

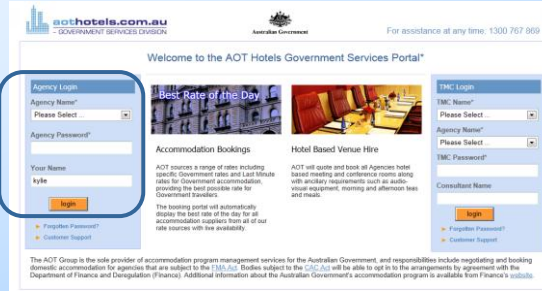
STEP 1: - LOGIN

Login:

Sign in by selecting your **Agency Name** from the dropdown list.

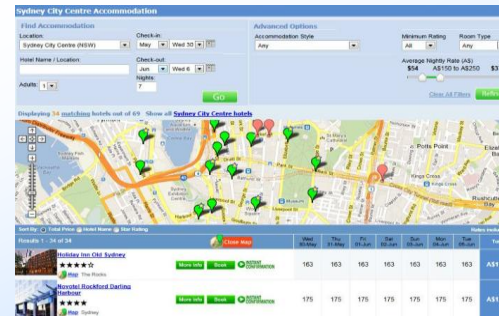
Enter the following:

- ▶ **Agency Password**
- ▶ **Your Name: SURNAME** only required at this stage.



Once this information has been entered, select **login**

STEP 3: ACCOMMODATION SEARCH- MAPS

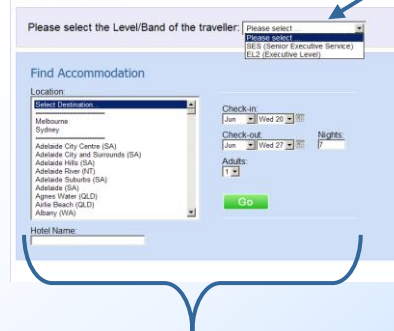


Hotels are plotted on the map along with Agency facilities

- ▶ Green- Hotels
- ▶ Red- Agency Facilities

STEP 2: ACCOMMODATION SEARCH

Accommodation Search



Level/Band of the traveller:

If required by your Agency, please select Level/Band of the traveller

Click for Groups/ Conferences and meetings

Find Accommodation

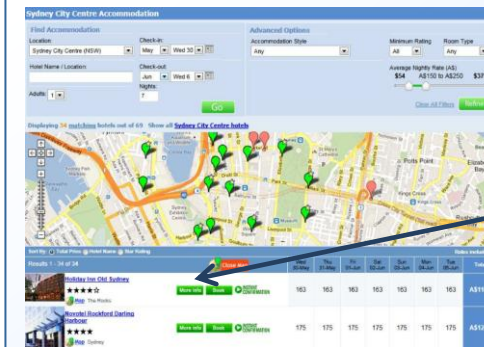
When search for accommodation you can search by:

- ▶ Location
- ▶ Hotel Name

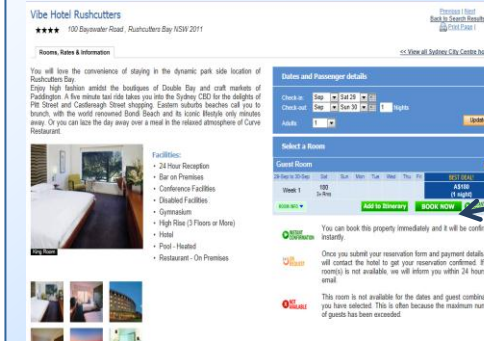
Before an option can be returned, you must also complete the following;

- ▶ Select date
- ▶ Number of nights
- ▶ Adults: **NOTE: This number advises the total occupants staying in the room.**

ACCOMMODATION SEARCH- BOOK



If you require any further information regarding any of the hotels click on the Green "More Info" Button



Facilities and photos of the selected hotels will be displayed.

If you would like to book this property please click "BOOK NOW".

STEP 4: PASSENGER DETAILS AND ANCILLARY SERVICES

← Add Passenger Details and Employee Number if required by your agency/

← Select room only or ancillary services authorised to be charged to your agency.

BOOKING CONFIRMATION

← Upon booking completion, a confirmation- travel voucher will be sent to the nominated email address. It is recommended the passenger has their documentation for check in however it is not a requirement of the accommodation provider.

STEP 5: PAYMENT – CARD IN HAND/ AGENCY CARD

Card In Hand:

← Complete Passenger Details Field

← Select Payment Option- If using Card in Hand-complete travellers card details

Agency Card:

← Select Payment Option- Agency Card

Select **Finalise Booking** to complete process.

CONTACTS



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1300 767 869

All bookings, on-line help & customer service.



ACCOMMODATION

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GROUPS/CONFERENCES

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MEETING ROOMS

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