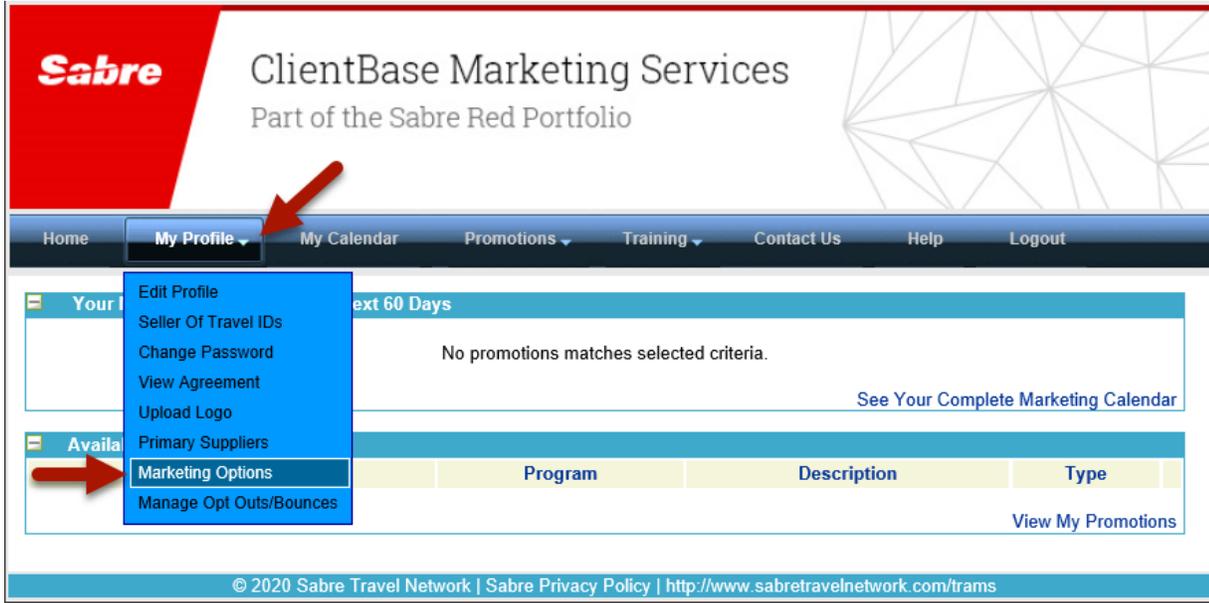


ClientBase Marketing Services Opt into Shore Excursion Emails



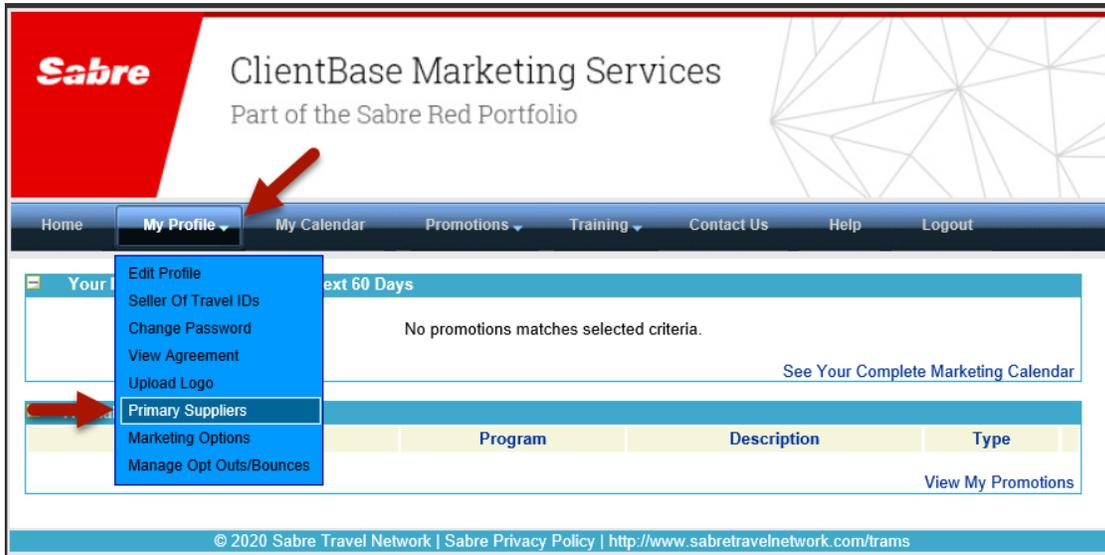
1. Log into <https://www.clientbasemarketing.com>
2. Select My Profile > Marketing options:



3. Under TouchBase Program select *Supplier Triggered Email Marketing* by clicking subscribe and Save Settings.

<input type="checkbox"/> Subscribe	TouchBase Program	Status	Template Options
<input type="checkbox"/>	Anniversary Emails	Default Template	▼
<input type="checkbox"/>	Birthday Emails - Passenger emails only	Default Template	▼
<input type="checkbox"/>	Birthday Emails - Primary email for no Passenger email	Default Template	▼
<input checked="" type="checkbox"/>	Bon Voyage Emails	Default Template	▼
<input type="checkbox"/>	Passport Expiration Emails	Default Template	▼
<input checked="" type="checkbox"/>	Supplier Triggered Email Marketing	Default Template	▼
<input type="checkbox"/>	Survey	Default Template	▼
<input type="checkbox"/>	Welcome Home Emails	Default Template	▼
<input type="checkbox"/>	Welcome to the Agency Emails	Default Template	▼

4. Last step is to select Shore Excursions as a Primary suppliers. Select My Profile > Primary Suppliers.



- Move down and find Shore Excursions in the supplier list and click to select:

Sea Dream Yacht Club	<input type="checkbox"/>	Cruise
Seabourn Cruise Line	<input checked="" type="checkbox"/>	Cruise
Shore Excursions	<input checked="" type="checkbox"/>	Other

- Move down and select Update Primary Suppliers:

Windstar Cruises	<input checked="" type="checkbox"/>	Cruise
World of Discovery	<input checked="" type="checkbox"/>	Cruise
<input type="button" value="Select All"/> <input type="button" value="Unselect All"/> <input type="button" value="Update Primary Suppliers"/>		

5. Select the Home menu option and see the Shore Excursions emails on your Marketing Calendar.

