# User Guide – Club Travel July 2021

Note:

GTP - Global Travel Platform is fully PCI compliant. Your personal profile data is secure within this platform. In addition, Club Travel complies with all GDPR requirements as per the GDPR law that became effective MAY 2018.

# atriis







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# Welcome Page

Club,	+ Book a New Trip Quick Links - 🕴 Trip Monitor Contact Support Welcome Sol Vonsowski. Sign out   ③
Powered By atriis	<u> </u>
+ Book a New Trip Search for any field in the chart	Search     i     -Please Select i
	Welcome on Board!
	Where Would You Like to Start?
	View Existing Trips + Book a New Trip

This is your Welcome Page from here you can:

- Book a New Trip Click to start searching
- Quick Links Shortcut to access different URL's
- Trip Monitor View Existing Trips
- Contact Support Click to see the Training page link and to see the details of your travel consultant
- Click on your Name to update your profile at any time
- Sign out

Contact Support	x
Club	
Welcome to Club Travel Global Travel Platform	
If you require assistance with our Online Booking Tool please click here for our Tech Team support:	
https://www.clubatlastraining.com/gtp	
Or if you require assistance to make a booking please contact your Dedicated Travel Consultant	
Close	



# How to Book a New Trip

From here you will learn how to make bookings on GTP.

Click on any of the "Book a New Trip" boxes and a new Tab will open with your trip number.

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					Export to Excel
+ Book a New Trip Search for any field in the chart	ې Search	i – Please	Select	• i	
	Q.	9			
		1			
	Welcome	on Doord			
	Where Would Yo	u Like to	Start?		
	View Existing Trips	+ Book	a New Trip 👘		

A new tab will open, and system generates a Trip Number.

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Frip 7863212					👤 📜 Trip Cart 💿
Search Select	Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
	0	0	0	0	0
Flight Hotel Car UK Rail	Search Parameters > Re	sults			
+ Additional Products	Round Trip One Way	Multi City			
	From:	To:	Depart:	Return:	Cabin class:
	Enter place or airport	Enter place or airport	ddMMMy	/ 🔳 ddMMMyy	Economy *
No Flight Selected Yet					
	Allow Nearby Airports				Advanced Search
	Travellers: Stop	s: Preferred airli	ne:		Search for:
No Hotel Selected Yet	1 Adult v Up	to 1 stop 🔹 📃 – Please Se	lect		<ul> <li>Complete Trip</li> <li>By Schedule</li> </ul>
	Add Hotels to this trip.				O By Schedule
<b>@</b>	Add Hotels to this tip.				
No Car Selected Yet					
-	Add Car to This Trip. Car search will be made accorr	ling to your flight destination and times			
	Use advanced search for settin				
					Search

You can then start you search from flight selection or selecting a different product at the top.



Roles

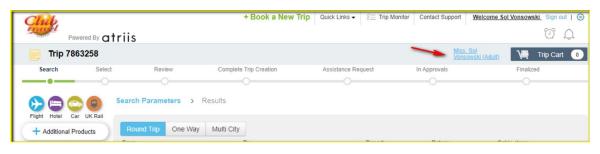
On GTP different type of roles can be created and granted different rights for the system.

These roles are created by your administrator and determined by your Employers.

Standard Roles are as per below, however permission might be different within your company set up.

- <u>Traveller</u>: Can make bookings and manage profiles for themselves only.
- <u>Booker/Travel Arranger</u>: Can make bookings and update profiles for themselves and to assigned user group.
- <u>Travel Manager</u>: Can make bookings and updated profiles for all Travellers/ Can create new users/ Access To System Settings via Admin Center.

If you are a Traveller your name will be selected as default once you click to Book a New Trip.



If you are a <u>Booker/Travel Arranger</u>, you will have to select the Traveller by clicking on the symbol.

Club			+ Book a New Trip	Quick Links 🗸	$i\equiv$ Trip Monitor	Contact Support	Welcome Sol Vonsowski Sign out   3
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📑 Trip 786	3258						Trip Cart 💿
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		O	0				0
	Sear UK Rail	ch Parameters >	Results				
+ Additional Pr	oducts R	ound Trip One Wa	y Multi City				
	Fro	m.	To:		Depart:	Return:	Cabin class:

Depending on your company set-up you might have to Select Traveller and enter a reference field before moving forward with your booking.

Club,			+ Book a New Tr	ip Quick Lin	nks 🗸 🕴 Trip Monitor Contact Supp	welcome Sol Vonsowski Sign out   @
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					Search by name, tag or group	Q
Flight Hotel Car		You're at the 1st st	ep prior to trip creation			
+ Additional Pro		Add traveller and p			In	n the Traveller
- Additional Pro						
				-	Δ	
No Flight Selected Ye	→				Choose traveller prior to sea	arch in 🛞
No Fight Selected Te	8				order to set trip policy	
					Got it, don't show this m	essage again
No Hotel Selected Ye						
No Car Selected Yet	(iii)					



Select from the drop-down or free text and click Proceed to Search.

You're at the 1st step prior to trip creation, fill in the required for	m and proceed to search
L Ms. Sol	^
TRIP REASON CODE	<b>v</b>
	Proceed to search

## Selecting a Traveller

Once you click to add the Traveller a pop-up box will show from where you can select yourself as the Traveller, Book for a Guest or Search for a Traveller by typing the name.

\*System always gives you pop-up tips if wish not to see the message again just tick the box "Got it, don't show this message again"

Club			+ Book a New Trip	Quick Links		Contact Support	Welcome Sol Vonsows	iki Sign out   🙆
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Search	Select	Review	Complete Trip Creation	Assista			×	ed
		0	0		Traveller Selection			
Flight Hotel	Car UK Rail	Search Parameters >	Results		Search by name, ta	ig or group	م	
+ Additional		Round Trip One Way	Multi City		Book for a Guest		I'm the Traveller	
		From:	To:					
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		Allow Nearby Airports		_ L		i't show this mes	sage again Advanced	I Search

Once you start typing the system gives you a list and narrows down the options the more information you type. You can the select by clicking on the Traveller's name.

Club		+ Book a New Trip	Quick Links	<ul> <li>✓ š≡ Trip Monitor</li> </ul>	Contact Support	Welcome Sol Vonsowski Sign out   🙆
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📄 Trip 7863541						👤 📜 Trip Cart 💿
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	0 0	-0		Traveller Selection		
Flight Hotel Car UK Rai	Search Parameters > Results			Jo John Smith (clubt) sm	ithj@clubtravel.ie s	smithj@clubtravel.ie
+ Additional Products	Round Trip One Way Multi	City To:				
<b>→</b>	Enter place or airport	Enter place or airport				•
No Flight Selected Yet						
	Allow Nearby Airports					ed Search
No Hotel Selected Yet	Travellers: Stops: 1 Adult   Up to 1 s	top			l'm th	e Traveller rip 7 e 7
	Add Hotels to this trip.					

The selected Traveller will show at the top of the page

\*The Traveller can be added at any time of the booking but we always recommend selecting from the beginning, so Travel Policy can be applied.



# **Booking a Flight**

Club		+ Book a New Tr	rip Quick Links - š≣ Trip Monite	or Contact Support	Welcome Sol Vonsowski Sign out   💮
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Flight Hotel Car UK Rail	Search Parameters > R	esults			
+ Additional Products	Round Trip One Way From: Dublin, Ireland (DUB)	To: Brussels, Belaium	- National (BRU) Depart:	Return:	Cabin class:
No Flight Selected Yet	Allow Nearby Airports				Advanced Search
No Hotel Selected Yet	Travellers: Str 1 Adult •		airline: a Select		Search for: Complete Trip 7 By Schedule 7
No Car Selected Yet	Add Hotels to Brussels,Bel     Add Car to This Trip.	gium,(BRU).			
/	Car search will be made acco Use advanced search for sett	rding to your flight destination and tim ing different search	les		
					Search

Intuitive Breadcrumb with navigation - Know where you are at all times, and easily navigate between pages

Multi-Stop: You can select Round Trip / One-way / Multi City

Select to Add Hotel/Car: Once you select your flights the system will take you straight to the Booking page, if you wish to Search/Book for flights only make sure to untick the box.

You can click on Advanced Search to expand your options such as time filters for Departure and/or Arrival

E			
Enter your Travel d	letails - Select Comp	lete Trip or By Sch	nedule and click "Search"

Round Trip One Way Multi City			
From:	Depart:	Time:	Cabin class:
Dublin, Ireland (DUB)	14JAN19 Departure *	Anytime *	Economy
Via Enter place or airport			
To:	Return:	Time:	Cabin class:
London, United Kingdom - All airports (LON)	15JAN19 Departure *	Anytime	Economy
Via Enter place or airport			
Allow Nearby Airports D Fully Refundable Fares			
Travellers: Stops:	Preferred airline:		Search for:
1 Adult v Up to 1 stop v			Complete Trip     O     By Schedule
Add Hotels to London, United Kingdom, (LON).	Aer Arann (RE)		
And house a consentantica mingacini (confi	Aer Lingus (El)		
Add Car to This Trip.	Aero California (JR)		
Car search will be made according to your flight destinal	Aero Condor (Q6)		
Use advanced search for setting different search	Aero Tropic (HC)		
	Aeroflot (SU)		
	Aeroflot-Nord (5N)		
	AnnGal /960 V	1	Search



# Complete Trip

Search for Complete Trip will run for the whole package and results will be shown as complete trips with all segments included. System will always show best results for combined flights.

Club		+	Book a New Tri	ip Quick Links -	š≡ Trip M	onitor Conta	ict Support	Welcome Sol Von:	sowski Sign out
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Flight Hotel Car UK Rail					_				
+ Additional Products		Ryanair Multip	le Aer Lingus	British Airways					
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Price	1 Stop								
€31 €208	2 Stops								
				1					
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<ul> <li>✓ Select All</li> <li>✓ No Stops €31</li> </ul>		× /	Return: 50	CT21	Anytime	Ŧ	- Ple	ase Select Airline	Advanced Searc
Select All     No Stops €31     1 Stop	To: London, United	× /		CT21	Anytime	< Shar	e Quotes		
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✓ Select All     ✓ No Stops	To: London, United	d Kingdom - All airports	Flight P		Depart 08:15	_	e Quotes	< Z Pa	age 1 of 76 >
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Image: Select All           No Stops         631           1 Stop            2 Stops            3 Stops            Times         Depart from DUB           6:00         23:00           Or Insert exact hour           e.g 17:45           Depart from LON	To: London, United Complete Trip	d Kingdom - All airports Search for Airline, City, F Price Instant Purchase ~€31.18 ∏ Add To Cart tions Instant Purchase ~€34.59	FR332 FR331	From → To DUB → LTN LTN → DUB	Depart 08:15 Mon.04 Oct 21 06:30 Tue.05 Oct 21 08:15	Arrive 09:25 Mon,04 Oct 21 07:40 Tue,05 Oct 21 09:25	e Quotes Duration Th 10m Th 10m	< Z Pa	age 1 of 76 > Advisory
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✓         Select All           ✓         No Stops         €31           □         1 Stop            ☑         2 Stops            ☑         3 Stops            ☑         3 Stops            ☑         3 Stops            Times         Depart from DUB         6:00         23:00           Or Insert exact hour         e.g 17:45         Depart from LON           6:00         23:00             Or Insert exact hour         e.g 17:45	To: London, United Complete Trip	d Kingdom - All airports Search for Airline, City, F Price Instant Purchase ~ €31.18 ∏ Add To Cart tions Instant Purchase ~ €34.59 ∏ Add To Cart	Airline       Airline       FR332       FR331       FR332       FR332       FR333	From $\rightarrow$ To DUB $\rightarrow$ LTN LTN $\rightarrow$ DUB DUB $\rightarrow$ LTN LTN $\rightarrow$ DUB	Depart           08:15           Mon,04 Oct 21           06:30           Tue,05 Oct 21           08:15           Mon,04 Oct 21           15:10           Tue,05 Oct 21	Arrive           09:25           Mon.04 Oct 21           07:40           Tue.05 Oct 21           09:25           Mon.04 Oct 21           16:20           Tue.05 Oct 21	e Quotes Duration Ih 10m Ih 10m Ih 10m Ih 10m	< Z Pa	age 1 of 76 > Advisory
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Easily identify the cheapest options from the Matrix. Click on the Airline Logo to see results of the selected one.

You can change the sort order of the display By clicking on the Filters at the top.

Narrow down the results with the filters from the left.

Modify your search from the page of results without starting a new search.

From:	Dublin, Ireland (DUB)	Depart:	22JAN19	Anytime	Stop	s: Nonstop 🔻	Search
To:	London, United Kingdom - All airport!	Return:	23JAN19	Anytime	) — F	lease Select Airline	Advanced Search



# **Flight Selection**

Click on Additional Pricing Options you will be offered all the different fare types on that flight. You can Click to see <u>More details</u> for a specific flight and/or <u>Fare Rules</u> for each one.

	8.57	€80.20		BA831	DUB → LHR	07:10 Mon,04 Oct 21	08:50 Mon,04 Oct 21	1h 40m	<u>i</u> B
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AD	Filter by:	Baggage <b>T</b>		Brand/Class	T				Display Mixed Options i
Addit	MyTMC	€80.20		€29.00 €51.20 €80.20	$\begin{array}{l} DUB \rightarrow LHR \\ LHR \rightarrow DUB \end{array}$	Economy (O) Bagg Economy (O) Bagg	-		<u>Fare Rules</u>
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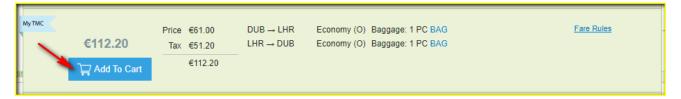
**Different Fares** 

You will be shown alternative fares for the flights you have selected. Certain airlines may have multiple fares, for example, Ryanair have Standard, Plus and Flexi Plus fares, while other airlines such as British Airways have fares that do not include baggage.

Low Cost Airlines are instant purchase Tickets and you can easily identify at the top of the fare.

GDS Tickets are issued by the consultant as normal.

You can select your preferred fare from here by selecting the box below the fare you wish to book.





# Booking GDS- Flight

After Selecting the flight to add to your trip cart, system takes you to the review page where you can see and confirm all details before completing the booking.

From here you can:

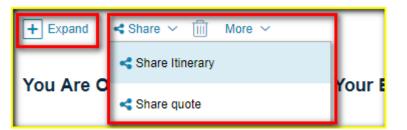
Expand to see more details of the selected Flight.

Confirm and Review the details of the selected flight.

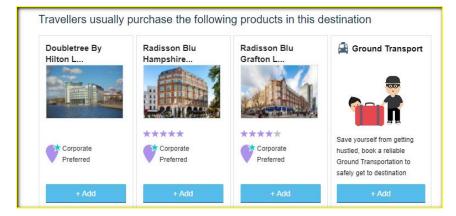
Share the quote or the Itinerary before completing the booking.

Powered By C	etriic	+ Book a New T	rip Quick Links - ¥≣ Trip M	Ionitor Contact Support We	elcome Sol Vonsowski Sign out   🙆
Trip 7863575 C				Ç × Mr. Jo Smith	ohn <u>h(Adult)</u> Trip Cart 1
Search Sele	ct Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
Flight Hotel Car UK Rail	+ Expand < Share > [	🗓 More 🗸			Checkout
+ Additional Products	You Are One Step Fr	om Completing Your Boo	oking, Fill info Needed a	and Proceed to Check	kout
04 Oct DUB 07:10 BA831 ≯ ①	Trip Quotes				
08:50 LHR	Z Chosen				4
05 Oct LHR 17:35 BA824	DUB - LHR - DUB	(Mon,04 Oct 21 - Tue,05 Oct 21)			Pending Booking 🗸
19:05 DUB		1	No info 🗸	Re-Search	Fare Rules Total Cost: 🕑 € 112.20
	Form of Payment ✔ Frequen	t Flyer () Meals () Seating ()			
					Checkout

Share the quote or the Itinerary before completing the booking.



From the Bottom of the page you can also Add a Hotel or Ground transport before completing the Booking.





## **Seating Selection**

Certain airlines only allow seat selection after the flight is booked, if you wish to book seats for a GDS flight you can request to your dedicated travel consultant from the finalize the booking page by entering Notes to Agent on the reference fields. \*See Below

Seat map is unavailable						
Certain airlines only allow seat selection after flight booking, please try after booking is completed						
<ul> <li>Available Seat = Occupied Seat</li> <li>Chargeable Seat  Emergency Exit</li> </ul>						

Select special Meals from the drop-down list when available with the Airline for each flight segment.

Click Save.

Select Meals DUB - LCY   LHR - DUB							×
Form of Payr	nent (Invoice) 💙	Frequent Flyer 🕕	Meals (No Meals) 🕕	Seating (No Seats) 🕕			
Select you	r meals for each flig	ht segment					
ſ	DUB Tue,22 Jan 19 17:10 Terminal Unknown	$\rightarrow$	LCY Tue,22 Jan 19 18:40 Terminal Unknown	BA4469 → Class:(O)	Please Select	4 Q	
ſ	LHR Wed,23 Jan 19 15:2: Terminal Unknown	→ 5	DUB Wed,23 Jan 19 16:55 Terminal Unknown	BA826 → Class:(O)	Asian Vegetarian Meal (AVML) Baby Meal (BBML) Bland Meal (BLML) Children Meal (CHML) Diabetic Meal (CBML) FruitPlatter Meal (FPML) Gluten Intolerant Meal (GFML)	Clos	se



Frequent Traveller Number- Frequent flyer details can be entered, or you can select an existing one if they have been stored in the traveller's profile

Update Frequent Flyer	- DUB - LCY   LHR - DUB	×
Form of Payment (Invoice) 💙	Frequent Flyer ()         Meals (No Meals) ()         Seating (No Seats) ()	
Use Existing Enter New		
Frequent Flyer Number	Airline	
	Please Select ×	
	Save and close Save and next Close	

**Form of payment** for **GDS Flight bookings**, the form of payment is by invoice and no action is necessary.

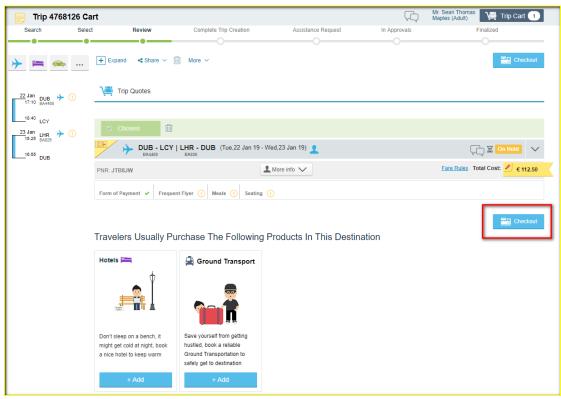
If you use your own credit card you don't have to enter your credit card details during the booking flow for GDS bookings as this will be Invoiced by your consultant and pulled from your personal profile.

\* All credit card information is encrypted and is PCI DSS compliant.

Once you have all the Tabs completed just click Close

Γ	Form of Payment - DUB - LCY   LHR - DUB	8	×
۵	Form of Payment (Invoice)     Frequent Flyer ()     Meals (No Meals) ()     Seating (No Seats) ()		
[	Form of payment set by TMC		
	Next	Close	Γ

From the Review page click on Checkout to finalize the booking.





# Finalize the Booking

\*\*NB\*\* Notice once you Click on Checkout for GDS Flights a reservation number is created (PNR) from this stage if you wish to cancel the booking please contact your dedicate Travel Consultant.

Read and select to agree to the Fare Rules. Enter the mandatory Reference Fields to finalize the Booking

Transaction Type for Ref.06 please Always select ONLINE option from the drop-down list. \* if applicable

📄 Trip 476812	6 Checko	ut			Ę,	Mr. Sean Thomas Maples (Adult) Trip Cart 1
Search	Select	Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
·						0
22 Jan ove	··· You	re At The Final S	tep of Trip Creation, Simply	Fill in the Required Info	and Click on the n	ice Blue Button below
22 Jan DUB 17:10 BA460 >	V	Trip Quotes				
23 Jan LHR 15:25 BAI20	1	DUB - LCY	'   LHR - DUB (Tue,22 Jan 19 - We BAB26	id,23 Jan 19) 👤		~
10.50 DUB	PNR:	JTB8JW				Total Cost: 🥑 € 112.50
	2 Tre	ad the <u>Fare Rules</u>				
		1 Mr. Sean Maple				^
		REF1	ST NUMBER			
	L .	TRIP REASON REF3				×
	L .	AIR POLICY REA REF4	SON			×
	Ι.	TRANSACTION 1 REF 6	YPE			<u>م</u>
					CLASSIC	
		Contact Details (m	II be used for advising changes and in emerge	ncy)	ONLINE	^
		Booker phone n	umber		+ 353	. 99810000
		Traveler Phone M	lumber		<b>*</b> 353 .	. 12345679
					-	Get notification on behalf of traveler
					Enter	a cool name and book to save as an Easy Trip $({f i})$
						Finalize 👔

Get Notification on Behalf of the traveller: This setting will disable notifications meant for traveller and will send notification to the booker only.

\*\*This will disable the calendar attachment from the Travel Plan email confirmation.

Don't share the Contact Details with airline is selected as default if you wish to share just untick the box.

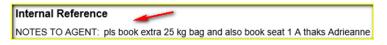
Contact Details (will be used for advising changes and in emergency)	don't share the below information with airlines
Booker phone number	+ 353 _ 89 _ 9816000
Traveler Mobile Number	+ 353 - 89 - 9856322
Traveler Email	tech@clubtravel.ie
	Get notification on behalf of traveler
	Enter a cool name and book to save as an Easy ${\rm Tr}_{1}$
	Finalize 👔



Notes to Agent can be entered - Special Remarks - These notes will go through to your consultant if you have any additional requirements that cannot be booked online.

Ms. Sol Vonsowski	~	^
NOTES TO AGENT (Optional)		

And it will look like this on the preparing itinerary notification



Click on Finalize to complete the Booking. A pop-up will show advising the booking is made click on Close.

Booking Summary		
Nice going all items have been booke	ed, final confirmation will be sent shortly	1
DUB - LCY   LHR - DUB	(Tue,22 Jan 19 - Wed,23 Jan 19)	In Progress
		Close

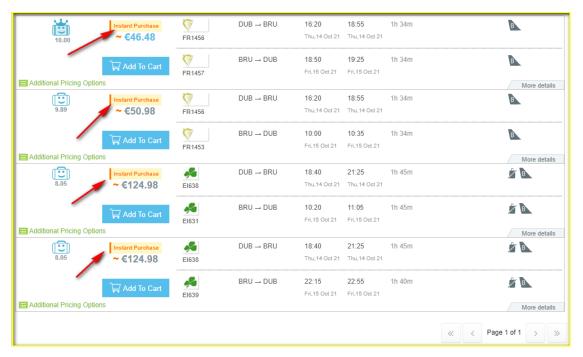
Once the booking is completed you will receive email confirmations with all the details.

# Booking Low Cost- Flight

Low Cost Airlines are instant purchase Tickets so the process to complete the booking is slightly different from a GDS Booking, you can find how to do it on the steps below.

Book a New Trip – Enter your details and click on search as normal.

From the page of results, you can easily distinguish the Low-Cost Flights, they will be highlighted as "Instant Purchase". Select the flight you wish to book by adding to your trip cart.





Tabs Highlighted in red is mandatory information and must be completed.

📑 Trip 7863569 Ca	art			Very 🗴 Mr. B	ruce ne (Adult) Trip Cart 1
Search Sele	ct Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
	• <b>—</b> •	0	0	0	0
Flight Hotel Car UK Rail	+ Expand Share ~	₩ More V			Checkout 🌗
+ Additional Products	You Are One Step F	rom Completing Your Bo	oking, Fill info Needed a	nd Proceed to Cheo	kout
	Trip Quotes				
14 Oct DUB					
18:55 BRU	🛛 Chosen 🛅				
15 Oct BRU 18:50 FR1457	HI456 FR1457	(Thu,14 Oct 21 - Fri,15 Oct 21) 👤	Instant Purchase		Pending Booking
19:25 DUB		1	No info 🗸	Re-Search	Fare Rules Total Cost: 🕑 € 48.12
	Form of Payment 🗸 Date C	f Birth 1 Frequent Flyer 1 Seat	ting () Ancillary Services () Co	ontact Details ✔	
					Checkout 🬗

### **Contact Details:**

Here you must enter the details of who needs to receive the confirmation from the Airline, this email address will be used to make the booking and to manage the booking directly with the Airline.

NB\*\*\*\*If you select to get notification on behalf of traveller the booking will be made with the email address on your profile.

The system pre-populates the field with the booker or the selected traveller details, from here you can change and update for any other of you choose. Click Save and Close.

Contact Details - DUB - AMS - DUB	×
Form of Payment (CC) (1) Date Of Birth 🖌 Frequent Flyer (1) Seating (No Seats) (1) Ancillary Services (1) Contact Details 🖍	
Phone:     • 353     . 089     . 9815555       Email:     JohnSmith@clubtravel.ie	
Save and close Close	

### **Ancillary Services:**

From here you can add to your flight ancillary services as Priority Boarding, Cabin and Checked-in Baggage When available with the Airline.

Select from the drop-down list and Click Save and Close or Save and Next.

\*\*NB\*\* If the option is not showing on the list it means is not available for this flight with the Airline.



Ancillary Services - DUB - AMS - DUI	В				
Form of Payment (CC) 🕕 Date Of Birth 💙	Frequent Flyer ()	Seating (No Seats) (!)	Ancillary Services (!)	Contact Details 💙	
Priority boarding and cabin baggages      DUB - AMS     Small Bag onboard - 0.00EUR     Priority + 2 Cabin Bags - 6.00EUR     O 10 kg Checked Bags - 9 Small Bag - 10.      AMS - DUB     Small Bag onboard - 0.00EUR	DOEUR				
Priority + 2 Cabin Bags - 6.00EUR     10 kg Checked Bag + Small Bag - 10.     Checked-in baggage selection	00EUR				
Total Ancillaries: 0.00EUR					
			Save and close	Save and next	Close

# Seating:

Book Seats when available with the Airline. Select Seating

Date Of Birth 🗸	Frequent Flyer !	Seating ()	Ancillary Services 🕕	Contact Details 🗸
-----------------	------------------	------------	----------------------	-------------------

Hover the mouse over to check the fares and click to select. The selected seat will be highlighted in blue.

B Update Seats - DUB - A	IMS - DUB 8
Form of Payment (CC)	Date Of Birth *     Frequent Flyer ()     Seating (No Seats) ()     Ancillary Services ()     Contact Details *
DUB - AMS - DUB	Dublin, Ireland (DUB) Tue,10 Dec 19 06:50     →     Amsterdam, Netherlands (AMS) Tue,10 Dec 19 09:35     FR3100       Ryanair     →     Class: (Y)
	Seat 6E           Price 9,00EUR           Chargeable seat           Available           John Smith           1         2
	□ Available Seat
	< >>
	Save Save and close Next Segment Close

To change the selected seat just select a new one by clicking.

To remove the selection, click on the selected seat.

Select your Next Segment and Click Save or Save and Close.

You can easily switch from Outbound to Inbound Seat Map Availability by clicking as below:



DUB - STN - DUB
DUB → STN
? STN → DUB

## **Frequent Traveller Number:**

Frequent flyer details can be manually entered at the time of the booking for Low Cost Flights.

Update Frequent Flyer - DUB - AMS - DUB			×
Form of Payment (CC) (1) Date Of Birth 🖌 Frequent Flyer (1) Seating (No Seats) (1)	Ancillary Services (!)	Contact Details 💙	
Use Existing Enter New Frequent Flyer Number Airline  - Please Select * Changes made in the following fields require re-calculation.			
	Save and close	Save and next	Close

If you have a frequent flyer number stored on your personal profile, you can add this to your booking by selecting the 'Use Existing' option and selecting it from the drop-down list.

Update Frequent Flyer - DUB - AMS -	DUB				×
Form of Payment (CC) 🕕 Date Of Birth 💙	Frequent Flyer !	Seating (No Seats) 🕕	Ancillary Services !	Contact Details 💙	
Use Existing Enter New Re-calculation. EI - 308147104359942			Save and close	Save and next	Close

Click Save and Close or Save and Next.

### Date Of Birth:

If you have entered the information on "My Profile" it will be pre-populated.

Date of birth is a mandatory field when booking Low Cost flights.

\*\*If you update Date of Birth after entering the form of payment the page will be refreshed and you will have to enter the Form of payment again\*\*



Update Date Of Birth		A Manles (Adult)
Form of Payment (CC) 1 Date Of Birth 💙	Frequent Flyer 1 Ancillary Services 1 Contact Details 💙	
Birth date: Fri, 14 Jul 1978		
	Save and close	Save and next Close

Form of Payment for Low Cost bookings is credit card.

The Club Travel HRG credit card is embedded into the system if you use the TMC card and no action is necessary.

If you use your **OWN** credit card it will either pull from your personal profile or you can manually enter your card member on the booking page. For web bookings you have to enter the CVV as these are instant purchase tickets.

Form of Payment - DUB - STN - DUB	×
Form of Payment (CC)     Date Of Birth     Frequent Flyer     Ancillary Services     Contact Details	✓
Paid By Corporate         Card Name:       CLUB CARD 555         Card Type:       MasterCard x x         Card Number:       Security Number:         Card Number:       555         What is this?         I       Please fill the credit card security number, in case you are not the credit card owner, please consult relevant personnel at your corporate.         Expiry Date:       05 x       2020 x	Clear All
Save an	d close Save and next Close

× Mr. John Smith (Adult) 📲 Trip Cart Ş Trip 7863569 Cart 1 Finalized Search Select Review Complete Trip Creation Assistance Request In Approvals + Expand Share V More V Checkout 67 ۳ Flight Hotel Car UK Rail You Are One Step From Completing Your Booking, Fill info Needed and Proceed to Checkout + Additional Products Trip Quotes 14 Oct DUB > (1) \_\_\_\_\_\_\_BRU 圃 15 Oct BRU >> () DUB - BRU - DUB (Thu,14 Oct 21 - Fri,15 Oct 21) 1 Instant Purchase 👤 No info 🗸 Fare Rules Total Cost: 🛃 € 48.12 Form of Payment 🗸 Date Of Birth 🖌 Frequent Flyer (1) Seating (1) Ancillary Services (1) Contact Details 🗸

After you completed all information and added your extras click to checkout



# Finalize the Booking

Read the Fare Rules and select "I Read the Fare Rules" to agree with terms and Conditions.

Enter the mandatory Reference Fields to finalize the Booking if applicable.

Notes to Agent can be entered - Special Remarks - These notes will go through to your consultant if you have any additional requirements that cannot be booked online.

		+ Book a New Trip	Quick Links -	ś≣ Trip Monitor	Contact Support	Welcome Sol Vonsowski, Sig	
Club		+ book a new hip	QUICK LINKS •	5 mp wonton	conact oupport	(1)	
Powered By	triis						11
📑 Trip 7863569 Ch	eckout				çç	Mr. John Smith (Adutt)	art 1
Search Select		Complete Trip Creation	Assistance Requ	est	In Approvals	Finalized	
	•	•					
Fight Hotel Car UK Rail	Pyou're At The Final	Step of Trip Creation				Scroll Do	wn ¥
+ Additional Products	Please fill the requir	ed Info Below and click	on the Booki	ing button			
14 Oct DUB	Trip Quotes						
18.65 BRU	PR1456 PR5457 (The PR1457	u, 14 Oct 21 - Fri, 15 Oct 21) 👤					$\sim$
15 Oct BRU 18:50 FR:5457						Total Cost: 🖉	€ 47.30
1925 DUB	I read the Fare Rules						
	1 Mr. John Smith						~
	TRIP REASON REF 2						1
	NEF 2				1	٩	1
					Business Deve	lopment	1
	1 Mr. John Smith				DAY TRIP		. ^
	NOTES TO AGENT (Opt	onal)					
	TEST REF REF 2						
	1 Mr. John Smith						^
	Test ref (Optional)						
	Contact Details			<b>—</b> P	dan'i shere ike k	alour information with side	
		ed for advising changes and in emergency) 🔇				elow information with airlines	$\sim$
	Booker phone numb	er			• 353 _ C	9816300	
	Traveler Mobile Num	ber			•		
	Traveler Email				johnbooker@o	clubtravel.ie	
						Get notification on behalf of a cool name and book to save as an Book and f	_

Don't share the Contact Details with airline is selected as default if you wish to share just untick the box.

Get Notification on Behalf of the traveller: This setting will disable notifications meant for traveller and will send notification to the Booker/Arranger only. The Traveller email address will be used to make the booking and to manage the booking directly with the Airline. The confirmation from the Airline will be send directly to the traveller as well.

\*\*This will disable the calendar attachment from the Travel Plan email confirmation.

Click on Book and Finalize to complete the Booking. A pop-up will show advising the booking is made click on Close.

Once the booking is completed you will receive email confirmations with all the details.



# Booking Flights & Hotel

If you wish to book a flight and a hotel all together select the option "Add Hotels to this trip" at the beginning of your search.

📄 Trip 4815	5361					🕂 👤 📜 Trip Cart 💿
Search	Select	Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
	-0-	0	0	0	0	0
> 🖴 🖚	<b>.</b>	Search Parameters >	Results			
_	*	Round Trip One Way	/ Multi City			
No Flight Selected Ye		From:	To:	Depart:	Return:	Cabin class:
		Enter place or airport	Enter place or airpor	t ddMMMyy	ddMMMyy	Economy *
No Hotel Selected Yes		✓ Allow Nearby Airports Travellers: 1 Adult ▼	Stops: Preferred air Up to 1 stop • -Please S			Advanced Search Search for: © Complete Trip 3 O By Schedule 3
		Add Hotels to this trip. Check-in: ddMMMyy	Check-out: Where: ddMMMyy Type in	city, airport or reference point		Advanced Search
		Add Car to This Trip. Car search will be made Use advanced search for	according to your flight destination and tim setting different search	es		
						Search

Once you enter the flight details the hotel fields will be pre-populated with the same information, where you can manually change if necessary. Click Search

				+	👤 📲 Trip Cart 💿
Search or Request Select	Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
•      •	0	0	0		
→ 🛏 🚗 Searc	ch Parameters > Results				
	ound Trip One Way Multi				
No Flight Selected Yet From	n:	To:	Depart:	Return:	Cabin class:
Du	iblin, Ireland (DUB)	London, United Kingdom - Al	airports 9DEC19	10DEC19	Economy
	Allow Nearby Airports				Advanced Search
Trav	vellers: Stops:	Preferred airline:			Search for:
No Car Selected Yet	Adult v Nonstop	only  - Please Select			<ul> <li>Complete Trip</li> <li>By Schedule</li> </ul>
	Add Hotels to				
	Check-in: Check-	out: Where:			
	9DEC19 💽 10	DEC19 🔳 London,United	Kingdom,(LON)		Advanced Search
	Add Car to This Trip.				
	Car search will be made according to Use advanced search for setting diffe				
	ose advanced search for searcy une	on sourch			
					Search

First system gives you Flight results, once you select your flights adding to your trip cart system takes you directly to the Hotel results page where you can choose and select to add to the trip cart.



After selecting a hotel room option, you will be taken to the trip cart to review the selected products and complete the booking as normal.

Trip 5949494 Ca	ırt				Miss. Test Tech (Adul	)) 📲 Trip Cart 2
Search or Request	Select	Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
• <b>—</b> •			0	0	0	\
≁ ⊨ 🗠 …	+ Expand	< Share 🗸 🛅 M	lore 🗸			Checkout
09 Dec DUB	You Are	One Step From (	Completing Your Booking	g, Fill info Needed and	Proceed to Checkout	
19:15 BA4473	Vie Trip	Quotes				
09 Dec 🛌 🕕						
THE MARYLEBONE HOTEL 10 Dec	Cho	sen 🛄				
10 Dec LHR >> ()		- LCY   LHR - DUB	(Mon,09 Dec 19 - Tue,10 Dec 19)	1	Ţ	Pending Booking
19:45 DUB			👤 No in	fo 🗸	Re-Search Fare R	ules Total Cost: 🥑 € 117.08
	Form of Payr	nent 🗸 Frequent Flyer	r 🗸 Meals () Seating ()			
	Cho	sen 🔟				
	🛏 THE	MARYLEBONE H	OTEL ( Mon,09 Dec 19 - Tue,10 Dec	: 19 ) 👤	Ç	Pending Booking
					Terms & Conditions	Total Cost: 🕑 €433.55
	Form of Payr	nent 🗸 Frequent Gue	st 🕕			
						Checkout

# Flight Booking By Schedule

Booking By Schedule allows you to select and mix two different Airlines for example Booking with 2 different airlines on low Cost, Aer Lingus from Dublin to London and Ryanair from London to Dublin, However, please note that:

You will get 3 Confirmations one from GTP to confirm you booking and one from each airline, one for Outbound and one for Inbound, so please ensure you have them both when travelling.

This means then that you will need to 2 sets of Check in, one for each airline.

If one of the journeys originates in a Non-Euro (for Euro Accounts) and / or Non-GBP (for GBP Accounts), then Rates of Exchange will be applied to the Invoices to cover currency fluctuation.

When you click to Book a New Trip, please select to do the search By Schedule and the Click on Search.

🥅 Trip 78637	771						👤 🖓 Trip Cart 💿
Search	Select	Review	Complete Trip Creation	Assistance Req	uest	In Approvals	Finalized
							0
Flight Hotel Car U	UK Rail	Search Parameters     >     Res       Round Trip     One Way     I       From:     Dublin, Ireland (DUB)       Allow Nearby Airports	Multi City To: Amsterdam, Nether	tands (AMS)	Depart: 22SEP21	Return: 23SEP21	Cabin class: Economy * Advanced Search
No Hotel Selected Yet		Travellers: Stops		airline: Select			Search for: O Complete Trip 🔞
No Car Selected Yet	•	Add Hotels to Amsterdam,Net Add Car to This Trip.	herlands,(AMS). ng to your flight destination and time			/	By Schedule 1
							Search



Club			4	Book a Ne	w Trip Quick Links -	· š≡ Trip M	onitor Conta	act Support	Welcome Sol Vonsov	wski Sign out
Powered By	atriis	5								ΟQ
📑 Trip 7863771		AMS (Wed,22 Sep 2	21 - Thu,23 Sep 21)						<mark>오</mark> ) 🖳	Trip Cart
Search Se	elect	Review	Complete T	rip Creation	Assistance F	Request	In App	rovals	Final	lized
•	•	0	(	)	0			)	0	)
Flight Hotel Car UK Ra	ail		> Results > F	, in the second s		-				
+ Additional Products	Sele	ct your outbo	ound flight to A	msterdam	, Netherlands (A	MS)				
Price	From:	Dublin, Ireland (D	DUB)	Depart:	22SEP21	Anytime		Stops:	Nonstop o 🔻	Search
€12 €7	77 To:	Amsterdam, Neth	herlands (AMS)					- Plea	se Select Airline –	Advanced Searc
0(									]	
	Search	n for Airline, City, Fligh	ht Q			Gen	erate time tal	ble price offe	r « č Pag	je 1 of 1 >
Stops Select All						Gen	crate time ta	bie price one		
Select All No Stops €1	3		Price	Airline	From → To	Depart	Arrive	Duration	Stops	Advisory
1 Stop -			T Hee	Annie	11011 9 10	Depuit	Anne	Durudon	51005	Autiony
2 Stops -	-	iiii	One Way	$\overline{\mathbb{V}}$	$DUB\toAMS$	19:00	21:35	1h 34m		В
2 Stops -	-	10.00	Instant Purchase	() FR3006	$DUB\toAMS$		21:35 Wed,22 Sep 21	1h 34m		B
2 Stops - 3 Stops -	-	10.00		V	$DUB\toAMS$			1h 34m		B
2 Stops - 3 Stops - Times Depart from DUB	-	10.00	Instant Purchase ~€12.99	V	DUB → AMS			1h 34m		В
2 Stops -	00	10.00	Instant Purchase ~ €12.99 Select	V	DUB → AMS			1h 34m		
2 Stops     3 Stops     Times Depart from DUB 5:00 20:0	00	10.00 ditional Pricing Option	Instant Purchase ~ €12.99 Select	V		Wed,22 Sep 21	Wed,22 Sep 21			More deta
2 Stops     3 Stops     Times Depart from DUB 5:00     20:0 Or Insert exact hour	00	10.00 ditional Pricing Option	Instant Purchase ~ €12.99 Select	V	$DUB \rightarrow AMS$ $DUB \rightarrow AMS$	Wed.22 Sep 21		1h 34m		
2 Stops     3 Stops     Times Depart from DUB 5:00 20:0	00	10.00 ditional Pricing Option	instant Purchase ~ €12.99 Select ns One Way	FR3006		Wed.22 Sep 21	Wed,22 Sep 21	1h 34m		More deta
2 Stops     2 Stops     3 Stops     Times Depart from DUB 5:00 20:0      Or insert exact hour     e.g 17:45	00	10.00 ditional Pricing Option	Instant Purchase ~ €12.99 Select ns One Way Instant Purchase ~ €12.99	FR3006		Wed.22 Sep 21	Wed,22 Sep 21	1h 34m		More deta
2 Stops 2 Stops Times Depart from DUB 5:00 20:0 Or insert exact hour e.g 17:45 Show Arrival	00 DA	ditional Pricing Option	Instant Purchase ~ €12.99 Select One Way Instant Purchase ~ €12.99 Select	FR3006		Wed.22 Sep 21	Wed,22 Sep 21	1h 34m		More deta
2 Stops     2 Stops     3 Stops     Times Depart from DUB 5:00 20:0     Or insert exact hour     e.g. 17:45 Show Arrival   Preferred Airlines	00 DA	ditional Pricing Option	Instant Purchase ~ €12.99 Select ns One Way Instant Purchase ~ €12.99 Select ns	FR3006	DUB → AMS	Wed,22 Sep 21	18:05	1h 34m		More deta
2 Stops 2 Stops Times Depart from DUB 5:00 20:0 Or insert exact hour e.g 17:45 Show Arrival	00 DA	10.00 ditional Pricing Option 10.00 ditional Pricing Option	Instant Purchase ~ €12.99 Select One Way Instant Purchase ~ €12.99 Select ns One Way	FR3006		Wed,22 Sep 21 15:30 Wed,22 Sep 21 06:40	18:05 Wed,22 Sep 21 18:05 Wed,22 Sep 21	1h 34m 1h 34m		More deta
2 Stops	00 Ad	ditional Pricing Option	Instant Purchase ~ €12.99 Select ns One Way Instant Purchase ~ €12.99 Select ns	FR3006	DUB → AMS	Wed,22 Sep 21 15:30 Wed,22 Sep 21 06:40	18:05	1h 34m 1h 34m		More deta
	00 Ad	10.00 ditional Pricing Option 10.00 ditional Pricing Option	Instant Purchase ~ €12.99 Select Ins One Way Instant Purchase ~ €12.99 Select Ins One Way Instant Purchase ~ €12.99	FR3006	DUB → AMS	Wed,22 Sep 21 15:30 Wed,22 Sep 21 06:40	18:05 Wed,22 Sep 21 18:05 Wed,22 Sep 21	1h 34m 1h 34m		More deta
2 Stops            3 Stops            Times            Depart from DUB         5:00         20:0           Or Insert exact hour         e.g. 17:45           Show Arrival ∨            Preferred Airlines         2' Al Airlines           2' ≫ Sky Team         2' Aer Lingus	00 Ad	10.00 ditional Pricing Option 10.00 ditional Pricing Option	Instant Purchase ~ €12.99 Select Ins One Way Instant Purchase ~ €12.99 Select Ins One Way Instant Purchase ~ €12.99	FR3006	DUB → AMS	Wed,22 Sep 21 15:30 Wed,22 Sep 21 06:40	18:05 Wed,22 Sep 21 18:05 Wed,22 Sep 21	1h 34m 1h 34m		More deta
2 Stops            3 Stops            Times            Depart from DUB         5:00         20:0           Or insert exact hour         e.g. 17:45           Show Arrival ∨            Preferred Airlines         2' All Airlines           2' All Airlines         2' Aer Lingus         e45.5           2' Aer Lingus         e45.5         2' Art Lingus	00 Ad	10.00 ditional Pricing Option 10.00 ditional Pricing Option	Instant Purchase ~ €12.99 Solect One Way Instant Purchase ~ €12.99 Select One Way Instant Purchase ~ €13.00 Select	FR3006	DUB → AMS	Wed,22 Sep 21 15:30 Wed,22 Sep 21 06:40	18:05 Wed,22 Sep 21 18:05 Wed,22 Sep 21	1h 34m 1h 34m		More deta

First you will be given options for the Outbound Flight, Select the one you wish to book.

Once you select your Outbound Flight system will give you the options for the return Flight.

You will see at the top the flight you have selected for the outbound.

Search	Select		Review	Complete T	rip Creation	Assistance	Request	In Approv	/als	Final	lized
			-0			0				C	)
Flight Hotel Car	UK Rail	Search Para	ameters > I	Results > F	Pricing						
+ Additional Pro	oducts ×	() Ryanair	Dublin, Irelar Wed,22 Sep Terminal Uni	21 19:00	(AMS) Wed,22	dam, Netherlands 2 Sep 21 21:35 al Unknown	1h 34m FR3		Class:Economy (N Value		Selected
Preferred Airlines All Airlines Sky Team Aer Lingus	€78.99	Select yo	ur return fli	ght to Dubli	in, Ireland (	DUB)					
KLM	€62.04	From: Amet	erdam, Netherla	inde (AMR)	Depart:	23SEP21	Anytime		Stops: No	onstop o 🔻	
Ryanair	€23.99		eruam, nemena	inds (AMS)	Depart	235EP21	Anyume		Stops.	mstop o 🔻	Search
irports		To: Dubli	n, Ireland (DUB	)					Please S	elect Airline	Advanced Searc
AMS → DUB AMS Airports ✔ AMS:Amst	€23.99	Search for Airl	ine, City, Flight	Q			Gene	erate time table	e price offer	« 🤇 Pag	ge 1 of 1 >
DUB Airports DUB:Dublin	€23.99	T		Price	Airline	$From\toTo$	Depart	Arrive	Duration	Stops	Advisory
Duration		Filtered by C	Carrier 😠								
DUB to AMS	2:00	6.		One Way Instant Purchase ~€78.99	<b>FI609</b>	$AMS \to DUB$	17:25 Thu,23 Sep 21		h 45m		B
e.g 03:45		Additional	Pricing Options	Select							More detai
Source			2)	One Way	~	AMS → DUB	13:55	14:40 1	h 45m		B
MyTMC	€23.99		80	Instant Purchase ~€78,99	E1605	100 . 000	Thu,23 Sep 21				
				2. 5100							
greement Type											
	€23.99			Select							
Agreement Type	€23.99	🗮 Additional	Pricing Options	Select							More deta



After selecting the return Flight system shows a summary of the selected flights, and highlights that you are booking Two separated tickets. Click to go to the Trip Cart.

Search	Select	Review	Complete Trip Creation	Assistance Reques	st In Appro	vals Finalized	
	Select	Review	Complete Thp Creation	Assistance Reques	st III Appro	Pinalizeu	
light Hotel Car	UK Rail		Results > Pricing		- diana ka ka sa		
+ Additional Produ	ucts		lection and select you	ir preferred pricing o	option below		
-	Flight S	Selection					
No Flight Selected Yet	→	Dublin, Irelar Wed,22 Sep air Terminal Uni	21 19:00 (AMS) mown Wed,2	rdam, Netherlands 1h 34 2 2 Sep 21 21:35 nal Unknown	Im FR3006 🔶	Class:Economy (N) Value	
Io Hotel Selected Yet	Aer Li	Thu 23 Sep 2	21 17:25 Thu,2	i, <b>ireland (DUB)</b> 1h 45 3 Sep 21 18:10 nal Unknown	im E1609 >>	Class:Economy (A) SAVER	
No Car Selected Yet							
	Lowest	t for your packa	ge flight selection				
	МуТМ	k Instant Purch €91.98	ase Tax €0.00 E		Baggage: 0 Value onomy (A) Baggage: 0	. SAVER 2nd flight F	
		001100					

From here you will complete the booking as normal, however as you are booking with two different airlines you will have to complete the additional information for each flight.

After you entered all the information and confirmed all details Click on Checkout

📑 Trip 7863771	Cart			ÇÇ 🗙 Mr. Sm	John ith (Adult) ITrip Cart 2
Search Se	elect Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
•	• •				0
Flight Hotel Car UK Ra		More 🗸			Checkout
+ Additional Products	You Are One Step Fr	om Completing Your Boo	oking, Fill info Needed an	d Proceed to Cheo	kout
	Trip Quotes				
22 Sep DUB 19:00 FR3006 → ①					
21:35 AMS	Chosen 🛄				
23 Sep AMS + ()	DUB - AMS (Wed,2	2 Sep 21 - Wed,22 Sep 21) 👤 🚺	nstant Purchase		Pending Booking
18:10 DUB		1	No info 🗸	Re-Search	Fare Rules Total Cost: 🕑 € 13.45
	Form of Payment ✔ Date Of	Birth 🗸 Frequent Flyer (!) Seatin	ng (1) Ancillary Services (1) Con	itact Details 🗸	
	Z Chosen				
	AMS - DUB (Thu,23	Sep 21 - Thu,23 Sep 21) 👤 🔤	stant Purchase		Pending Booking
		1	No info 🗸	Re-Search	Fare Rules Total Cost: ✓ € 87.99
	Form of Payment 🗸 Date Of	Birth 🗸 Frequent Flyer 🕕 Seatin	ng () Ancillary Services () Con	tact Details 🗸	
					Checkout



To complete the booking Click to read and confirm the Fare Rules for each Airline.

Enter the reference Fields if applicable, Click on Book and Finalize.

🥅 Trip 4825111 0	Checkout			çò	Mr. Sean Thomas Maples (Adult)	irt 2
Search Se	lect Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized	
	••-	•	0	0	0	
→ ⊨ ↔ …	You're At The F	inal Step of Trip Creation, Simply	y Fill in the Required Info a	and Click on the r	nice Blue Button below	
21:20 AMS	Trip Quotes					
20:25 EI011	PR2998	; (Tue,05 Mar 19 - Tue,05 Mar 19) 👤				$\sim$
LDUB	I read the Fare Rule	•			Total Cost: 🥑 🥑	24.76
		i (Thu,07 Mar 19 - Thu,07 Mar 19) 👤				$\sim$
		_			Total Cost: 🛃 🧧	35.99
	I read the Fare Rule	8				_
	👤 Mr. Sea	n Maples				^
	REF1	REQUEST NUMBER				
	TRIP REA REF3	SON			v	
	AIR POLI REF4	CY REASON			v	
	TRANSAG REF 6	TION TYPE			٧	
	Contact De	alls (will be used for advising changes and in emerg	ency)			^
	Booker p	none number		+ 353 .	. 99810000	
	Traveler F	hone Number		+ 353	. 12345679	
					Get notification on behalf of tra	veler 👔
				Enter	r a cool name and book to save as an Easy	Trip 👔
					Book and Fina	ize 🚺

Don't share the Contact Details with airline is selected as default if you wish to share just untick the box.

Get Notification on Behalf of the traveller: This setting will disable notifications meant for traveller and will send notification to the booker only. \*\*This will disable the calendar attachment from the Travel Plan email confirmation.

53 _ 89 _ 9816000 53 _ 89 _ 9856322
53 _ 89 _ 9856322
ch@clubtravel.ie
sh@clubtravel.ie



# Hotel Booking

From the GTP Main page Click on any of the Book a New Trip options

Γ	Club		+ B	ook a New Trip	Quick Links -	š≡ Trip Monitor	Contact Support	Welcome Sol Vonsowski Sign out   ③
	Powered By	atriis						Ð
Ľ								Export to Excel
	+ Book a New Trip	Search for any field in the chart	٩	Search	i – Please	Select	v i	

Select the Hotel tab and enter the details.

Destinations and Preferred Hotels can be selected from a drop-down list if determined by your Employers.

Trip 7863804					👤 📲 Trip Cart 💿
Search Sel	ect Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
	)	0	0	0	
Flight Hotel Car UK Rail	Search Parameters >	Results > Room Results			
+ Additional Products	Where?			Distance	
	Type in city, airport or re	ference point		10 v Km Mi	
No Flight Selected Yet					
	When?				
			Guests: Room al		
No Hotel Selected Yet	ddMMMyy 🔳	ddMMMyy 🔳 0	1 Guest T Room	¥	
	Search available roor	ns only			
No Car Selected Yet	Chain:				
<b></b>	- Please Select -				
					Search
Select Review	Complete Trip Crea	tion Assistance Reque	st In Approvals	Finalized	-
-00-	0	0	0	0	
Search Parameters	Results > Room Resul	ts			
Where?			Distance		
Club Travel - 29 Abbe	w Street Lower Nort	*	10 v Km Mi		
	r,23 Upper O Connell Street				
Clayton Hotel Ballsbrid			allocation:		
DUB - Dublin,Ireland,		* 1 Roc	om v		
🛏 Clayton Hotel Burlingt.					
🚝 Hilton Dublin ,Charlem	nont Place, Dubl				
LON - London, United	Kingdom,(LON)				
📖 Conrad London St Jan	nes,22-28 Broadway, London				
📖 Doubletree By Hilton L	,2 Festoon Way, London,			Search	
LHR - London, Engla	nd, UK (LHR)				1
🚝 Radisson Blu Edwardi	an,130 Tottenham Court Road	•			
View all points of int	erest and preferred hotels				

\*\*If you make the hotel booking in conjunction with the air reservation, destination, dates and trip purpose information are prepopulated\*\*



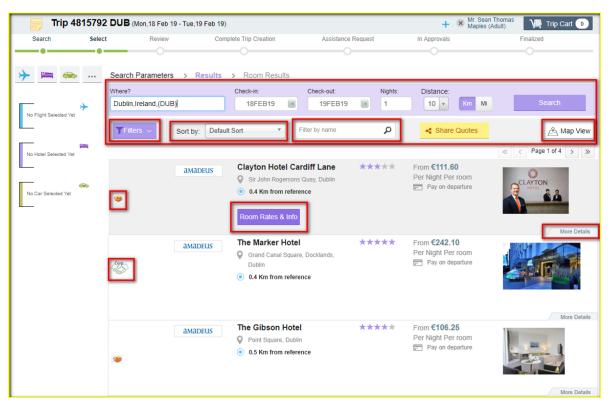
# Hotel availability

Display of Hotel Results - From here you can:

Modify your search parameters as dates, destination and distance from the original destination.

Use the filters to narrow down the results.

Sort the Display. You can use the filter option to sort the way the options are displayed



Change to a Map View. You can view the hotels on a map view instead of a list view.

-		
Search	Parameters > Results > Roo	om Results
Where?	Check-in	in: Check-out: Nights: Distance:
	N 18F	FEB19 🖬 19FEB19 🔳 1 10 🗸 Km Mi Search
TFilt	ers V Sort by: Default Sort	Filter by name
T Map F	Filter 🙁	
« «	Page 1 of 9 5 >>	Botanic Gardens Type Address, Landmark or Point of interest
	Clayton Hotel Car Sir Joh 0.4 Km from ref ***** See Details	THE TYPE PROJECTS, EXAMINED TO FOR OTHER STATE
(Sarp.	The Marker Hotel Grand C 0.4 Km from ref ***** See Details	CNEYBATTER EAST WALL Tolka Quay Rd Tolka Quay Rd Tolka Quay Rd Tolka Quay Rd Tolka Quay Rd Dublin E: Bool Dublin B: Bool Aubin JE: Bool Aubin JE: Bool
	The Gibson Hotel Point S 0.5 Km from ref ***** See Details	Al Patrick's Cathedral W (Et a) (Finite Cathedral W (Finite Cathed
	Maldron Hotel Pea 98-107	Google Rathmines Map data \$2019 Google Terms of Use Report a map error



Identify Any special rates looking for your Company Logo, Club Travel logo or the TMC logo on the left.

If you have preferred hotels, they will be highlighted by the purple symbol.

٣	amadeus	Clayton Hotel Cardiff Lane Sir John Rogersons Quay, Dublin 0.4 Km from reference	****	From <b>€111.60</b> Per Night Per room	CLAYTON ROTEL More Details
Comp	amadeus	<ul> <li>The Marker Hotel</li> <li>Grand Canal Square, Docklands, Dublin</li> <li>0.4 Km from reference</li> </ul>	****	From <b>€242.10</b> Per Night Per room	More Details
<b>(</b>	amadeus	Radisson Blu Edwardian Grafton Hotel 130 Tottenham Court Road, London 0 Km from reference Room Rates & Info	****	From €179.99 Per Night Per room Pay on departure	More Details

Hover the mouse over the Hotel and click to see Room and Rates available.

\*For your convenience, your preferred hotels are retrieved first. A complete list of properties will be available in a few seconds.

### Hotel selection

Once you have selected, you will be shown further information about the hotel including photographs, facilities, description, and the rates available.

Search Sele	ect Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
·••		0	0	0	0
Search Sele Search Sele No Flight Selected Yet No Hotel Selected Yet No Car Selected Yet		Results > Room Results	Assistance Request	In Approvals	Chinney Park
	A/C Gym ✓ Meeting facilities ✓ Swimming Pool	Bar Casino ✓ Internet Laundry Minibar ✓ Parking TV	Concierge Lift ✓ Restaurant	Disabled access Lounge ✓ Safe	Exchange Luggage storage ✓ Spa

If you Wish to share quotes just click on Share Quotes and select the options, you wish to send by email.



Dates can be changed from the top of the results page.

Special rates and Cancellation Policy will be highlighted.

<< Back to hotel results	Clayton Hotel Car	diff Lane		
Source	Supplier	Room & Amenities	7	Price & Payment
IV TMC	amadeus	Club travel cluster ro incl, wifi/gym/pool no carpark, queen and single bedroom - Cancellation Policy: CXL AFTER 14:00, Mon,18 Feb 19 FORFEIT FIRST NITE STAY		Terms & Conditions ☐ Pay on departure
Ny TMC	AMADEUS	Club travel cluster ro incl, wifi/gym/pool no carpark, queen sized bed -22sqm free Cancellation Policy: CXL AFTER 14:00, Mon,18 Feb 19 FORFEIT FIRST NITE STAY		Terms & Conditions ☐ Pay on departure
ty TMC	AMADEUS	Club travel hrg bb, wifi/gym/pool, queen and single bedroom - Cancellation Policy: CXL AFTER 14:00, Sun,17 Feb 19 FORFEIT FIRST NITE STAY	🐨 Breakfast incl.	Terms & Conditions
TMC DMC COD	AMADEUS	Club travel cluster bb inc, wifi/gym/pool no carpark, superior room free wifi/ newly Cancellation Policy: CXL AFTER 14:00, Mon,18 Feb 19 FORFEIT FIRST NITE STAY	Treakfast incl.	Terms & Conditions
VTMC Corp.	AMADEUS	Club travel cluster ro incl, wifi/gym/pool no carpark, kirg bedroom free wi-fi/ Cancellation Policy: CXL AFTER 14:00, Mon,18 Feb 19 FORFEIT FIRST NITE STAY	cost per night is greater than 3.73 EUR	Terms & Conditions

Travel Policy Indicator. Hover over the mouse to see details.

Click on the Terms and conditions to see more details. A Pop-up screen will show.

CLAYTON HOTEL CARDIFF LANE Terms & Conditions	×
Terms & Conditions for Rate Description Queen And Single Bedroom -, 22Sqm Free WiFi/ Laptop Safe/ Flat Screen TV/, Tea and Coffee,	
Cancellation Policy CXL AFTER 14:0, 18/2/2019 FORFEIT FIRST NITE STAY	

Select the room to continue to the trip cart.

МуТМС	amadeus	Club travel cluster ro incl,	Terms & Conditions	<u>í</u> €111.60	7
TMC		wifi/gym/pool no carpark, queen and single bedroom - Cancellation Policy: CXL AFTER 14:00, Mon,18 Feb	Pay on departure		
U.					



# Complete Hotel Booking

📄 Trip 4822610 C	Cart			V Mr. Se Maple	an Thomas s (Adult) Trip Cart 1
Search Sel	ect Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
·•	•——•	0	0		0
≻ ⊨ 👄 …	🕂 Expand 🛛 < Share 🗸	🛄 More 🗸			Checkout
<u>18</u> Feb 🛌 🕕	You Are One Step F	rom Completing Your Boo	oking, Fill info Needed a	nd Proceed to Checl	kout
CLAYTON HOTEL CAR 19 Feb	Trip Quotes				
	Chosen				
		L CARDIFF LANE (Mon,18 Feb	19 - Tue,19 Feb 19 ) 👤		Pending Booking
				Terms & Con	nditions Total Cost: 🥑 €111.60
	Form of Payment 🖌 Freq	ient Guest (!			
					Checkout

Confirm the Details as Dates, Hotel, Room Type and Traveller's name.

Frequent Guest Programme and Hotel Loyalty card can be entered on the finalise page.

Enter a New one or use the one you have set up on your profile.

Add Frequent Gue	st -CLAYTON HOTEL CARDIFF LANE	Set 1 20 Banks Annih 8
Form of Payment (CC) 💙	Frequent Guest 1	
Use Existing Enter	New	
Loyalty Number	Hotel Chain	
	Please Select 💌	
		Save and close Close

### Form of payment for Hotels

The Club Travel HRG credit card is embedded into the system if you use the TMC card and no action is necessary. If you use your **OWN** credit card it will either pull from your personal profile or you can manually enter your card member on the booking page.

 $\ensuremath{^*}\xspace$  All credit card information is encrypted and is PCI DSS compliant.

Form of Payment - CLAYTON HOTEL CARDIFF LANE	Manies (Aniin) - Care D
Form of Payment (CC) 🖌 Frequent Guest ()	
Form of payment set by TMC	
	Next Close

Once you complete the information click on Checkout at the bottom of the page.

Chosen 🔟	
CLAYTON HOTEL CARDIFF LANE ( Mon, 18 Feb 19 - Tue, 19 Feb 19 )	Pending Booking
	Terms & Conditions Total Cost: 🛃 €111.60
Form of Payment 🖌 Frequent Guest 🕕	
	Checkout



Enter the Reference fields to complete the booking if applicable.

The reference fields can be free text or a drop-down list, can be mandatory and must be complete in order to make a booking.

Click to read and accept the Terms & Conditions. Click on Book and Finalize to complete the Booking.

Trip 4822610	Checkou	ıt			CC Mr. S Map	Sean Thomas I Trip Cart 1
Search S	Select	Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
- 👝	 You'r		tep of Trip Creation, Simply			
18 Feb IIII CLAYTON HOTEL CAR 19 Feb	V.	Trip Quotes				
	-	CLAYTON HOTEL CAR	DIFF LANE ( Mon,18 Feb 19 - Tue,19 Feb	19) 👤		$\sim$
	DI read	d the <u>Terms &amp; Condition</u> :				Total Cost: 🥙 €111.60
		1 Mr. Sean Maple	25			^
		TRAVEL REQUES	TNUMBER			
		TRIP REASON REF3				٧
		AIR POLICY REA: REF4	SON			¥
		TRANSACTION T REF 6	(PE			٣
		Contact Details (w	ill be used for advising changes and in eme	rgency)		^
		Booker phone n	umber		+ 353 _ 08	_ 99810000
		Traveler Phone I	Number		+ 353 - 86	_ 12345679
	_					Get notification on behalf of traveler
					Enter a co	ool name and book to save as an Easy Trip 👔

Contact Details on Booking Confirmations

In all cases, when finalising a Booking in GTP before selecting the option for 'Book and Finalize', you will have the option to choose if you wish to share your contact information with the Airline.

The system defaults do NOT share this information with the airline.

Untick the box if you wish to share your information with the Airline as Email Address and Phone Number.

Contact Details (will be used for advising changes and in emergency)	don't share the below information with airlines
Traveler Mobile Number	+ 353 - 89 - 9816200
Traveler Email	Technology@clubtravel.ie
	Enter a cool name and book to save as an Easy Trip (
	Book and Finalize 🚺



# How to Identify Negotiated Rates and Preferred Hotels

Negotiated Rates for Hotels and Flights can be loaded into the system.

The HRG/Club Travel Rates are already loaded, and this will be identified by the TMC/Club Travel/HRG Logos.

If you have Negotiated Rates, then your company logo will Show.

9.70	€745.91 <b>№</b> E1109	DUB → <mark>JFK</mark>	16:15 Wed,26	18:55 Jun 19 Wed,26 Jun 1	7h 40m		
	📌 El100	<mark>EWR</mark> → DUB	5 17:20 Thu,04 J	04:50 ul 19 <mark>Fri,05 Jul 19</mark>	6h 30m	L	
MyTMC €745.	Price €639.00 Tax €106.91 €745.91	$\begin{array}{l} DUB \rightarrow JFK \\ EWR \rightarrow DUB \end{array}$	Economy (L) Economy (R)	Baggage: 1 PC Baggage: 1 PC		Fare Rules	<b>X</b>
E Add MyTMC €1,083	Price         €977.00           Tax         €106.91           €1,083.91	$\begin{array}{l} DUB \rightarrow JFK \\ EWR \rightarrow DUB \end{array}$	Economy (G) Economy (G)	00 0		Fare Rules	
	7		Thu 04 1	ul 40 Ed 05 tot 40		~	

For Hotels you can identify Negotiated Rates and Preferred Hotels added to you list by the symbol below.

****	From <b>€143.20</b> Per Night Per room Pay on departure	More Details
	****	Per Night Per room

Click on Room and Rates to check the available fares.

МуТМС	amadeus	Club travel cluster ro wifi, incl/parking	Terms & Conditions	
		Cancellation Policy: CXL AFTER 14:00, Thu,27 Jun 19 FORFEIT FIRST NITE STAY		

# Sharing Quotes

With GTP you can share quotes and itineraries before and after booking, from the page of results or from your trip Cart. You will learn how to do it on the following steps.

Sharing Quotes from the result pages

From the results page when searching for any product you can share up to 10 options by sending to your traveller email address or to any email address you wish directly from the system.

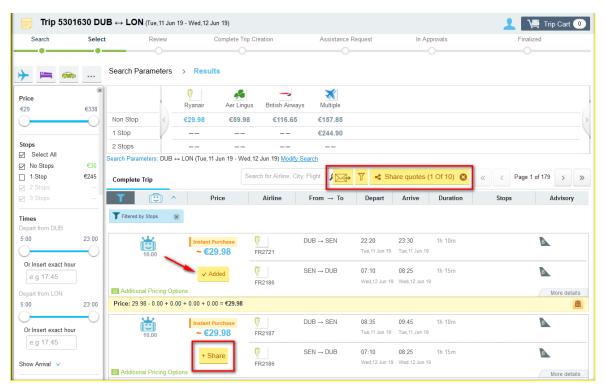
# Sharing Flights – By Complete Trip:

From the results page Click on Share Quotes



Search	Select	Review		Complete Trip Cre	ation	Assistance Request	In Approvals	Finalized
•		O		O		O	0	0
• 📇 📾		Search Parameter	s > <mark>Resul</mark> t	ts				
ice	×		0		-	*		
9	€338		Ryanair	Aer Lingus	British Airways	Multiple		
			C00.00	€59.98	€116.65	€157.85		
)	<b>—</b> OI	Non Stop <	€29.98	600.00	0110.00			
)		Non Stop <	€29.98			€244.90		
ops		· · · · · · · · · · · · · · · · · · ·				€244.90		

Select the Flights you wish to Share (Up to 10 options) by clicking on the +Share symbol.



You can use the filters as normal to search and select options from the additional pricing.

Search	Selec	R R	view		Complete Trip	Creation	Assistance	Request	In Ap	provals		Finalized	
		_											
- 📖 🐟		Search Param	eters	> Result	ts								
frice	€338			Ryanair	Aer Lingu	s British Airway	ys Multiple						
)	-0	Non Stop	<	€29.98	€59.98	€116.65	€157.85						
		1 Stop	1				€244.90						
itops		2 Stops											
Select All No Stops	€30	Search Parameters	DUB ↔	LON (Tue, 11	Jun 19 - Wed	,12 Jun 19) Modify	Search						
] 1 Stop	€245	Complete Trip			S	earch for Airline, Cit	ty, Flight 👂 🖂	<b>}</b> • ₹	Share quotes	(1 Of 10) 🕴	ec (	Page 1 of 37	>
		<b>T</b>	•	P	rice	Airline	From → To	Depa	art Arrive	Duration	Stops		Advisory
mes epart from DUB	23.00	T Fibered by Stop		Pretered €116	by Carrier	Airline 8 BA4459	From → To	16:50	18:30 Tue, 11 Jun 19	1h 40m	Stops	a l	
3 3 Stops apart from DUB :00 Or Insert exact hour e.g. 17:45		Filtered by Stop		Tratered	by Carrier	×	•	16:50 Tue,11 2 06:50	18:30	1h 40m 1h 30m	Stops		7
mes opart from DUB 00 Or Insert exact hour		T Filtered by Stop	8	▼racros	by Carrier 5.65 are Price Tax	8 BA4469 BA832 665.00 DU		16:50 Tue;11 2 06:50 Wed;12	18:30 tun 19 Tue, 11 Jun 19 08:20	1h 40m 1h 30m 20BAG	Stops	a I	•



Before sending you can click on the offer Symbol to see and confirm the options you have selected.

If an option was selected from the Additional Pricing, the selected one will be highlighted.

	×	1	_	10-								
Price	Ĩ			V.	ir AerLi	ngus British Airw	ays Multiple					
€29	€338			Ryana	III Aer Li	ngus Dhush Airw	ays inutriple			1		
0	-01	Non Stop	<	€29.9	€59.	.98 €116.6	5 €157.85		1			
		1 Stop					€244.90					
Stops		2 Stops										
Select All		Search Parame	ters: DUE	B ↔ LON (T	ue,11 Jun 19 - V	Ved,12 Jun 19) Modi	y Search	- 1				
No Stops	€30							-				
J Stop	€245	Complete Tr	ip			Search for Airline,	City, Flight 🛛 🔎 🔀	• Y < S	share quotes	(2 Of 10)	« č Pa	ge1of1 > >>
2 Stops		-								<b>D</b>	<u>.</u>	
3 Stops		J		^	Price	Airline	From $\rightarrow$ To	Depart	Arrive	Duration	Stops	Advisory
imes		T Offered		8	_							
epart from DUB												
5:00	23:00	3		Ins	tant Purchase	0	DUB → SEN	08:35	09:45	1h 10m		B
	-		0.00		€29.98	FR2187		Tue,11 Jun 19	Tue,11 Jun 19			
Or Insert exact hour	~		0.00									
e.g 17:45					✓ Added	Ø	$SEN\toDUB$	07:10	08:25	1h 15m		в
e.g 17.45						FR2186		Wed,12 Jun 19	Wed,12 Jun 19			
Depart from LON		Additional	Pricing C	ptions								More details
5:00	23:00	Price: 85.00	- 0.00 +	51.65 + 0.0	0 + 0.00 = €136	.65 Cancellation Fe	e: Non-Refundable Cl	nange Fee: Non	-Changeable	-		<b>—</b>
0	-01	rf.	<u>)</u>	4	E116.65	-	$DUB \rightarrow LCY$	16:50	18:30	1h 40m		Ê B
Or Insert exact hour			.85		0110.00	BA4469			Tue.11 Jun 19	111 4011		
e.g 17:45						Driffico						
				_			$LHR \rightarrow DUB$	06:50	08:20	1h 30m		ĴУ В
Show Arrival 🗸						BA832		Wed,12 Jun 19	Wed,12 Jun 19			
		Additional	Pricing C	ptions								More details
Preferred Airlines												

Once you have selected all the options Click on the E-mail Symbol

Search Para	neters	> Resul	ts								
		<b>V</b>	2		*						,
Non Stop		Ryanair €29.98	Aer Lingus €59.98	British Airways €116.65	Multiple €157.85		/				>
1 Stop					€244.90						
2 Stops											
Search Paramete	rs: DUB	↔ LON (Tue,11	Jun 19 - Wed,12	Jun 19) <u>Modify Sea</u>	rch 🧸						
Complete Trip	)		Searc	h for Airline, City, F	light 🔎 🖂	y 🖌 S	Share quotes	s (3 Of 10)   🗴	×	Page 1 of 49	> »
<b>T</b> (	<u>:</u>	Р	rice	Airline	From → To	Depart	Arrive	Duration	Stops	A	dvisory

A pop-up Screen will show, if you have selected a traveller the traveller's email address will be pulled from the traveller profile, where you can remove by clicking on the X or you can type manually an email address.

You can update the Subject and add a message to the quote.

You can select to send just a summary the detailed quote or Both. Headers can also be removed.

Share Quotes						
To 1 Sean Maples * Tech@clubtravel.ie Subject Share quotes for 1 traveller Message (opeoner)	DUB ++ SEN   LCY   LGW (Tue, 11	Jun 19 - Wed, 12 Jun 19)	Add	Select Langu English Include in pr O Summan Remove I	ice offer y O Detailed @	* Both
		uake or quotation Trip Number: 53	. weg, rr apr 19 21871			
Price Offer - Sumr	nary Pending booking				Total : €29	.98
Flight for 1 Traveller	From - To	Depart - Arrive	Duration	Client Deadlin	e: Immediate purc Baggage	hase
<b>V</b> anair	Dublin (DUB) -	08:35 Tue, 11 Jun 19	1h 10m	Direct		/
			Copy to	Clipboard	Send	Cancel



If you wish to edit anything from the quote or share just the itinerary you can use the Copy to clipboard functionality. Once you Click Copy to Clipboard you can paste the information to the body of an email for example. From there you should be able to update any information you wish for and send directly from your own email.

ancel
ance

If you share the quotes from the system this is how the email looks like:

🕰 Reply 🏾	≩Reply All 🕒 Forward
	Wed 17/04/2019 11:51
N	notification@gtp-marketplace.com
	Share quotes for Sean Maples (Tue,28 May 19 - Wed,29 May 19)
To Sean Ma	ples; Solange Vonsowski
i If there ar	e problems with how this message is displayed, click here to view it in a web browser.

If the recipient replies to this email address it sends the email directly to who shared the quote.

After sending the quote to be able to select an option and add to your trip cart to book just click on the X.

Search Parameters: DUB ↔ LON (Tue,11 Jun 19 - \	Ned,12 Jun 19) <u>Modify Search</u>			_	-	/	•	
Complete Trip	Search for Airline, City, Flight	<i>↓</i> <mark>&gt;</mark>	7	<ul> <li>Share quotes (3 Of 10)</li> </ul>	~	<	Page 1 of 179	> >>

### Sharing Flights – By Schedule:

Sharing Quotes from the result page when searching by schedule, first you will have to select the Outbound options and then the Inbound options.

From the result page select GENERATE TIME TABLE, select the Outbound Options and then Click Next City Pair to select Inbound options

Club HRG	s	+ Book a New	Trip Quick Links - 🕴 Trip M	onitor Contact Support Welco	me Sol Vonsowski Sign out   🙆
	Powered By ATRUS				ð Ú
Frip 5372930	DUB $\leftrightarrow$ LON (Tue, 25 Jun 1)	9 - Wed,26 Jun 19)			👤 🔎 Trip Cart 💿
Search S	Select Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
	•			0	0
☱ 🚗	Search Parameters	> Results > Pricing			•
Price	× Select your outbo	ound flight to London, Unite	ed Kingdom - All airports	s (LON)	
€22 €5	.41 Search Parameters: DUB ↔	LON (Tue,25 Jun 19 - Wed,26 Jun 19) Mor	dify Search		
0	Search for Airline, City, Fligh	ht p	Next City Pair 🕅 Generat	e time table price offer 😣	C Z Page 1 of 8 S S
Stops Select All	T 🙂 ^	Price Airline	From → To Depart	Arrive Duration	Stops Advisory
	23	One Way	DUB → SEN 22:20	23:30 1h 10m	В
	70	, v			
<u> </u>		Instant Purchase FR2721	Tue,25 Jun 19	Tue,25 Jun 19	
⊇ 2 Stops €3	86 10.00	Instant Purchase FR2721 ~€17.99	Tue,25 Jun 19	Tue,25 Jun 19	
2 Stops €3     €3     ✓ 3 Stops		~ €17.99	Tue,25 Jun 19	Tue,25 Jun 19	
⊇ 2 Stops €3	86 10.00	~ €17.99 + Share	Tue,25 Jun 19	Tue.25 Jun 19	More details
2 Stops €3     €3     ✓     3 Stops     Times	86 10.00	~ €17.99 + Share	Tue,25 Jun 19 DUB → SEN 08:35	Tue.25 Jun 19 09:45 1h 10m	More details
2 Stops €3     3 Stops     Times Depart from LON	86 10.00	← €17.99 + Share	DUB → SEN 08:35		
2 Stops €3     3 Stops     Times Depart from LON	86 10.00	~ €17.99 + Share One Way	DUB → SEN 08:35	09:45 1h 10m	
⊇ 2 Stops         €3           ☑ 3 Stops         3           Times         Depart from LON           5:00         23:	86 10.00	Cone Way Instant Purchase FR2187	DUB → SEN 08:35	09:45 1h 10m	



After the Inbound options are selected click on the Symbol to Share.

Price	Select your return flight to Dublin, Ireland (DUB)
€22 €542	Search Parameters: DUB LON (Tue,25 Jun 19 - Wed,26 Jun 19) <u>Modify Search</u>
Stops	Search for Altine, City, Flight             Y         Generate time table price offer         ©           >         >           Y         C         Page 1 of 4         > <td< th=""></td<>

Sharing Quotes from the Trip Cart

Sharing Quotes from the trip card you can only Share the products you have selected and added to the trip cart. This option allows you to share Flights and Hotel at the same time.

After selecting the products to your trip cart Click on Share at the Top of the page and click Share Quote.

Chily HRG		+ Book a New Tr	ip Quick Links ▼ 🗦 Trip Mo	nitor Contact Support	Welcome Sol Vonsowski Sign out   ③
read III	Powered By ATRUS				Q Q
📄 Trip 5486465 Ca	art			Ģ	🗋 👤 📜 Trip Cart 🝳
Search Selec	t Review	Complete Trip Creation	Assistance Request	In Approvals	Finalized
		0	0	0	0
→ 🛏 🚗	🕂 Expand 🔍 Share 🗸 🔟	More ~			🛛 🚟 Checkout 🌗
Travelers Name	< Share Itinerary				
	You Are o	our Boo	king, Fill info Needed a	nd Proceed to Che	eckout
19 Aug 07:10 BAS31	Trip Quotes				
00:50 LHR					
19 Aug 🥅 🕅 🚺	Chosen				
RADISSON BLU GRAF 22 Aug	Chosen				
	DUB - LHR - DUB (MO	on,19 Aug 19 - Thu,22 Aug 19)			Pending Booking 🗸
22 Aug LHR → ① 18:40 BAS38		1	No info 🗸	Re-Search	Fare Rules Total Cost: 🥑 € 123.91
20:00 DUB	Meals () Seating ()				
	Chosen				
	RADISSON BLU GR	AFTON LONDON (Mon,19 A	ug 19 - Thu,22 Aug 19 )		Pending Booking
				<u>Terms &amp;</u>	Conditions Total Cost: 🛃 €536.79
	Frequent Guest (1)				
					Checkout 🌗

A pop-up Screen will show, if you have selected a traveller the traveller's email address will be pulled from the traveller profile, where you can remove by clicking on the X or you can type manually an email address.

You can update the Subject and add a message to the quote.

You can select to send just a summary the detailed quote or Both. Headers can also be removed.

hare Quotes						
o 💽 Sean Maples 🛞 🥌 Tech@clubtravel.ie ubject 👉 Share quotes for 1 traveller	DUB ↔ SEN   LCY   LGW (Tue, 11	Jun 19 - Wed, 12 Jun 19)	Add	Select Langu English		•
essage (Optional)				Remove H	Headers	
	nary	Date or quotation. Trip Number: 5301				
Price Offer - Summ						
Price Offer - Summ	Pending booking					
	Pending booking			Client Deadlin	Total : €29.98 e: Immediate purchase	
Flight Offer # 1 - I	Pending booking From - To	Depart - Arrive	Duration	Client Deadlin Stop		
Flight Offer # 1 - I		Depart - Arrive 08:35 Tue,11 Jun 19	Duration 1h 10m		e: Immediate purchase	



If you wish to edit anything from the quote or share just the itinerary you can use the Copy to clipboard functionality. Once you Click Copy to Clipboard you can paste the information to the body of an email for example. From there you should be able to update any information you wish for and send directly from your own email.



# Trip Monitor

You can follow the status of your bookings from the Trip Monitor at the top of the page

Chib	+ Book a New Trip	Quick Links 🗸	š≣ Trip Monitor	Contact Support	Welcome Sol Vonsowski Sign out   🛞
Powered By atriis		/			ΘĻ

You can search by Travellers name or use the filters.

Current Step shows the Status of the Bookings.

+ Book a New Tri	p Sean	6	Search	i – Please Sele	ect —	• (i)		
<b>T</b> Filter A	Y Search Text 🗴					${\cal O}$ Refresh	K Z Pag	e1of1 > >>
Trip	Traveller Booker	Consultant	Destination	Departure Date ✓	Return Date	Current Step	Total Booked Items	oducts
4773602 + Thu,10 Jan 19	Sean Maples ADMIN	Sandra Gildea Amst	terdam, Netherlands (AMS)	Tue,12 Feb 19	Thu,14 Feb 19	Trip planning		📑 Open
4772927 + Thu,10 Jan 19	Sean Maples Sol Vonsowski		lon, United Kingdom - Londor PT (LCY)	n Ci Tue,22 Jan 19	Wed,23 Jan 19	Preparing Itinerary	EUR 112.47	→ ☐ Open
4707887 + Wed,19 Dec 18	Sean Maples Adrieanne IRWI		lon, United Kingdom - Londoi PT (LCY)	n Ci Tue,15 Jan 19	Wed,16 Jan 19	Finalized	EUR 121.98	→ ☐ Open
							K K Pag	e1of1 > >

From the Trip Monitor you can use the filters to search for trips or to create reports and export to excel.

Click on the arrow down on Filter to expand the menu.

Enter your criteria and the results will show on the Trip Monitor

Pow	ered By ATRUS				Export to Exc
Book a New Trip	n for any field in the chart $ ho$	Search	Please Select	• i	<u> </u>
Products Car Flight GroundScope HeathrowExpress Hotel UK Rail Amtrak Parking	Step Stip Sistance Requested Trip planning In Approvals Finalized Preparing Itinerary Codined Pre-Trip Approval Cancelled / Expired		Imit approaches	Origin - Please Select - • Destination - Please Select - •	*
Traveller - Please Select  User Groups - Please Select   Filter				Sav CRefresh « < Pag	re e 1 of 1 > 2



Powered By ATRUS Export to Excel i To Do × • i Search for any field in the chart Q Products Time limit approaches Step Origin 🔽 Ca Assista -- Please Select -Ŧ Flight Trip plann Destination

Click Export to Excel at the top to generate the file. You can open and/or save the file.

### GroundScope In Approv You have chosen to open: - Please Select Ŧ HeathrowExpress Finalized April 15th 2019.csv which is: Microsoft Excel Comma Separated Values File (3.6 KB) Hotel Preparing from: blob: 🔽 UK Rail Declined Save this filter settings What should Firefox do with this file? Amtrak Pre-Trip A Open with Microsoft Excel (default) Parking Cancelled ○ <u>S</u>ave File Traveller Do this automatically for files like this from now on - Please Select -Ŧ OK Cancel User Groups

# **Booking Confirmation**

In all cases – when a booking is made – GTP sends confirmations to the relevant users.

A Record of the Booking will be sent to our consultants, and fulfilment of the Booking will take place.

- 1. TRAVEL PLAN NOTIFICATION to confirm when Tickets are issued by the consultant.
- 2. Actual tickets from the Club Travel-HRG or directly from the Supplier (Airline / Hotel)
- 3. You can also Share the Itinerary/Travel Plan Directly from the system once booking is finalised.
  - a. You will see the below page when booking Finalised
  - b. Click Share Share Itinerary
  - c. Simply add Relevant email address and click send, you can include a price Break down and a PDF as well as a link to add to Calendar

📑 Trip 5978528 Ca	art				$\sum_{i=1}^{n}$	× Mr. John Smith (Adult)	V Trip Cart
Search or Request	Select	Review	Complete Trip Creation	Assistance Request		In Approvals	Preparing Itinen
• <b>—</b> —•		•	•	•		•	
→ ▷ ▷ □ → □ 29 Oct DUB → □ 17.50 BA27 19:15 LHR	+ Expand Your trip ha	< Share quote	confirmed, have a safe trip				Cheo

Share			×
To      John Smith	Add	Select Language English	¥
Subject			
Travel plan for John Smith travelling to London on Tue,29 Oct 19			
Message (Optional)			

From the Travel Plan email confirmation, you can add the Trip plan directly to your calendar.

From the Travel Plan email Click on the attachment.



📿 Reply	🚱 Reply All 🖂 Forward	
	Fri 26/04/2019 11:50	
N	notification@gtp-marketplace.com	
	BOOKER. TRAVELLER WHEN TICKET ISSUED Travel plan for Sol Vonsowski trip 5336650 to Heathrow APT, GB (LHR)	
To Adrie	anne Irwin; Solange Vonsowski	
i Click h	ere to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.	~
	UB - LHR 2019-05-16 1425 - 2019-05-16 1600.ics 009 bytes	

A pop-up will show, Select Yes and Close. This will save to your calendar.

Micro	soft Outlook X
•	Add this Internet Calendar to Outlook? You should only open calendars from sources you know and trust. Attachment "DUB - LHR 2019-05-16 1425 - 2019-05-16 1600.ics" from "BOOKER. TRAVELLER WHEN TICKET ISSUED Travel plan for Sol Vonsowski trip 5336650 to Heathrow APT, GB (LHR)" Yes No

\*Get Notification on Behalf of the traveller: This setting will disable notifications meant for traveller and will send notification to the booker. This will disable the calendar attachment.

# Cancellations

If you need to make changes to your bookings, or cancel bookings, please do this by contacting the dedicated travel consultants. Please **DO NOT USE GTP** to do this.

All cancellation requests MUST be emailed to your Travel Consultant with

Booking Reference and The written request to cancel.

All relevant cancellation fees will be charged as per booking conditions.

The option to remove the booking can be done in some cases, however there are different types of products that can be booked through the system. Some of these can be cancelled directly from GTP, and others cannot. If a booking needs to be cancelled or changed, it is always safer to do this through the consultant. Please **DO NOT USE GTP** to do this.

# **GTP**– Support Page

With all Technology, it is inevitable that we will come across errors and possible bugs within GTP when you are using it.

Connections between suppliers and providers can go down, Your Internet may go for a few seconds, the processing of bookings could be interrupted etc.

So, it's vital to try and establish what the actual issue is and get as much information as possible in order to expedite a speedy resolution.

In order to do this, it would be extremely helpful to us if you could follow the below procedure when you are reporting bugs.

On Your GTP home page Click on the Contact Support Tab at the top of the page, that will open a pop-up box with information and a link to access the GTP Support Page. Or you can navigate there via the following link:

### https://www.clubatlastraining.com/gtp

From here you will be brought to a website where you can find our FAQ, Training manuals & other tools to assist you in using GTP.



On the home page, you will see 4 tabs to navigate through.



<u>"About GTP"</u> will give you a brief rundown of the functions of our online booking tool and inform you of the advantages of using the tool.

<u>"Training</u>" will bring you to a selection of training guides, much like this one, where you can download PDF files or read them straight from the website. These guides should teach you everything you need to know about using GTP.

<u>"FAQ</u>" will allow you to read through some of the most frequently asked questions that we have received about the system so far. We highly recommend checking this section if you do come across any issues, as it is likely an issue that we have come across before and will have suggested a resolution to the problem here.

And Lastly, <u>"Contact Us"</u> will provide you with a link that will then navigate you to our GTP support query form. Through this form, you will be able to get in touch with us about any queries that you could not find the answer through in our user guides or FAQ.

# Contact-us

# https://www.clubatlastraining.com/gtpcontactus

On the first page of this form, we aim to get as much information about you, so that we know who we're helping. This will be things like your company/department and your username on the system. On the second page of the form, we are looking for as much information about the error that you are having with the system. **We urge users to fill in as many of the fields on this form as possible**. The more information that we have, the faster and more likely we are to be able to help you efficiently resolve the issue.

Once you have completed this form, a job will be logged with us and we will aim to respond to all within a 24hour period. However, some queries may require us to contact a 3<sup>rd</sup> party and may take longer to respond back.



# Contact Us

Please check our FAQ & User Guides for a solution to your query before seeking an answer here

	HRG
GTP Su	ipport
Email Address *re	ulred
Username <b>*require</b>	
	user name when you log into the GTP Booking tool ame (If applicable)
Company / Depar	ment *required
Your Company Nar Trip Number <del>*requ</del>	heldepartment Name rød
Route	
Dates	