

# GOGO Vacations

If you are not already registered on GOGO Vacations Travel Agent Portal, please visit [www.gogowv.com](http://www.gogowv.com) and click on *Agent Login*, then *Sign Up*. Alternatively, please call 800.254.3477 for assistance.

## Set Up GOGO Vacations

Upon receiving login information, take the following steps to setup *ClientBase* for Live Connect.

**Step 1)** Create a Live Connect Provider for GOGO Vacations if none exists by going to **Utilities|Live Connect Providers**, and clicking *Add*. (It's a good idea to check if the URL is correct.)

**Provider Name:** Enter GOGO Vacations.

**URL:** Enter **<https://gogoliveconnect.gogowv.com/api/GetBooking/AgentLogon>**

**Travel Category:** Enter Tour from the drop-down menu.

**Import XML from:** Enter HTML Source.

**Step 2)** Setup for Live Connect agent logins can be done 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 asks the user to login at the provider website. Users can set up their own logins by going to **Utilities|My Login|Live Connect** and clicking *Add*.

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

**User Name/Password:** Enter the necessary fields based upon the login information provided to you when you contacted GOGO Vacations. User name is e-mail address and your selected password.

**Account Number:** N/A

**Agency Code:** N/A

**Step 3)** Create a vendor profile in *ClientBase* for GOGO Vacations if one does not exist. From the Profile Manager, retrieve the GOGO Vacations vendor profile (or create). From the General Info tab, enter the Travel Category *Tour*. Click *Live Connect Providers*, click *Add*, and select GOGO Vacations from the drop-down list. The vendor code is left blank. Click *OK* to save.

## GOGO Vacations Features

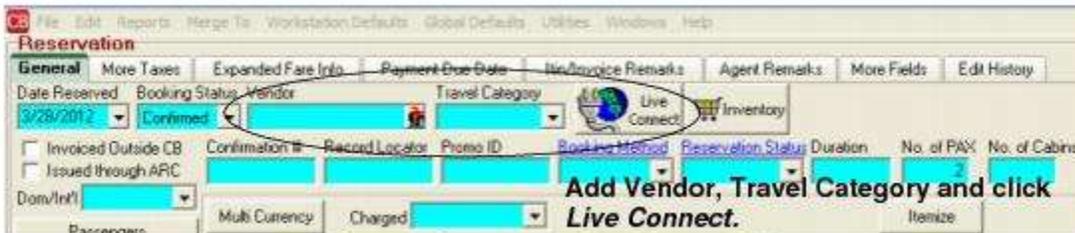
GOGO Vacations supports the following Live Connect Features if checked off:

<p><input type="checkbox"/> <b>CREATE NEW RESERVATION (Launch, Book &amp; Import New Reservation)</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Populates booking engine with User Login data from <i>ClientBase</i>.</li><li><input type="checkbox"/> Populates booking engine with profile data from <i>ClientBase</i>.</li><li><input type="checkbox"/> Sends reservation details from booking engine's confirmation page to <i>ClientBase</i> reservation record.</li></ul> <p><input checked="" type="checkbox"/> <b>IMPORT EXISTING RESERVATION (Imports new reservation booked outside of <i>ClientBase</i>)</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Uses confirmation number to automatically pass all reservation details from booking engine to <i>ClientBase</i> reservation record.</li><li><input 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.</li></ul> <p><input checked="" type="checkbox"/> <b>RETRIEVE RESERVATION</b> - Retrieves existing reservation previously imported via Live Connect for viewing or editing. Upon editing, imports updated reservations details.</p>
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## Import a GOGO Vacations Reservation

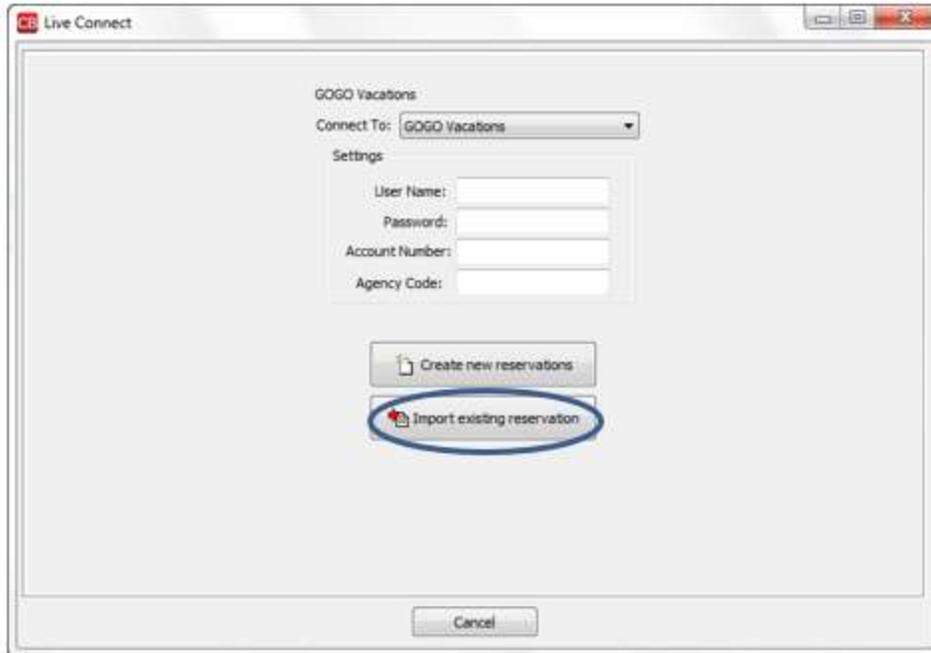
**Step 1)** When ready to book on-line, create a client Res Card and fill in the *Agent, Status, Reservation Cycle, and Trip Name* fields and select the travelers.

**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*.

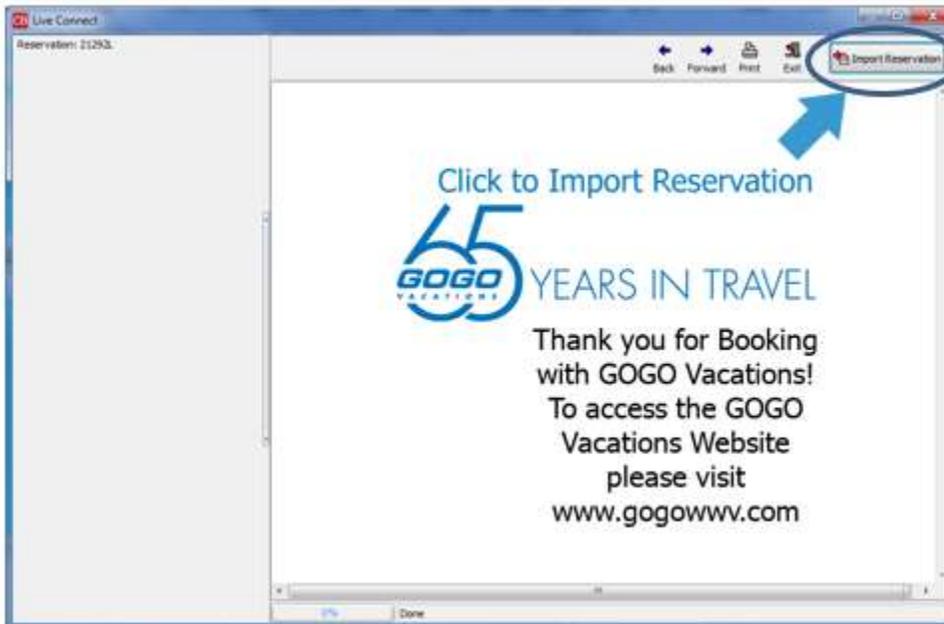


The screenshot shows the 'Reservation' form in the GOGO Vacations software. The 'Vendor' and 'Travel Category' fields are highlighted in blue. The 'Live Connect' button is also highlighted in blue. A red circle is drawn around the 'Live Connect' button. A text overlay reads 'Add Vendor, Travel Category and click Live Connect.'

**Step 3)** Select the GOGO Vacations from the drop-down menu by *Connect To* (if not already defaulted), and then click *Import Existing Reservation*. Click *Import existing reservation* and enter the confirmation number.



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



## Retrieve an Existing Reservation for Editing or Cancelling

To edit or cancel an existing reservation using Live Connect, follow these steps:

**Step 1)** Launch Live Connect from inside the reservation to edit or cancel in *ClientBase*.

**Step 2)** A dialog box appears. Click *Retrieve Reservation*.

**Step 3)** Live Connect launches the booking engine site. Edit or cancel the reservation using instructions supplied by the booking engine, and click *Import Reservation*. All reservation data edited or cancelled online is now located in the reservation fields in *ClientBase*.