


Travel Agent - How to Add a Land Package to a Booking

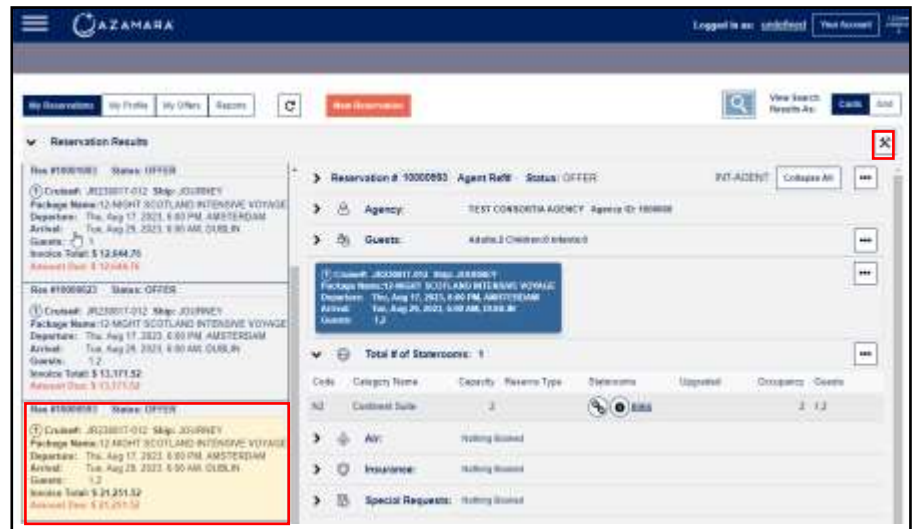
Step 1

Let us start by clicking on the **Your Account** tab. This will open a drop-down menu. Click the **My Reservations** tab.



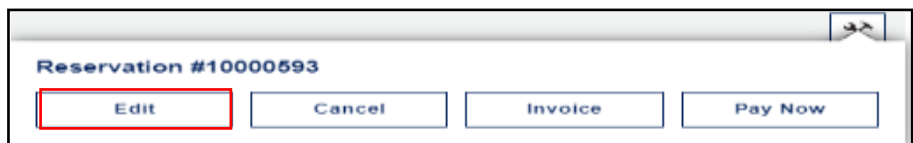
Step 2

Here we will be brought to the My Reservations screen. Under the Reservation Results section we will be able to see all our reservations. Click on the Reservation you are working with, and it will become **highlighted**. Then go to the right side of the Reservation screen click the **Tools**  symbol.




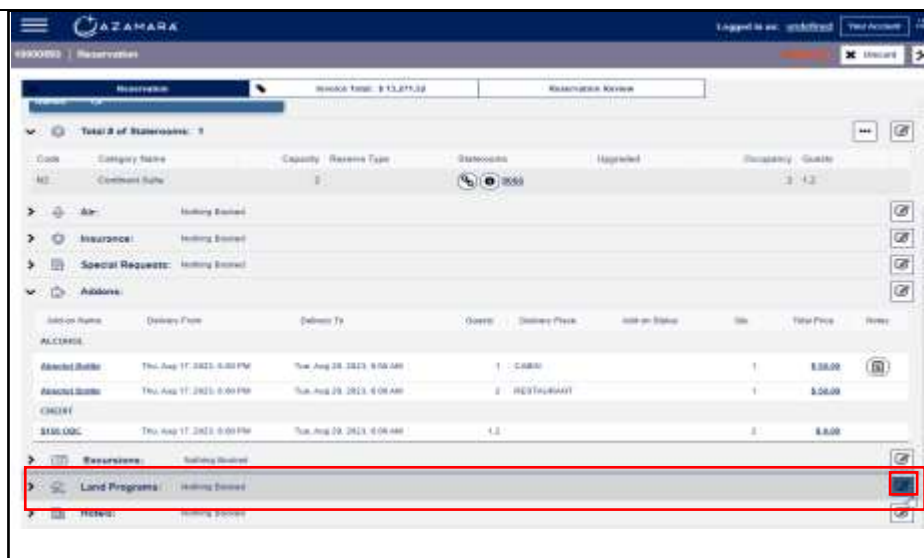
Step 3

This will open the Tools menu. Click the **Edit** tab.




Step 4


We will be brought to the Summary Screen. Scroll down to the **Land Programs** line. On the right side of the line click the **Pen & Pad**  symbol.



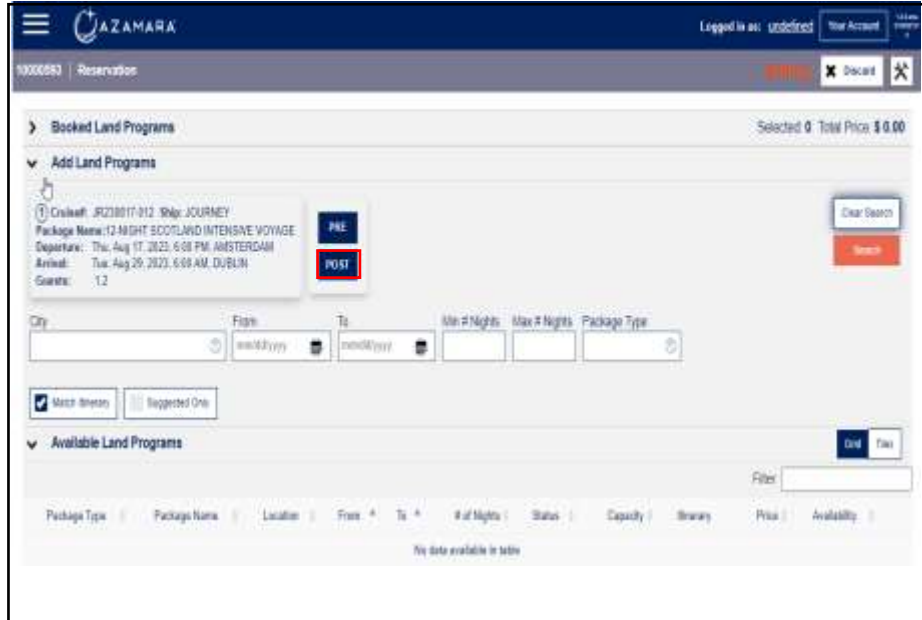
Step 5

This will bring you to the Add Land Programs screen. Here we will be able to book a Land Program **PRE** or **POST** Voyage. Select one of the following.

PRE – The City and To date will automatically populate. Fill in the From date using the **Calendar**  symbol.


POST - The City and From date will automatically populate. Fill in the To date using the **Calendar**  symbol.

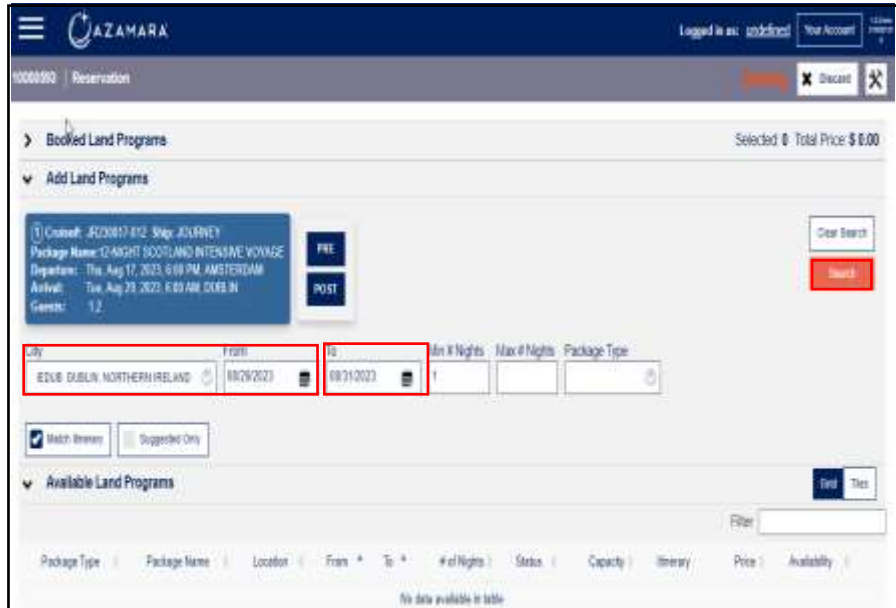
Let's click on the **POST** for this example.



The screenshot shows the 'Add Land Programs' section of the Azamara website. The 'PRE' and 'POST' buttons are visible. The 'POST' button is highlighted with a red box. The 'City' field is empty, and the 'From' and 'To' date fields are empty. The 'Search' button is highlighted with a red box.

Step 6

The City and From date have automatically populated. Fill in the To date using the **Calendar**  symbol. With this example we have added **08/31/23** as the To date. Click the **Search** button.



The screenshot shows the 'Add Land Programs' section of the Azamara website. The 'City' field is populated with 'EDUB DUBLIN NORTHERN IRELAND' and the 'From' date is '08/26/2023'. The 'To' date field is highlighted with a red box and contains '08/31/2023'. The 'Search' button is highlighted with a red box.

Step 7

This will open the **Available Land Programs** screen.
This will include the following.

Package Type – Click the Hyperlink for additional details.

Package Name – Name of package.

Location – Land Location

From Date – Start Date

To Date – End Date


of Nights

Itinerary – Click the Hyperlink  button.

Price – Land Package price.

Availability – Guaranteed

Click the **Add** button.



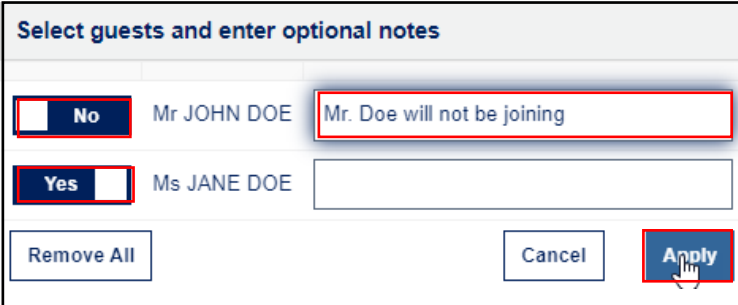
Package Type	Package Name	Location	From	To	# of Nights	Status	Capacity	Itinerary	Price	Availability
DUBCS-2A	City stay in Dublin 3-Night	DUBLIN, NORTHERN IRELAND	Aug 29, 2023	Aug 31, 2023	2		0		\$ 3,680 GTY	Add

Step 8

We will now see the Select guests and enter options notes menu. With this example click the **Yes** will appear for both Guest 1 and Guest 2.

If Guest 1 does not want to go on the Land Package click on the **Yes** button and it will turn to **No**. Let's add a Note if a reason is given.

Click on the **Apply** button to continue.



Select guests and enter optional notes

<input checked="" type="checkbox"/> No	Mr. JOHN DOE	Mr. Doe will not be joining
<input checked="" type="checkbox"/> Yes	Ms. JANE DOE	

Remove All **Cancel** **Apply**

Step 9

This will bring us back to the Available Land Programs screen. Under the Available Land Programs section, we will see our selected Land Program. Click the **Continue** button.



Package Type	Package Name	Location	From	To	# of Nights	Status	Capacity	Itinerary	Price	Availability
DUBCS-2A	City stay in Dublin 3-Night	DUBLIN, NORTHERN IRELAND	Aug 29, 2023	Aug 31, 2023	2		0		\$ 3,680 GTY	Continue

Step 10

This will bring us to the Summary screen. Under Land Programs we will see our selection. Click the **Store** button at the bottom of the screen.

The screenshot shows the AZAMARA reservation summary screen. At the top, it says 'Reservation # 10000593' and 'Agent Ref: [icon] Status: OFFER'. Below this, there are sections for 'Agency' (TEST CONSORTIA AGENCY), 'Guests' (Adults: 2 Children: 0 Infants: 0), and a 'Package' section. The package details include 'Package Name: 12 NIGHT SCOTLAND WILDSIDE ROMANCE', 'Departure: Thu, Aug 11, 2023, 8:00 PM, AMS/171215M', 'Arrival: Tue, Aug 29, 2023, 9:00 AM, DUB/IR', and 'Itinerary: 1,3'. Below the package details, there is a table for 'Land Programs' with columns: Package Type, Package Name, Location, From, To, # of Nights, Status, Guests, Capacity, (Share), Price, and Availability. The table shows one program: 'DAY (IN) in DUBLIN 2 PM', 'DUBLIN NORTHERN (IRISLAND)', 'Aug 28, 2023', 'Aug 29, 2023', '2', '1', '2', '1', '\$1,499'. At the bottom right, there are two buttons: 'Store' and 'Pay Now'.

Step 11

We will receive a Confirm message asking would we like to save the changes. Click the **Yes** button.

The screenshot shows a 'Confirm' dialog box with a dark blue header. The text inside says 'There are some unsaved changes. Would you like to save changes?'. Below the text are two buttons: 'Yes' and 'No'. The 'Yes' button is highlighted with a red border and a hand cursor is pointing at it.

Step 12

This will give us another **Confirm** message telling us the reservation has been **stored successfully**.

Yes – To Continue
No – To End the process
Print/View Confirmation – Print and View the reservation.

The screenshot shows a 'Confirm' dialog box with a dark blue header. The text inside says 'Reservation #10000593 is stored successfully.' and 'Would you like to continue working with the reservation?'. Below the text are three buttons: 'Yes', 'No', and 'Print/View Confirmation'. All three buttons are highlighted with red borders.