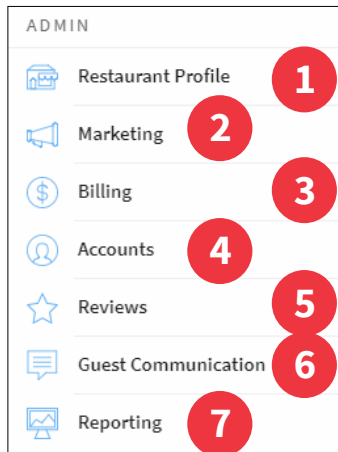




## GuestCenter Admin

Everything is now in once spot! GuestCenter Admin has replaced OpenTable Restaurant Center. From GuestCenter Admin, restaurants can update profiles, view reporting, and more. Log into [guestcenter.opentable.com](http://guestcenter.opentable.com) and click on the menu to access GuestCenter Admin.



### 1 Restaurant Profile

- Basic Info - Update restaurant information
  - Contact Information
  - Restaurant Description
  - Business Hours
  - Typical Check per Guest
  - Payment Options
  - Directions and Parking Info
  - Social Media Sites
- Dining Experience - Tell diners what you offer
  - Food and Beverage Offers
  - Style
  - Restaurant Features
  - Private Events & Catering
- Profile Photo - Upload a new profile photo
- Reservation Widget - Get the OpenTable widget on your website
- Menus - Upload the most recent restaurant menu

### 2 Marketing

- Seasonal Promos - Let diners know you are open
  - Valentine's Day
  - Easter
  - Cinco de Mayo
  - Mother's & Father's Days
  - Thanksgiving
  - Hanukkah
  - Christmas
  - New Year's Eve
- Featured Lists - Market you special menus
  - Al Fresco
  - Brunch
  - Gluten Free
  - Vegan or Vegetarian
- Private Dining - Promote your private dining space
- Guest Campaigns - More marketing options with OpenTable

### 3 Billing

- Account Balance - Review your account balance and make a payment
- Billing History - Review, download, and print past billing statements

### 4 Accounts

- Manage Accounts - Add new users and update user access

### 5 Reviews

- Reviews - View diner reviews and overall restaurant ratings
- Reports - Run reports on reviews

### 6 Guest Communication

- Reservation Confirmation - Customize the diner confirmation email for reservations booked in-house

### 7 Reporting

- Dashboard - Quick access to frequently used reports
- Reservations - View past and future reservations
- Turn Times - Track average turn times based on shift and party size
- Your Email Reports - Receive monthly reports
- Feedback - Provide feedback and ideas to the OpenTable Reporting Team