

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) Since we are releasing Contiki Vacations between *ClientBase* releases, set it up as a Live Connect Provider by going to **Utilities|Live Connect Providers**, and clicking *Add*.

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) Set up for Live Connect agent logins can be done in two ways - globally (if all agents share the same user name, password or account number), or individually. When Live Connect is launched, the system first looks to see if there is login information at the User Login level, and if not, then looks for the login information at the Global Defaults level.

Set Up Global Agent Login Information: To enter one set of login information for a Live Connect provider for all agents to share, go to **Global Defaults|Live Connect Login**. Click *Add* and enter the following information:

Live Connect Provider: Select Contiki Vacations from the drop-down list.

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

Set Up Individual Agent Login Information: To set up Live Connect for **each** user login, click the Live Connect tab in the User Settings after logging into *ClientBase* as the SYSDBA and going to **Utilities|User Logins|User List**. For each user login, add a Live Connect login for Contiki Vacations by first clicking the *Live Connect Tab* under *User Settings* and then *Add*.

Live Connect Provider: Select Contiki Vacations from the drop-down list.

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

Step 3) Retrieve the Contiki Vacations vendor profile from the Profile Manager (or create one if not in your database). From the General Info tab, click the *Live Connect Providers* button. Click *Add*, and select *Contiki Vacations* booking engine from the drop-down list. The Vendor Code is left blank. 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 if checked:

<p><input checked="" type="checkbox"/> CREATE NEW RESERVATION (Launch, Book & Import New Reservation)</p> <ul style="list-style-type: none"><input checked="" type="checkbox"/> Automatically logs you in to booking engine with User Login data from <i>ClientBase</i>.<input type="checkbox"/> Populates booking engine with profile data from <i>ClientBase</i>.<input type="checkbox"/> Sends reservation details from booking engine's confirmation page to <i>ClientBase</i> reservation record. <p><input checked="" type="checkbox"/> IMPORT EXISTING RESERVATION (Imports new reservation booked outside of <i>ClientBase</i>)</p> <ul style="list-style-type: none"><input type="checkbox"/> Uses confirmation number to automatically pass all reservation details from booking engine to <i>ClientBase</i> reservation record.<input checked="" type="checkbox"/> Allows user to browse for reservation and upon retrieval sends reservation details from booking engine's confirmation page to <i>ClientBase</i> reservation record. <p><input type="checkbox"/> RETRIEVE RESERVATION - Retrieves existing reservation previously imported via Live Connect for viewing or editing. Upon editing, imports updated reservations details.</p>
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Create New Reservation via Import in Live Connect

Step 1) When ready to book on-line, create a client Res Card and fill in the *Agent*, *Status*, *Reservation Cycle*, and *Trip Name* fields and select the travelers.

Step 2) Use the *Add Reservation* button to start a new reservation. Fill in the *Vendor* and *Travel Category* fields and then click *Live Connect*.



Step 3) Select the Contiki Vacations from the drop-down menu by *Connect To* (if not already defaulted), and then 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.

http://www.contiki.com

Passport
Glen/Harris R.
PAK: +12345 (12345)

Back Forward Print Exit

Input Revolution

You are signed in as: Tropics 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

+g 2345, Alaska City, Winter

Your Account

Tropics Team
TEST AGENCY
Port Glasgow, United Kingdom

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