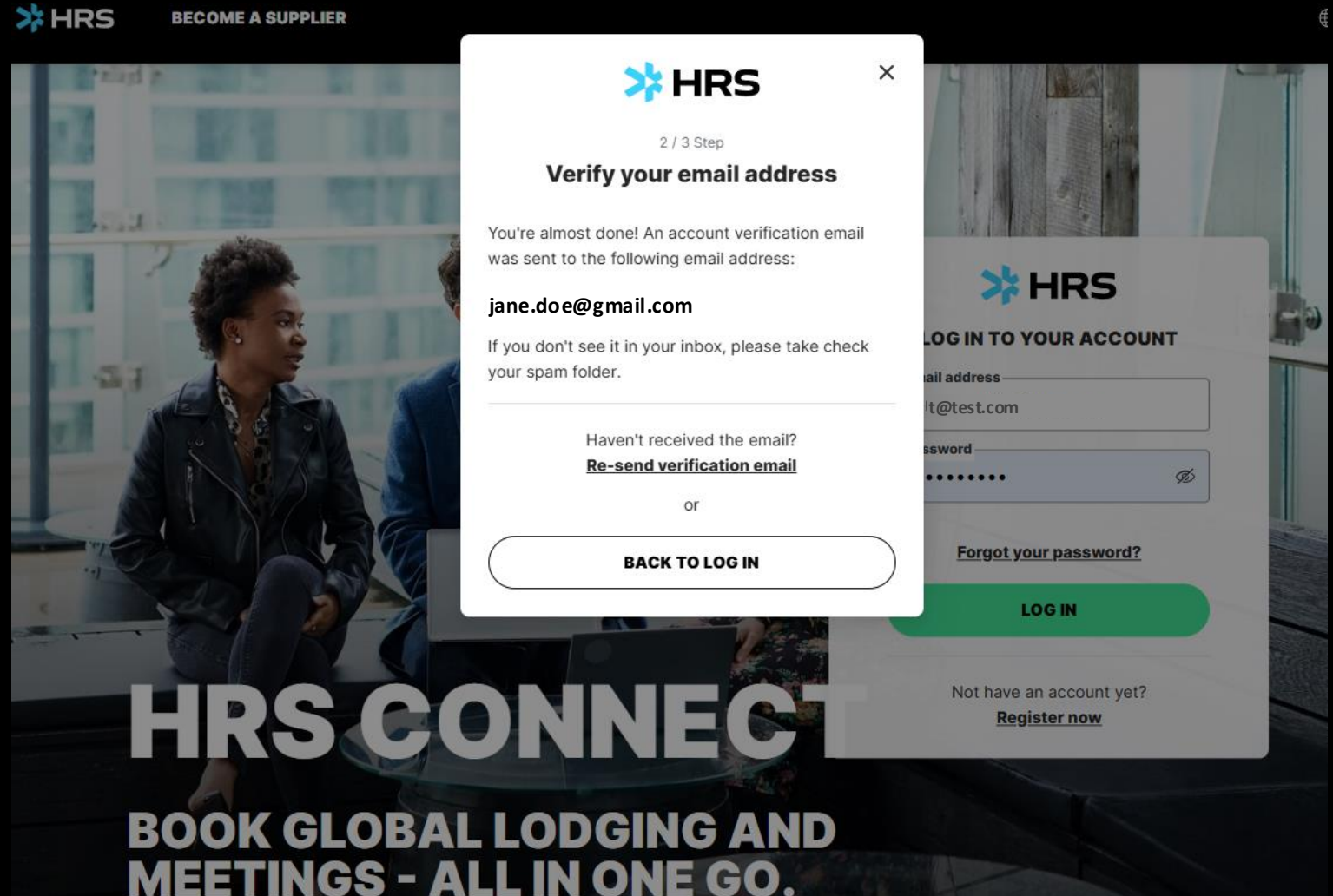




SECTION 1

CREATE ACCOUNT

Step 3: A verification link will be sent to the email address you provided.





SECTION 1

CREATE ACCOUNT

Step 4: To complete your registration, click 'Verify Email' to confirm your account.



VERIFY ACCOUNT

You're almost there! Verify your account now to reserve spaces for your next event.

VERIFY EMAIL



If the above button does not work, please copy the link into your browser's address bar:



SECTION 2

SEARCH PAGE OVERVIEW

Step 5: Set your preferences:

- Language Selection: you can change the interface language by clicking the globe icon in the top menu.
- Profile Settings: By clicking on the profile icon, you can update your personal details. These settings will be used in system-generated emails and communication.

The image displays two overlapping screenshots of the HRS website. The top screenshot shows the search page with a navigation bar containing 'HRS', 'BOOKINGS', and a globe icon. A search bar is present with fields for 'SEARCH' (Location, hotel, region, address), 'ARRIVAL' (9 Aug, 2025), 'DEPARTURE' (10 Aug, 2025), and 'ROOMS & PERSONS' (1 person - 1 room). A 'SEARCH NOW' button is below the search bar. A 'Display settings' dropdown menu is open, showing options for 'Format' and 'Language'. The 'Language' section is highlighted with a red box, showing 'English | English' as the selected option, with other options like 'Deutsch | German', 'Italiano | Italian', 'Español | Spanish', and 'Français | French' listed below. The bottom screenshot shows the 'Profile' page with a 'WELCOME, gamze celik' message and a 'My bookings' link. The 'YOUR DETAILS' section is visible, with a 'CHANGE' button. The 'LOCALIZATION' section is highlighted with a red box, showing a 'Language' dropdown menu with 'English | English' selected, and other options like 'Currency' (EUR - € - Euro) and 'Units' (24-Hour Format | Kilometers) listed below. A 'CANCEL' button and a 'SAVE CHANGES' button are at the bottom of the profile page.

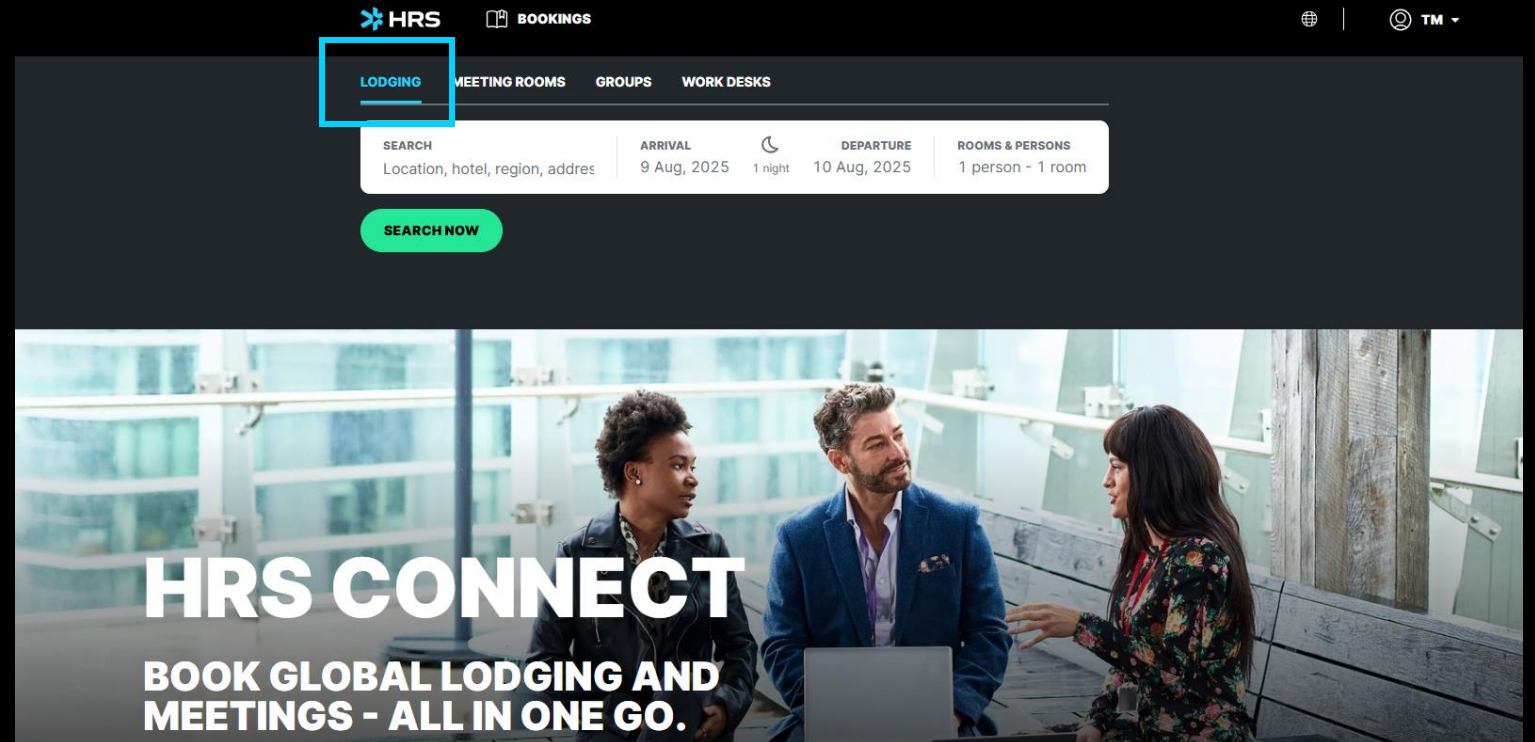


SECTION 2

SEARCH PAGE OVERVIEW

Step 6: Select your search option:

- Lodging: Select to search for available bedrooms in a specific timerame (short-trip or longstay).

A screenshot of the HRS website's search interface. The top navigation bar includes the HRS logo, a "BOOKINGS" link, and icons for a globe and a user profile. Below this, a secondary navigation bar highlights "LODGING" with a blue underline and box, alongside "MEETING ROOMS", "GROUPS", and "WORK DESKS". The main search area contains a white form with four sections: "SEARCH" (with a placeholder "Location, hotel, region, address"), "ARRIVAL" (with "9 Aug, 2025" and a moon icon), "DEPARTURE" (with "10 Aug, 2025" and a sun icon), and "ROOMS & PERSONS" (with "1 person - 1 room"). A green "SEARCH NOW" button is positioned below the form. The background of the page features a large image of three people in a modern office setting, with the text "HRS CONNECT" and "BOOK GLOBAL LODGING AND MEETINGS - ALL IN ONE GO." overlaid in white.



SECTION 3

DEFINE CRITERIA & SEARCH

Step 7: Enter the destination, date, number of rooms and persons.

Step 8: Click “Search Now” to get your results.

A screenshot of the HRS Connect website's search interface. The top navigation bar includes the HRS logo, a "BOOKINGS" link with a calendar icon, a globe icon, and a user profile icon labeled "TM". Below this is a search bar with four tabs: "LODGING" (selected), "MEETING ROOMS", "GROUPS", and "WORK DESKS". The search bar contains the following fields: "SEARCH" with the placeholder "Location, hotel, region, address"; "ARRIVAL" with the date "9 Aug, 2025" and a moon icon; "DEPARTURE" with the date "10 Aug, 2025" and "1 night" between the dates; and "ROOMS & PERSONS" with the text "1 person - 1 room". A green "SEARCH NOW" button is located below the search bar. The background of the page shows a group of three people (two women and one man) in a modern office setting, with the text "HRS CONNECT" and "BOOK GLOBAL LODGING AND MEETINGS - ALL IN ONE GO." overlaid.

SECTION 4

FIND ROOMS

Step 9: Scroll to view rooms results based on your criteria.

Step 10: Click on the hotel name to view the hotel's profile.

Filter:
Price range
HRS Stars
Ratings
Brand/Chain
More
Breakfast Included 7
Free Cancellation 5
Parking Available 13
EV charging station 4
Bookable without prepayment 5
Free WiFi 15
24 hour reception 14

18 Hotels found
Sort by: Recommended
Price per night



NYX Hotel Berlin Köpenick by Leonardo Hotels
12557 Berlin, Köpenick

15.3 km 18 km 8 km

- ✓ Breakfast included
- ✓ Free cancellation
- ✓ Available without prepayment

Only 5 rooms left on our site

8.6 Very good
Based on 101 reviews

€129

HOTEL DETAILS



Wyndham Garden Berlin Mitte
13359 Berlin, Gesundbrunnen

4.4 km 4 km 7 km

✗ Breakfast excluded

Only 2 rooms left on our site

6.5 Appealing
Based on 81 reviews

€146

HOTEL DETAILS



Best Western Plus Berlin Kurfürstendamm
10719 Berlin, Wilmersdorf

4.1 km 4 km 7 km

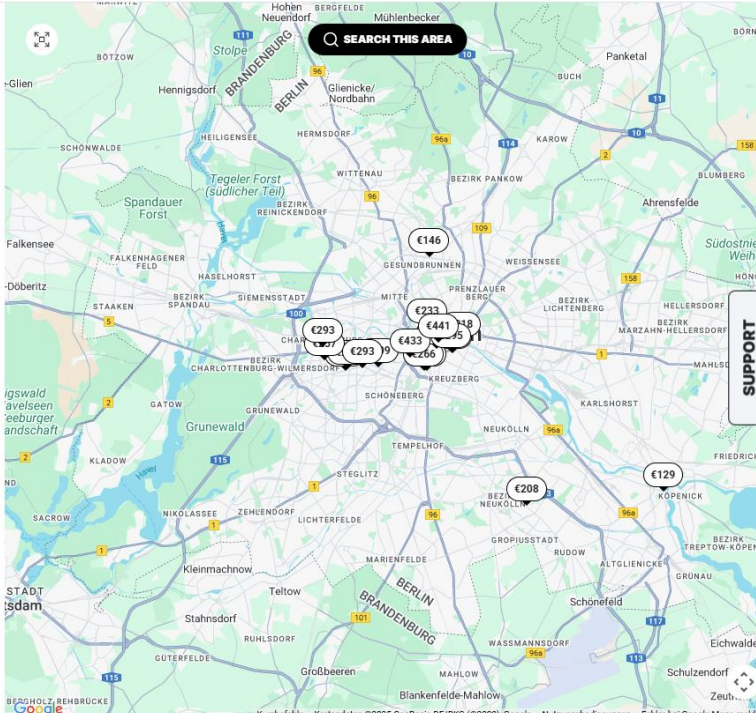
✗ Breakfast excluded

7.5 Good
Based on 93 reviews

€195

HOTEL DETAILS

SEARCH THIS AREA

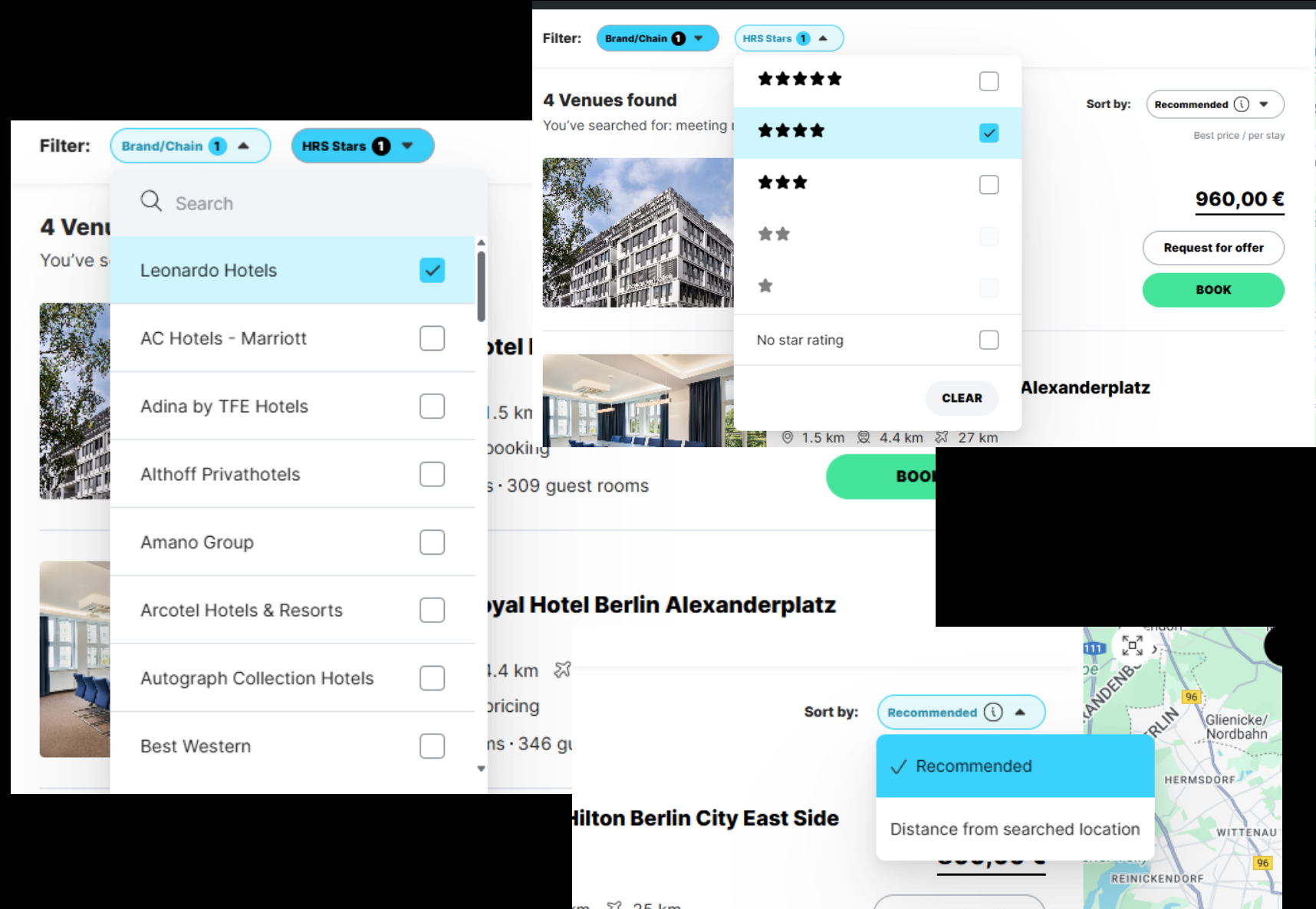


SECTION 4

FILTERS & SORTING

Step 11: Refine your hotel search by selecting specific brands, chains, or star ratings to match your preferences.

Step 12: Choose how you want to view your results—either by Recommended (curated suggestions) or by Distance from your selected location.

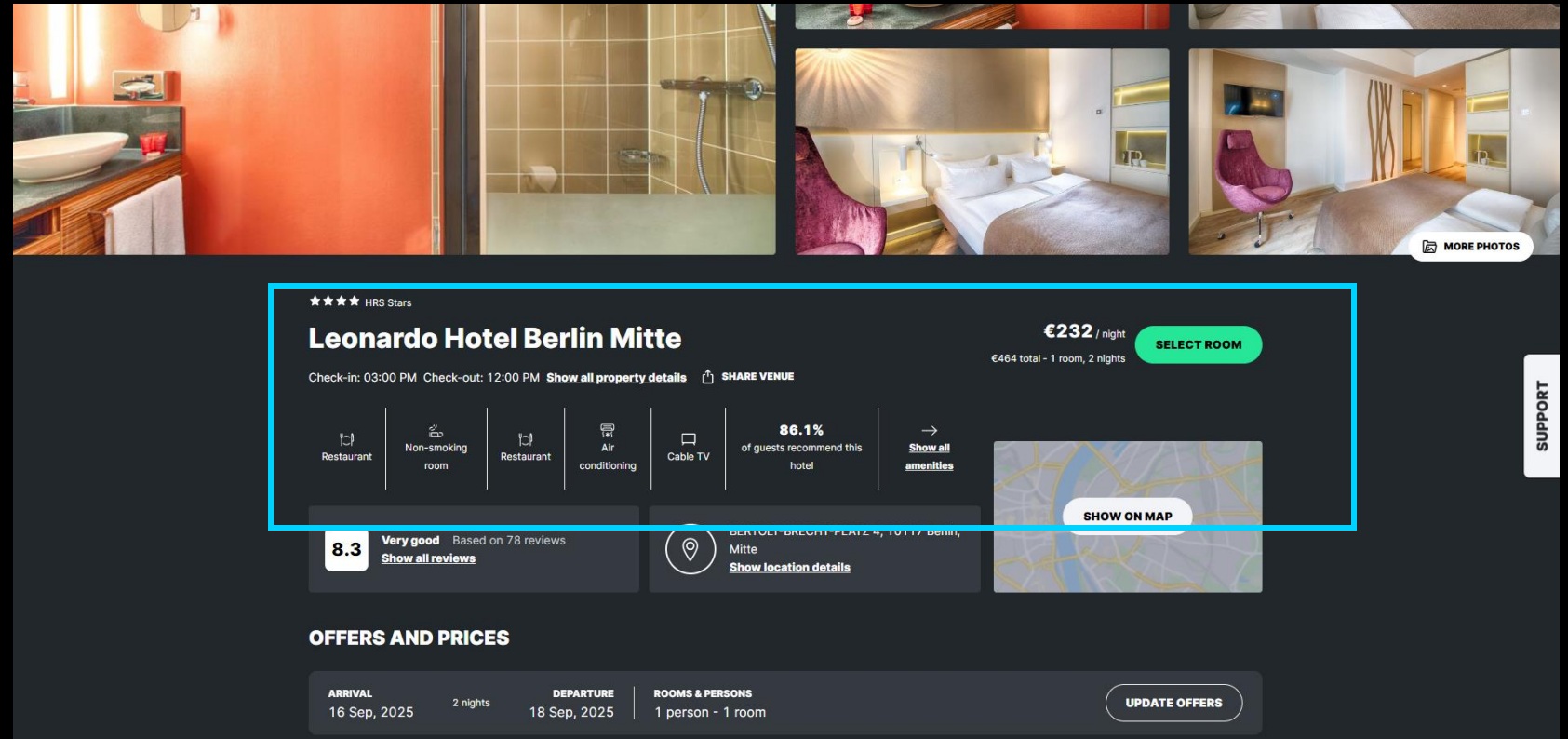


SECTION 4

FIND ROOMS

Step 13: Check all amenities and property details in the details overview and more.

Step 14: If you have already decided, you can move on with selecting the room.



★★★★ HRS Stars

Leonardo Hotel Berlin Mitte

Check-in: 03:00 PM Check-out: 12:00 PM [Show all property details](#) [SHARE VENUE](#)

€232 / night [SELECT ROOM](#)
€464 total - 1 room, 2 nights

[Restaurant](#) [Non-smoking room](#) [Restaurant](#) [Air conditioning](#) [Cable TV](#) **86.1%** of guests recommend this hotel [Show all amenities](#)

8.3 **Very good** Based on 78 reviews [Show all reviews](#)

[SHOW ON MAP](#)

OFFERS AND PRICES

ARRIVAL 16 Sep, 2025	2 nights	DEPARTURE 18 Sep, 2025	ROOMS & PERSONS 1 person - 1 room	UPDATE OFFERS
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[MORE PHOTOS](#)

[SUPPORT](#)

SECTION 4

FIND ROOMS

Step 15: Click on “show full details” to room description, amenities, cancellation policies, and more.

Step 16: If you have already decided, you could also submit a booking and click on “Book Now”.

OFFERS AND PRICES

ARRIVAL
16 Sep, 2025

2 nights

DEPARTURE
18 Sep, 2025

ROOMS & PERSONS
1 person - 1 room

UPDATE OFFERS

Filter offers by

All offers 3 ✓

Free cancellation 2

**Standard room: 1 adult**

A standard room consists of a room with shower/toilet o...

[Show full details](#)

Conditions

✓ Breakfast included

✗ Cancellation not free of charge

✗ Prepayment required

✗ Credit card required

Show full details

Standard rate

€464 for 2 nights

€232

[Price details](#)

BOOK NOW

**Standard room: 1 adult**

A standard room consists of a room with shower/toilet o...

[Show full details](#)

Conditions

✓ Breakfast included

✓ Free cancellation until 16 Sep, 2025, 6:00 PM

✓ Bookable without prepayment

✗ Credit card required

Show full details

Standard rate

€516 for 2 nights

€258

[Price details](#)

BOOK NOW

**Superior room: 1 adult**

Only 5 rooms left on our site

A superior room is larger and more comfortable than a...

[Show full details](#)

Conditions

✓ Breakfast included

✓ Free cancellation until 16 Sep, 2025, 6:00 PM

✓ Bookable without prepayment

✗ Credit card required

Show full details

Standard rate

€596 for 2 nights

€298

[Price details](#)

BOOK NOW

LOCATION

AMENITIES

RATINGS AND REVIEWS

ALTERNATIVES

€232 / night

€464 total - 1 room, 2 nights

SELECT ROOM

SECTION 5

CONFIRM & MANAGE BOOKINGS

Step 17: Define the payment method.

- Provide or select your billing address and cost center

Step 18: Review the modification and cancellation conditions.

Step 19: If all is correct, select “Book Now” to complete your booking.

←

CONFIRM BOOKING

YOUR DETAILS

Phone number*

COST CENTER

Cologne Office | Breslauer Platz 4, 50668 Köln, Germany

BILLING ADDRESS
(Required)

HRs Cologne Office, Breslauer Platz 4, 50668 Köln, Germany

CHANGE

PAYMENT INFORMATION

Credit card payment

VISA

MasterCard

AMERICAN EXPRESS

Number:
**** * * * *

Expiry date:
Month Year

Cardholder:
Name on card

★★★★ HRS Stars

Leonardo Hotel Berlin Mitte

BERTOLT-BRECHT-PLATZ 4, 10117 Berlin, Mitte

Check-in: 15:00
Tu, 16 Sep

2 nights

Check-out: 12:00
Th, 18 Sep

Guests and rooms
1 adult (1 room)

Price Breakdown

Paid at accommodation

Visitor tax (Not included in the total price):
7.5 % (per room and night)

Cancellation policy

✕ No free cancellation

View details

Total price

€464.40
incl. taxes
View details

BOOK NOW

By proceeding you accept the HRS [Terms & Conditions](#)

SECTION 5

CONFIRM AND MANAGE BOOKINGS

Step 20: You can review booking confirmation details, make changes or contact the booked venue.


BOOKINGS



KD

BOOKINGS OVERVIEW




★★★★ HRS Stars

Active

Check-in: 2:00 PM
Th, 14 Aug, 2025


1 night

Check-out: 12:00 PM
Fr, 15 Aug, 2025

Payment Details

Total price **106,20 €**
Cancellation policy incl. taxes

You have already accepted the HRS [Terms & Conditions](#)


BOOKING CONFIRMED
Your booking is now confirmed. You should have received a confirmation email.
Booking ID: **#183366488**


BOOK AGAIN


EDIT BOOKING


PRINT


TESTSTR. 11, 99999 Test City 025 Terms



SECTION 6

ADDITIONAL SUPPORT

For support resources, visit our Connect Page, where you'll find more information and answers to frequently asked questions (FAQs).

It's your one-stop resource to get the most out of HRS CONNECT. Access it anytime at:

<https://www.hrs.com/enterprise/connect/>

