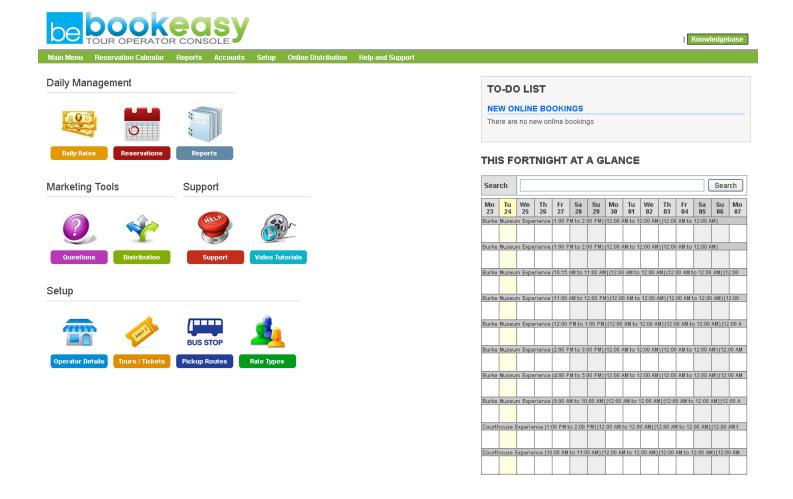




Tour Operator

Manual



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Introduction

The Bookeasy Tour Operator Console is now available to you as an upgrade of your existing Bookeasy Member Console. Tour Operator gives you practically all of the functionality of an expensive Tour Management System without the fees.

This upgrade will allow you to manage your business in a more efficient manner, as mentioned above, Tour Operator is an upgrade of your existing Bookeasy Account, meaning that all the information currently stored in your Bookeasy account, will still be there once the upgrade has taken place.

Not only is the Tour Operator console easier to navigate, it also removes a lot of the irrelevant areas of Bookeasy that tour companies don't usually require, such as car hire, accommodation etc. leaving the remaining functionality to resemble your day to day needs.

Upgrade

To upgrade your Bookeasy console to Tour Operator, kindly follow the steps below;

1. Click on the **Tour Operator Upgrade** button in the top right hand corner of your Bookeasy Member Console



2. Once done, the below Pop Up box will appear;

New Tour Operator Console Released

The new tour operator console offers greater flexibility to sell your tours through your Visitor Center and can be used as your complete in-house system.



This latest release offers the following features:

- . Linked availability Sell two or more tours that draw availability from the same source
- · Ability to easily copy tours
- Setup pick up routes and them add them to one or more tours
- · Additional flexibility several rate types
- · Ability to stop sell individual days
- . Ability to have tours available for a date range and/or days of the week
- We have also produced a range of video tutorials and help documentation. Click here to view

Upgrade Now

3. Click **Upgrade Now** to upgrade your Bookeasy Member Console the Tour Operator.

The system will now complete the upgrade itself, once done, you will see a **Welcome to Tour Operator** Pop Up appear, simply click **Start using Tour Operator** to continue through to your new, upgraded console.

Welcome to Tour Operator

Welcome to Tour Operator

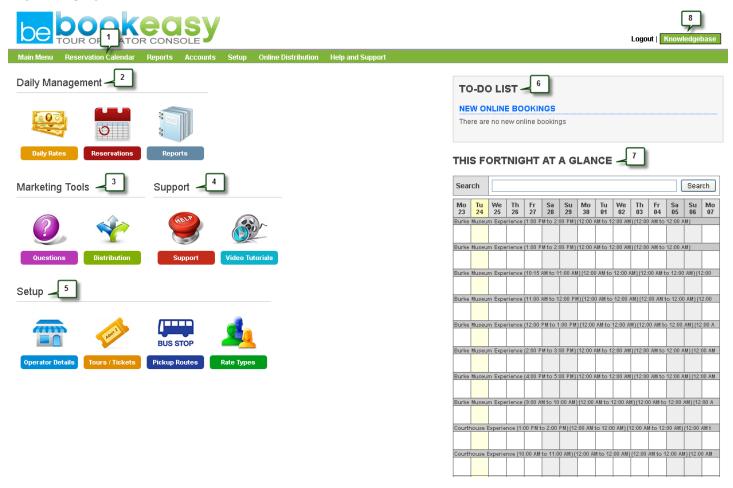


Tour Operator console has been designed to be your complete Tour Management system

- · Communicate with your clients
- · Track cash and agent payments and commissions
- · Manage your business from anywhere you have an Internet connection
- · iPad compatible

Start using Tour Operator

Main Menu



Above is the Main Menu of your Room Operator console, this is the screen you will see, each time you login.

- 1. **Reservations Calendar** The reservations calendar is where you can view an expanded version of the Fortnight at a Glance Calendar.
- 2. Daily Management This area consists of;

Daily Rates – Will direct you to an area where you can manipulate rates and stop sells on a daily basis **Reservations** – This will take you to your Reservations Calendar, so is an alternative to #1 above. **Reports** – Will take you to your Monthly Bookings Report

3. Marketing Tools – This area consists of;

Questions – Questions added here will display on your booking from when a guest makes a reservation. **Distribution** – Will direct you to the **Bookeasy** Distribution Network Page

4. Support – This area consist of;

Support - Clicking this icon will take you to the Knowledgebase, an alternative to #8.

Video Tutorials – Will lead you to a collection of Tour Operator Video Tutorials

5. Setup – This area consist of;

Operator Details – Directs to the area where you fill out all your business details.

Tours/Tickets – To view existing, or create brand new Tours/Tickets

PickUp Routes – This area can be used to add Pick Up and Drop Off Routes for customers to select when making a reservation

Rate Types – Directs to a screen displaying all your current Rate Types, such as; adult, child, concession etc.

- 6. **New Online Bookings -** When you receive a new booking from a Bookeasy Visitor Centre it will be displayed here. You can click on the booking and view the details as well as allocate them to an individual room.
- 7. **This Fortnight at a Glance** This is a snapshot of your reservation calendar for the next 14 days. You will notice that today is highlighted in yellow. For a better view and day to day work you should go to the Reservation Calendar link in the top menu.
- 8. Knowledgebase Clicking here will take you to a collection of Help documents for the system

Reservations Calendar



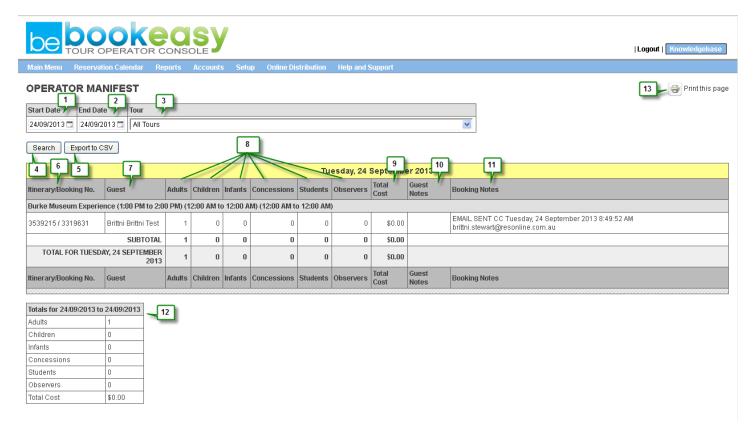
- 1. **Display** By default, your reservations calendar will display bookings only, should you wish to view Quotes you must select Quotes from the Display drop down box.
- 2. **Search** Allows you to search for a particular reservation using either Guest Name, Booking Number, Agent Voucher or Booking Question
- 3. **Tour** Gives you the ability to have your calendar display bookings from all tour types, or just one in particular
- 4. **Date Range** This field allows you to choose which month you would like the Calendar to display. Should you require a search that goes over more than one month, simply click on the black arrows to change date format
- 5. Bookings With You can search for either bookings already Allocated, or Unallocated by altering this field
- 6. **Status** you can also search for bookings with a particular Status, for example, you could just search for all Cancelled Bookings by selecting Cancelled from the Status field.
- 7. **Display As** Gives you the option of either displaying the Reservations Calendar as Bookings (displayed above) or a Text List which will instead list all reservations down the page, in order of arrival date.
- 8. Search Click to search
- 9. Tours Are listed down the left hand side
- 10. Dates Are displayed along the top of the grid
- 11. **Month** The currently viewed month will display at the top of the page, you can click on Previous Month or Next Month to navigate, or you can simply use the Date Range field in your Search Options instead (#4)

12. **Booking** – Your reservations will be displayed within the grid, to open the reservation simply click on the square. You will notice numbers in each, the top reflecting the number of seats booked and the bottom reflecting those still available

Search Reservations

This will direct you to the Reservations Calendar

Tour Manifest



- 1. Start Date Enter the start date for your report
- 2. **End Date** Enter the final day for your report
- 3. **Tour** Select a specific Tour or leave on All Tours to view results
- 4. Search Clicking on search will run the report with results displayed on screen as shown
- 5. Export to CSV Clicking here will ensure the results of the report are loaded into an Excel file instead
- 6. **Itinerary/Booking Number** Shows the Itinerary and Booking numbers for the reservations listed, these numbers are clickable and will open the Booking Screen
- 7. **Guest** Displays the Guest's name
- 8. Occupants Displays a breakdown of the number of occupants per reservation
- 9. Total Cost Shows the Total Cost of the reservation
- 10. Guest Notes Reflect any Guest Notes that may be in the reservation screen
- 11. Booking Notes Shows any Booking Notes that may be in the reservation screen

- 12. Totals Displays a Totals Summary based on the information displayed above
- 13. **Print this Page** Click here for a printer friendly version of the report

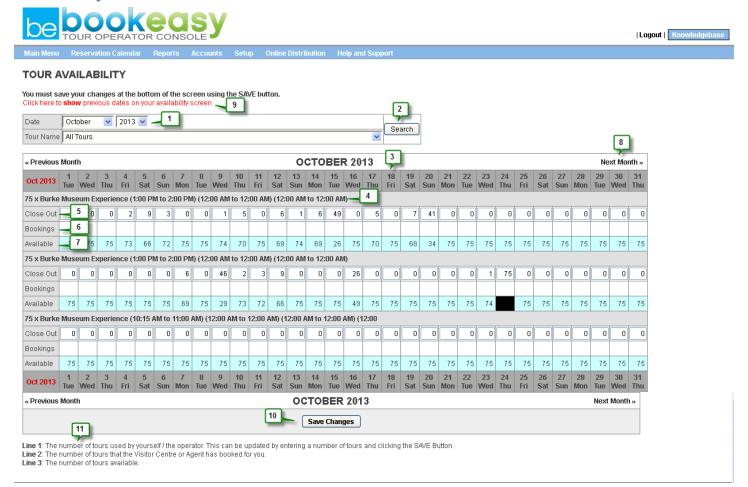
Search Contacts

Contacts relates to any guest or agent that has been added into the system and acts much like a Guest Profile for each. Viewing a particular guest's Booking History is also available from this area. To search all contacts (Guests and Agents), please be sure to tick the View All box to the left of Search, if you just want to view Agents, please tick the Agents box

Add Contact

This is where you can add a Guest or Agent Profile to the system which can then be located via the Search Contacts section.

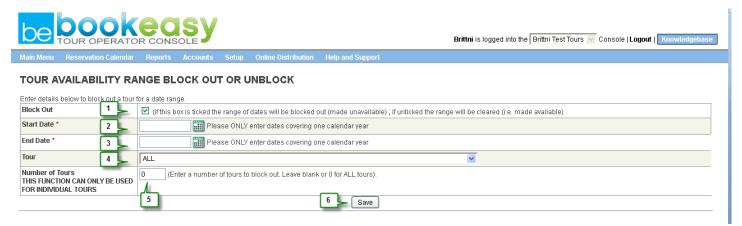
Availability



- Date Range This field allows you to choose which month and year you would like the Calendar to display.
- 2. Refresh Dates Click here after using the Date Range fields to refresh the page to that date you selected
- 3. Dates are displayed along the top of the grid
- 4. Tours are displayed down the left hand side of the grid

- 5. **Close Out** Shows the number of seats that have been manually closed out by the operator. This may be due to a number of reasons that require a seat to be removed from the availability pool.
- 6. Bookings Shows the number of reservations for that particular tour on any given day
- 7. **Available** Equals total number of seats, minus Close Out and Bookings ie the number of seats you currently have available.
- 8. Next Month Use these to toggle between next and previous months on the Calendar
- 9. **Previous Dates** Note that past dates will display as per the black hatched squares, to view past dates availability, click here.
- 10. Save Changes Be sure to click on Save Changes after making any amendments to this area.
- 11. Helpful Hints Should you forget what each (Close Out, Bookings, Available) means, see here.

Block/Unblock Range



- 1. **Block Out** (if this box is ticked the range of dates will be blocked out (made unavailable); if unticked the range will be cleared (i.e. made available)
- 2. Start Date Enter the date in which you would like to start closing or opening availability
- 3. End Date Select the final date for closing/opening availability
- 4. Tour Select either a particular tour or ALL tours
- 5. **Number of Tours** Enter the number of seats you wish to close out or open
- 6. Save Remember to Save your changes once done

Note: Changes here will reflect on your Availability screen

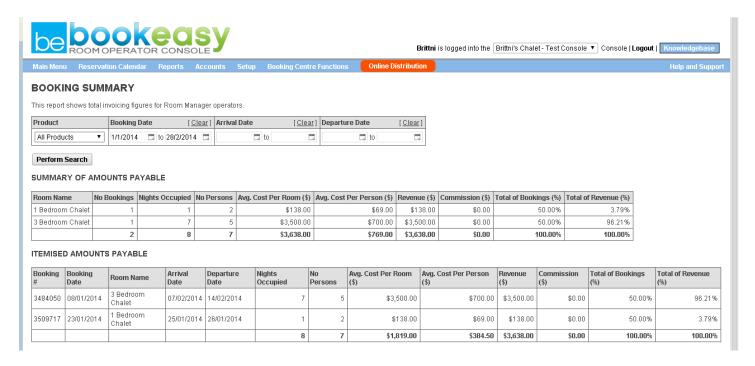
Reports

Monthly Bookings



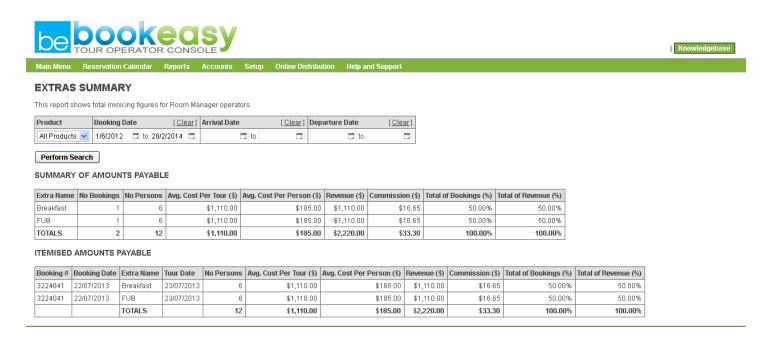
- 1. Date Range This field allows you to choose which month and year you would like the Report to display.
- 2. Perform Search Click here once you have selected the Month/Year which you would like the report to display
- 3. Tour Name Will display the name of the tour booked
- 4. No. Bookings Will display the number of reservations over the Date Range selected in step 1
- 5. No. Persons Will display the number of guests staying over the Date Range selected in step 1
- 6. Avg. Cost Per Tour Shows the average cost for tours booked over the Date Range selected in step 1
- 7. Avg. Cost Per Person Shows the average cost for each person travelling over the Date Range selected in step 1
- 8. Revenue Will display the total revenue made over the Date Range selected in step 1
- 9. Commission Is only required for those using the Tour Operator System, please ignore
- 10. Monthly Fee Is only required for those using the Tour Operator System, please ignore
- 11. Amount Payable - Is only required for those using Tour Room Manager, please ignore
- 12. **Booking Number** Shows the booking number of the reservation, this is clickable and will open the Booking Screen
- 13. Booking Date Displays the date the booking was made
- 14. Tour Date Displays the date of the Tour booked
- 15. No. Persons The number of guests on the reservation
- 16. Avg. Cost Per Tour Shows the average cost for tours booked over the Date Range selected in step 1
- 17. Avg. Cost Per Person Shows the average cost for each person travelling over the Date Range selected in step 1
- 18. Revenue Will display the total revenue made over the Date Range selected in step 1
- 19. Commission Is only required for those using the Tour Operator, please ignore

Bookings Summary



The Booking Summary report is much like the Monthly Bookings report except that you have more parameters to narrow your search by, including **Product** (Room Type), **Booking Date**, **Arrival Date** and **Departure Date**.

Extras Summary



Search Options

- 1. **Product** Default search is for All Extras, however to search for a particular product simply select it form this dropdown box.
- 2. **Booking Date** Enter the Booking Dates you wish to narrow your search by
- 3. Arrival Date Enter the Arrival Dates you wish to narrow your search by
- 4. Departure Date Enter the Departure Dates you wish to narrow your search by
- 5. Perform Search Click here to view results below

Summary of Amounts Payable for (Month/Year Selected)

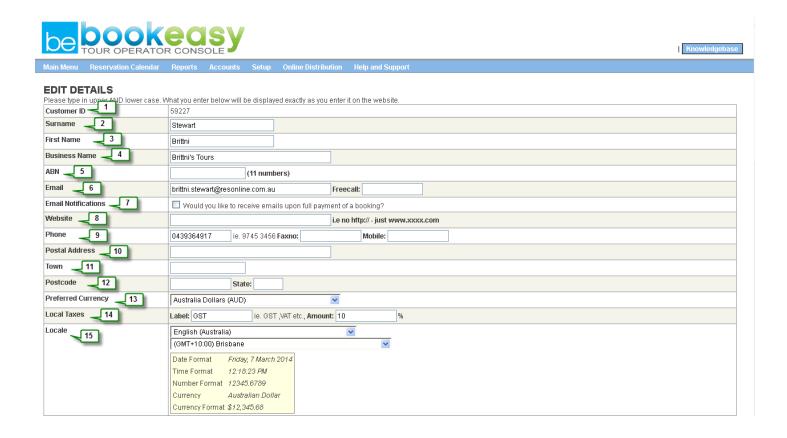
- 6. Extra Name Will display the name of the Extra
- 7. No. Bookings Will display the number of reservations that booked this Extra over the Date Range specified
- 8. Nights Occupied Will display the number of nights occupied over the Date Range specified
- 9. No. Persons Will display the number of guests staying over the Date Range specified
- 10. Avg. Cost Per Room Shows the average cost for rooms booked over the Date Range specified
- 11. Avg. Cost Per Person Shows the average cost for each person staying over the Date Range specified
- 12. Revenue Will display the total revenue made over the Date Range specified
- 13. Commission Is only required for those using the Room Manager Property Management System, please ignore
- 14. Total of Bookings (%) -
- 15. Total of Revenue (%) -

Itemised Amounts Payable for (Month/Year selected)

- 16. Booking # Displays the booking number associated with the Extra
- 17. **Booking Date** Displays the date the booking was made
- 18. Extra Name Displays the name of the Extra
- 19. **Arrival Date** Displays the reservation's Arrival Date
- 20. Departure Date Displays the reservation's Departure Date
- 21. Nights Occupied Displays the number of nights occupied over the Date Range specified
- 22. No. Persons Displays the number of guests staying over the Date Range specified
- 23. Avg. Cost Per Room Shows the average cost for rooms booked over the Date Range specified
- 24. Average Cost Per Person Shows the average cost for each person staying over the Date Range specified
- 25. Revenue Will display the total revenue made over the Date Range specified
- 26. Commission Is only required for those using the Room Manager Property Management System, please ignore
- 27. Total of Bookings (%) -
- 28. Total of Revenue (%) -

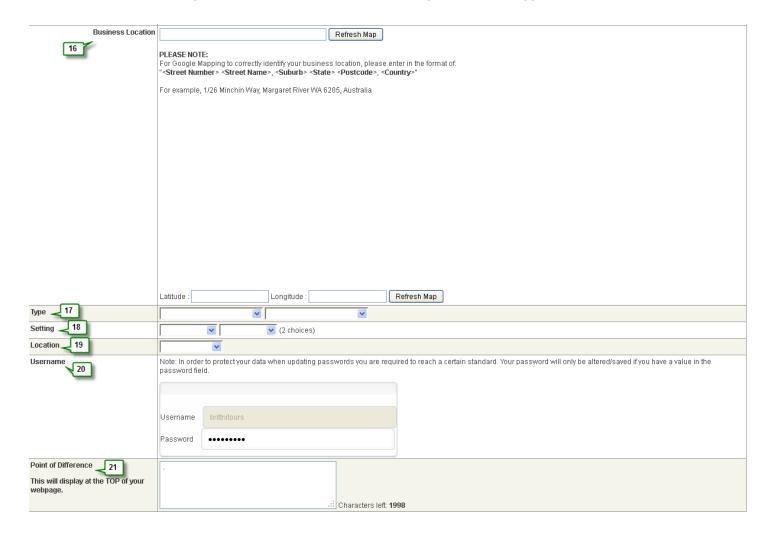
Setup

Business Details

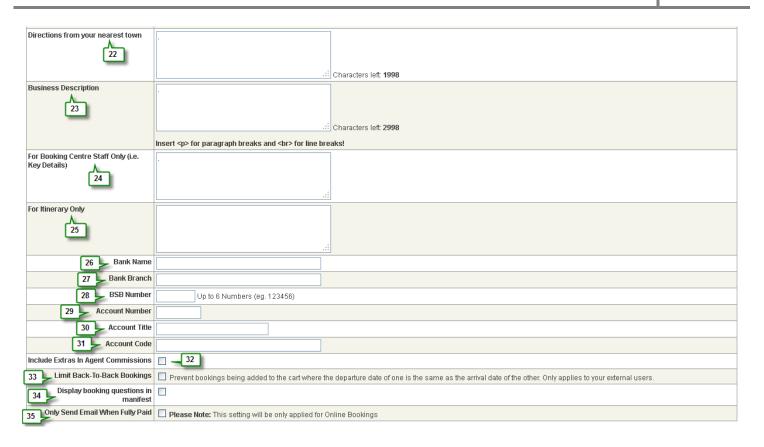


- 1. Customer ID Displays your Bookeasy Customer ID, this is for internal use only so no need to memorise this
- 2. Surname Managers Surname
- 3. First Name Managers First Name
- 4. Business Name Name of the Business
- 5. ABN Enter your business' ABN here
- 6. **Email & Freecall** Enter the email address which you would like Bookeasy correspondence to go to and a Freecall number if applicable
- 7. **Email Notifications** Tick the box if you would like to receive emails upon full payment of a booking? If not, leave un-ticked
- 8. Website Enter your business' web address
- 9. Phone, Faxno, Mobile Enter your business' phone number, fax number and mobile, if applicable
- 10. Postal Address Enter the address of your business
- 11. **Town** Enter the name of the town in which your business is located
- 12. Postcode enter the Postcode for your Business

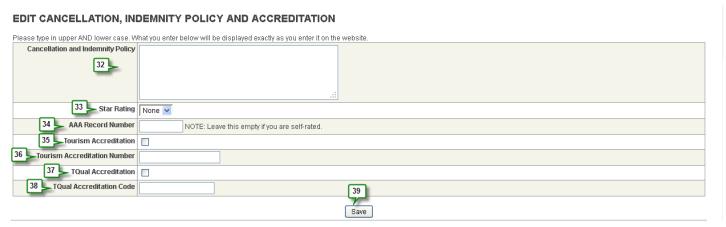
- 13. Preferred Currency Select your preferred currency from the dropdown menu supplied.
- 14. **Local Taxes** Enter the name and the amount (%) of any local taxes that must be added to your daily rates if applicable.
- 15. **Locale** Select your Locale and Timezone from the dropdown boxes supplied.



- 16. **Business Location** Enter the address details of your business in sentence format and click on Refresh Map to display your location.
- 17. Type Select from the dropdown lists one or two types that best describe your property
- 18. Setting Select up to two settings that can describe your properties surroundings
- 19. **Location** Select a location closest to your properties'
- 20. **Username** Here you can see the username for your account, Passwords are hidden but can be reset using this field
- 21. **Point Of Difference** Enter the Point of Difference for your property, this should be one sentence that sums up the accommodation and experience you offer, this will display on Visitor Centers websites



- 22. Directions from your Nearest Town Enter instructions for Directions from your nearest town
- 23. Business Description Here is where you can elaborate on your Point of Difference
- 24. **For Booking Centre Staff Only** Whatever is entered here will display on the Visitor Centers console when looking at your property listing from within their internal system.
- 25. **For Itinerary Only** Information entered here will display on booking confirmation sent from Visitor Centers websites when a guest makes a reservation
- 26. **Bank Name** Enter your Bank Name, these details will be used by the Visitor Centre to deposit funds when running their returns
- 27. Bank Branch The branch in which you opened your bank account
- 28. BSB number Your BSB Number
- 29. Account Number Your account number
- 30. Account Title The name of the account
- 31. Account Code Is for internal use only, please ignore
- 32. **Include Extras in Agent Commission** Tick this box if you are happy to pay Agent's commission for any Extra they may book. If all Extras are offered at property level, please leave this box un-ticked
- 33. **Limit Back-to-Back Bookings** Tick this box to prevent bookings being added to the cart where the departure date of one is the same as the arrival date of the other.
- 34. **Display Booking Questions in Manifest** Tick this box to include the guests' answers to your booking questions on the reservation manifest
- 35. **Only Send Email When Fully Paid** If selected, the operator will only receive a confirmation email once the booking is full paid.



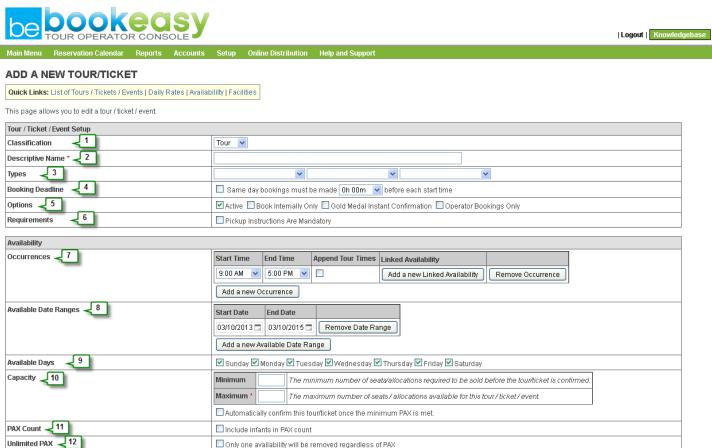
- 36. **Cancellation and Indemnity Policy** Enter your Cancellation policy here and it will display on your properties listing on the Visitor Centre website.
- 37. Star Rating Enter your properties' Star Rating
- 38. AAA Record Number Enter your AAA Record number if applicable
- 39. Tourism Accreditation Tick if you have a Tourism Accreditation
- 40. Toursim Accreditation Number Enter your Tourism Accreditation Number here
- 41. TQual Accreditation Tick if you a TQual Accreditation
- 42. TQual Accreditation Number Enter your TQual Accreditation Number here
- 43. Save Don't forget to Save your Changes

Tours and Tickets



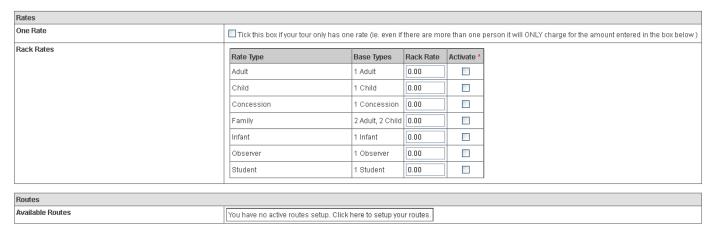
- 1. To edit an existing tour, click on the tour name
- 2. Each tour will be setup with default rates, however you can edit these rates for different days
- 3. You can also view the availability of a tour and edit this availability on a daily basis if you need
- 4. To assist potential passengers in searching for you tour, you can add specific tour types.
- 5. If you wish to add a new tour click on this link.
- 6. You can also copy an existing tour to make a new tour. This will assist if the new tour you are creating has many of the qualities of the existing tour. Once you have copied a tour, it is easy to then modify this new tour with its particular features.

Add a New Tour



- 1. Classification Select either Tour or Ticket depending on the product you would like to offer.
- 2. Descriptive Name Enter the name that you would like potential customers to see when booking the product
- 3. **Types** Select the category/s that apply to the product
- 4. **Booking Deadline** Create limitations for Same Day Bookings
- 5. Options Choose where you would like the tour to appear
 - Active Allows the tour to display
 - Book Internal Only Means the tour is only available for your local Bookeasy Visitor Centre
 - Gold Medal Instant Confirmation Means the tour is instantly bookable and confirmed
 - Operator Bookings Only Is available for your internal use only
- 6. **Requirements** Tick this box if you require Pick Up instructions before the guest can continue with their reservation
- 7. Occurrences Enter the start and end time for the tour
- 8. Available Date Ranges Enter the dates the tour is available for. You can have multiple occurrences
- 9. Available Days Choose which days of the week the tour is available for
- 10. **Capacity:** Enter the min and max number of passengers. All bookings will be request only, until the minimum no of passengers is reached

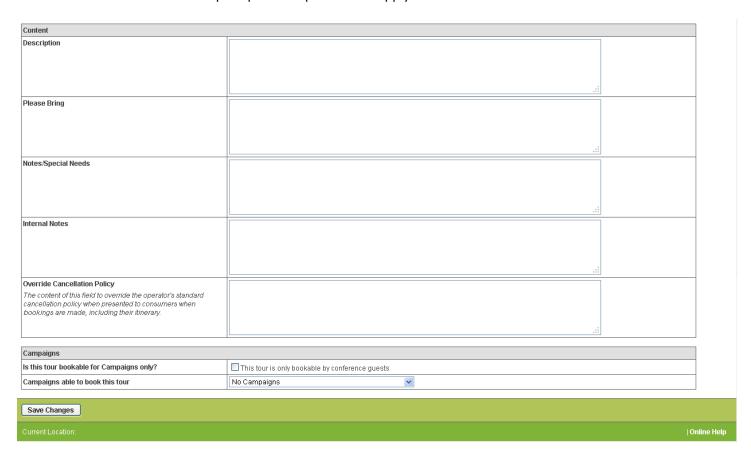
- 11. Pax Count Tick this box if infants should result in a seat being booked
- 12. Unlimited Pax Only one availability will be removed regardless of PAX



One Rate – Tick this box if your Tour only has one rate, regardless of the number of guests travelling

Rack Rates: Enter the rate types applicable for this tour. To setup new rate types see Setup Rate Types

Available Routes: Choose which pickup and drop off routes apply to this tour. Enter tour information and click save



Description: Add a description of the product you are offering, remembering to use HTML coding.

Please Bring: Advise guests of anything they may require during their Tour.

Notes/Special Needs: Enter any extra notes or special requirements that may apply to the product.

Internal Notes: Are for staff eyes only, any messages you would like to include regarding this tour that can be seen by staff members.

Override Cancellation Policy: The content of this field to override the operator's standard cancellation policy when presented to consumers when bookings are made, including their itinerary.

Rate Types

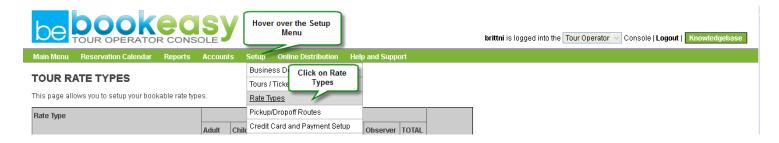
A rate type is defined as the different rates you may charge for different types of passengers. For example an adult may be charged at a different rate to a child. Tour Operator has a list of stand rate types which are

· Adult · Child · Group (8 adults)

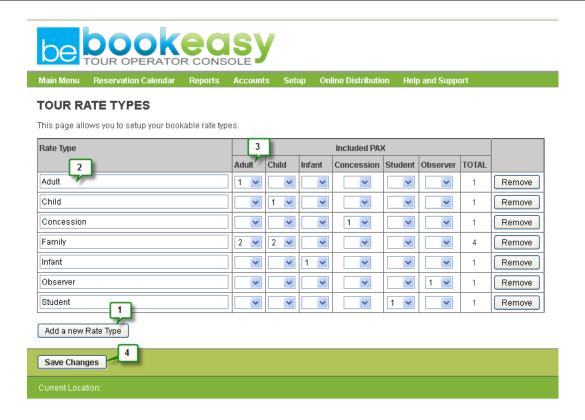
· Infant · Pensioner · Student

Tour Operator also provides you with the ability to add custom rate types and specify the passengers that fit this type. An example is a rate type of a Family which could consists of two adults and two children.

Once you have setup your rate types, you can then add them to each tour you create. To view, edit or add rate types, do the following steps.



- 1. To add a new rate type, click on 'Add a new Rate Type'
- 2. Enter the label, e.g. Family, Student etc.
- 3. Enter the amount and types of passengers this new rate type consist of.
- 4. Be sure to click Save. Once you have saved a rate type, you can add it to one or more tours.



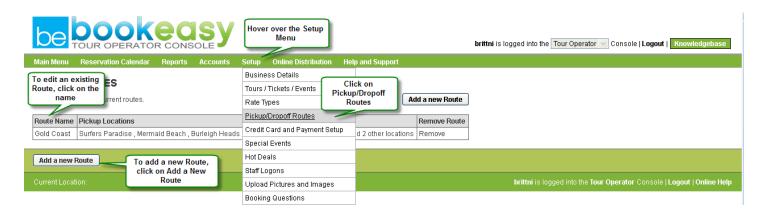
Pickup & Drop off Routes

Setup > Pickup/Dropoff Routes

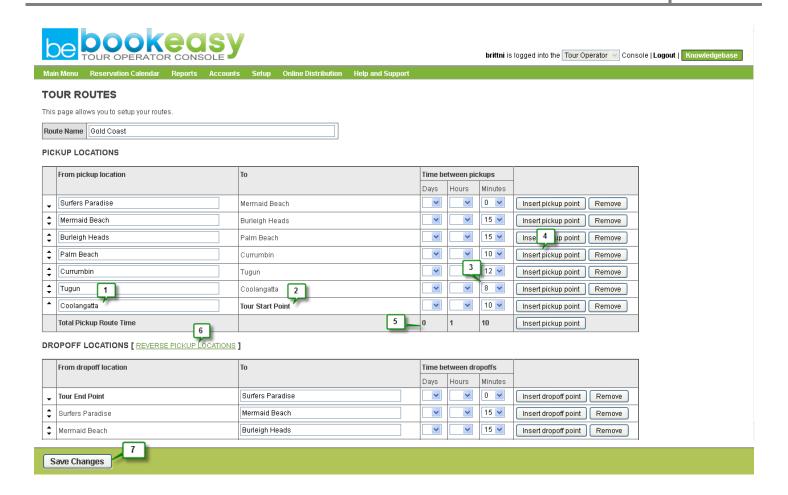
If you run tours where you need to pick up passengers prior to the start of the tour, then you will need to create Routes. A Route consists could consist of several separate pickup points. Once you create a route you can connect it to as many tours as you like.

Each route can be connected to many different tours that may have varying start times. Because of this, when you create a route, you enter each pickup point and then the time to travel between each point. With this information, combined with the start and end time of each tour, Tour Operator can automatically calculate the correct time for each pickup point for each tour.

To get started, follow the steps below.



- 1. To start creating a new route, enter a pickup point. It is suggested to enter the last pickup point prior to the tour start point. In the example below, I would enter "Broadbeach" first
- 2. The tour start point is where the actual tour starts. You will enter this time when you are creating a tour.
- 3. Enter the time taken to travel from Broadbeach to the Tour start point
- 4. You can easily insert pickup points, or remove them. Ideally you would click "Insert pickup point" and add the next pickup point above.
- 5. Here you can see the total amount of time the route will take the driver
- 6. To create drop off points, you can enter them manually, or simply click on the "Reverse Pickup Locations" link to create the drop off points that go in the reverse of the pickup points.
- 7. Save Changes Don't forget to save your changes once done

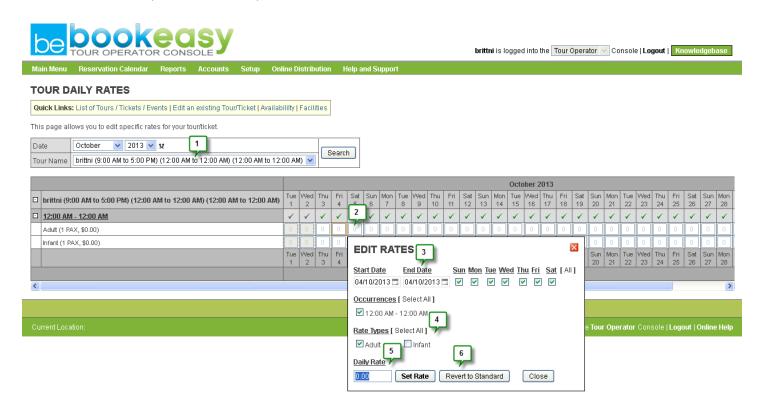


Adjust Daily Rates and Stop Sells

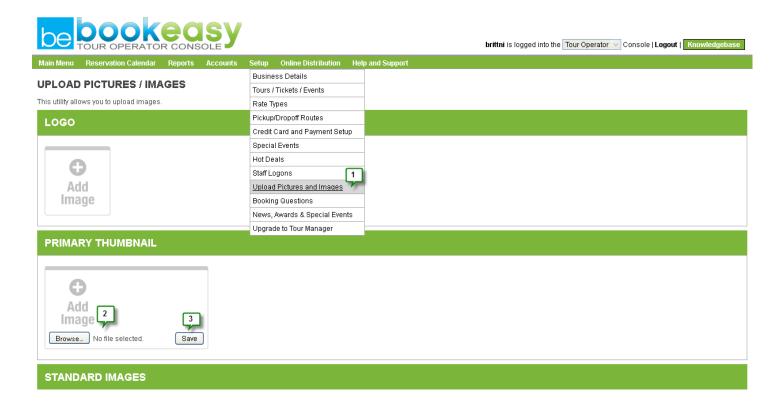
Tour Operator has great flexibility to allow you to set rates and stop sells for individual days for each tour. An example of using this is to set a stop sell if you have a tour not going on a particular day, or if you wish to reduce the rate for a set of days to encourage bookings.



- 1. Once the daily rates edit screen opens, choose the tour you would like to edit.
- 2. Click on a date to open the edit dialogue box
- 3. Enter the date range you wish to make changes for and choose which dates of the week
- 4. Select which rate types to make the change for
- 5. Enter the new rate
- 6. Click on the action you would like to perform.



Upload Pictures and Images



- 1. Hover over Setup and click on Upload Pictures / Images
- 2. Click on Add Image so bring up the Browse button, click this to locate the image on your computer
- 3. Save Changes once done

You may upload as many images as you like onto this page. Modifications or additions can be made at any time.

Staff Logons



Click Add New Staff Logon to setup an individual username and password for any member of your team. Once done, the below screen will appear, fill out the details and Save your Changes to create a logon.



Setup Online Distribution Help and Support Main Menu Reservation Calendar Reports Accounts

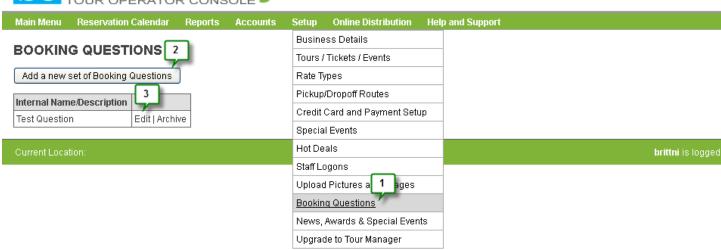
ADD STAFF

*Surname:	Active ✓ Driver □
*Firstname:	
Business Name:	
Email:	
*Phone:	Faxno: Mobile:
Postal Address	
Town:	Country:
Postcode:	State:
Residential:	
Username:	Password:
Description::	
Save	
t-Doguirod Fig	olde

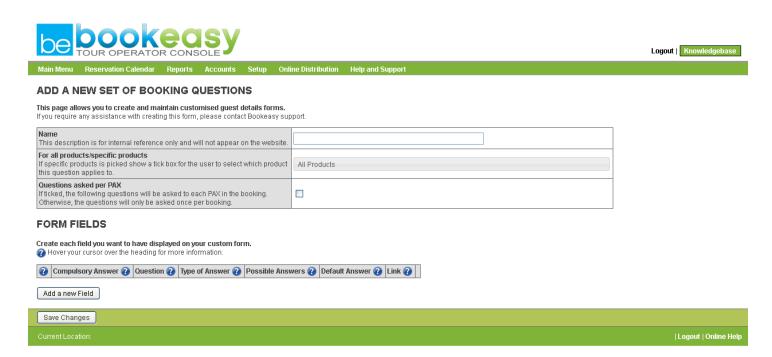
"=Required Fields

Booking Questions





- 1. Hover over the Setup Menu and click on Booking Questions
- 2. Click on Add a new set of Booking Questions to create a set of questions presented to the guest upon booking, this will direct you to the below screen;
- 3. Already existing Booking Questions will be displayed here, where you can Edit or Archive



^{*} Hover over any Question Mark to see an explanation of the field

News, Events, Awards and Opening Hours

This screen allows the operator to display further information about their business on the webpage ie: tell customers about any news or awards you may have won/been nominated for. If information is not entered for a particular section, then that field will not be activated on your webpage.

Enter your Opening Hours in a sentence format.

Enter any Latest News/Awards/Special Events; this is an opportunity to market your business. For example, in the news section you could let customers know that you have recently renovated your rooms or started a new tour.

Updating this section regularly to keep your page looking fresh! Press SAVE at the bottom of the screen to record your changes.



Main Menu	Reservation Calendar	Reports	Accounts	Setup	Online Distribution	Help and Support			
EDIT DETAILS Please type in upper AND lower case. What you enter below will be displayed exactly as you enter it on the website.									
Our Opening	g Hours are						(If Applicable)		
Latest News	S	(Amy ad	ditions, chan	ges or into	eresting information.)		.:i		
Awards		(e.g. 20	02 NAME OF A	AWARD)			.ii		
Special Eve	nts	(Amy sp	ecial event y	ou may be	involved in which you		uii		
						Save			

Upgrade to Tour Manager

Would you like to use Tour Manager as your complete in-house system?

Special Offer - Free Setup & 1st Month Free



Tour Manager console has been designed to be your complete Tour Management system. If you continue using Tour Manager after the 1 month free trial, then you only pay 1.5% commission of monthly turnover.

- You can manually enter bookings in the reservation calender
- · Communicate with your clients
- Track cash and agent payments and commissions
- . Take bookings directly off your website with the tour Book Now button
- · Manage your business from anywhere you have an Internet connection
- IPad compatible

Upgrade Now

Online Distribution

Online Booking Control

Confirm your Booking Status

Gold Medal Operator - This means that you 100% guarantee your availability and rates and Booking Centre staff and clients making a booking will not have to wait for confirmation from the Operator. Operators that guarantee their availability will appear at the top of availability searches and be eligible to be part of the Last Minute Rates feature (Accommodation operators only; excludes room types using Daily Rates). You have the option to revert to the conditions of a 24 hour operator for bookings made the same day as arrival.

Gold Medal bookings will display in the Reservations screen of the Member Console and Staff Console as a **RED** booking, or **BLACK** if the booking has been paid in full. Gold Medal Operators must keep their rates and availability **100% up-to-date**

To become a Gold Medal operator (instantly confirmed), tick OPTION 1. This does not apply if the guest is booking on the same day they are due to arrive. However, if you wish to also be instantly confirmed for same day arrivals/tours, tick the second box as well.

Bookings made for a Gold Medal operator beyond 365 days will revert to 24 Hour

Advantages of being a Gold Medal operator include: you will appear at the top of the listing when a general search is conducted (based on criteria selected), and you will be eligible to be part of the Last Minute Rates. All operators who are Gold Medal will have the logo beside their name.

24 Hour Operator - This means that the Booking Centre staff should respond to the client to confirm their booking within 24 hours of the booking being made. 24 hour bookings are unconfirmed and will display in the Reservations screen of the Member Console and Staff Console as a **BLUE** booking.

Operators will need to click **Confirm** next to the booking if they wish to accept the booking. Alternatively, the staff from the Booking Centre will contact the operator to request confirmation and confirm the booking from their end. Operators with a 24hr confirmation period will listed below the gold medal operators in the Availability search listing.

If you wish to be a 24 Hour Operator, tick OPTION 2 and the Booking Centre staff will contact you to confirm availability before a booking is confirmed. All operators who are 24 hour confirmation will have the logo beside their name.

JOIN THE BOOKEASY BOOKING CENTRE NETWORK: By ticking this box, your inventory will distribute to other Booking Centres around Australia that use the BookEasy software. The default commission for bookings made via the BookEasy External Search is 15%, although Booking Centres may negotiate different rates with you at the time of booking your product. Ask your Booking Centre or the BookEasy team for more detail on External Searches in the BookEasy network.