

Contiki Vacations

To register with Contiki Vacations to make bookings as a new agency set-up, please visit:

<http://www.contiki.com/agents/login>. Upon completion of the registration you will receive a User ID and Password and can take the following steps to setup *ClientBase*.

Set Up Contiki Vacations Live Connect

Upon receiving User ID and Password, take the following steps to setup *ClientBase* for Live Connect.

Step 1) Once you have obtained accurate login information, you need to make sure this Live Connect Provider is in *ClientBase* by going to **Tools|Settings|Live Connect Providers** and clicking *Add* if not present (make sure the URL below is correct).

Provider Name: Type Contiki Vacations.

URL: Type <https://book.itropics.com/BookingWizard/TramsLiveConnect.aspx?sc=CHUSAS>

Travel Category: Select *Tour* from the drop-down.

Import XML from: Select *HTML Source*.

Step 2) Each user can put in his own login information under **Tools|My Login|Live Connect** or enter one set of login information for a Live Connect provider for all agents by going to **Tools|Settings|Live Connect Login**. Click *Add* and enter the following information:

User Name and Password: Enter the necessary fields based upon the login information provided to you when you contacted Contiki Vacations. (The Agency Number and Code is not applicable.)

Step 3) Retrieve the Contiki Vacations vendor profile from the Profile Manager (or create one if not in your database). From the General Info link, click the *Live Connect Providers* button. Click *Add*, and select *Contiki Vacations* booking engine from the drop-down list. There is no Vendor Code. In the *Travel Category* profile field, select *Tour* from the drop-down menu.

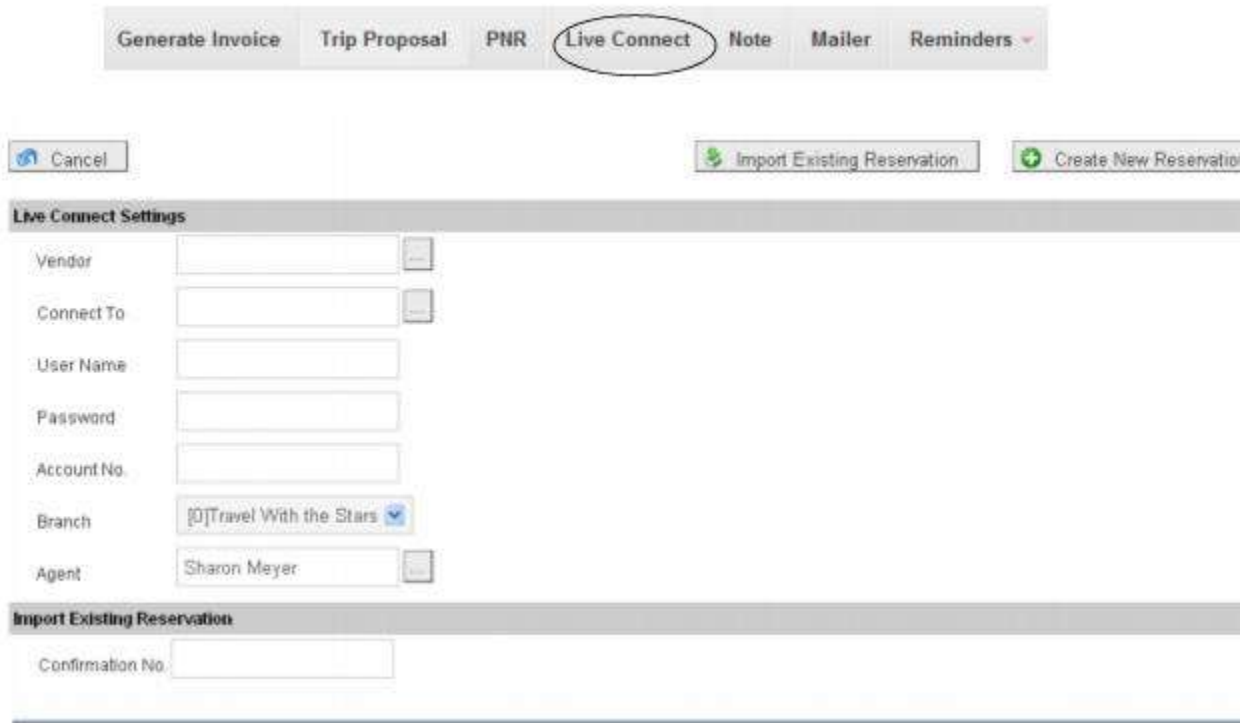
Live Connect Features Supported by Contiki Vacations

Contiki Vacations supports the following Live Connect Features:

- ✓ **CREATE NEW RESERVATION** (Launch, Book & Import New Reservation)
 - ✓ Automatically logs you in to booking engine with User Login data from *ClientBase*.
 - Populates booking engine with profile data from *ClientBase*.
 - Sends reservation details from booking engine's confirmation page to *ClientBase* reservation record.
- ✓ **IMPORT EXISTING RESERVATION** (Imports new reservation booked outside of *ClientBase*)
 - Uses confirmation number to automatically pass all reservation details from booking engine to *ClientBase* reservation record.
 - ✓ Allows user to browse for reservation and upon retrieval sends reservation details from booking engine's confirmation page to *ClientBase* reservation record.
- **RETRIEVE RESERVATION** - Retrieves existing reservation previously imported via Live Connect for viewing or editing. Upon editing, imports updated reservations details.

Create New Contiki Vacations Reservation in Live Connect

Step 1) Retrieve the desired client profile, create a new Res Card and after entering basic Res Card info (no need to add travelers), launch Live Connect by clicking *Live Connect* on the menu bar. (You can also launch Live Connect from the Profile action gear.)



The screenshot displays the 'Live Connect' interface. At the top, a menu bar includes 'Generate Invoice', 'Trip Proposal', 'PNR', 'Live Connect' (circled), 'Note', 'Mailer', and 'Reminders'. Below the menu, there are three buttons: 'Cancel', 'Import Existing Reservation', and 'Create New Reservation'. The 'Live Connect Settings' section contains the following fields:

- Vendor:
- Connect To:
- User Name:
- Password:
- Account No.:
- Branch:
- Agent:

The 'Import Existing Reservation' section contains the following field:

- Confirmation No.:

Step 2) Complete the Live Connect settings by identifying the vendor, the Live Connect Provider and appropriate Login information.

Step 3) Click *Import Existing Reservation*.

Step 4) Although still in ClientBase, you are launched on-line to the Contiki Vacations booking site, where you can browse for the reservation to import. When the reservation details are showing, click *Import Reservation* and the details of the reservation automatically populate the customer's reservation in ClientBase.

Passenger
Glasgow, R.
FAX: +12345 (12345)

Back Forward Print Exit

Import Reservation

contiki
VACATIONS for 18-35

You are signed in as: ITropics Team [Sign Out](#)

Search by tour name, code or keyword

HOME TOURS QUICK TOUR LISTINGS SALES TIPS & TOOLS MARKETING TOOLS DEAL INCENTIVES CONTIKI GIFT REGISTRY ALL ACCESS PROGRAM

Welcome to the Contiki Agent site



Welcome! You may notice things look a little different. We've had the decorators in and moved things around to make it a lot easier to find the things you need quickly. We hope it helps.

Briefly, we've provided you with a new tool to search our tours, moved the menus to the top, and provided quick links to booking and account information on most pages.

Find a Tour

3 weeks to find your Contiki

Europe North America Asia
Australia New Zealand

Region: anywhere
Duration: any length
Departing in: any month
Price: any amount

Show Tours

SEARCH

Example: Africa, Alaska, City, Winter

Your Account

ITropics Team
TEST AGENCY
Port Glasgow, United Kingdom

If you need help using the Contiki Vacations booking site, go to callmeback@contiki.com.