ClientBase

vacationport

Using ClientBase Online and VacationPort to Create and Send Emails

This guide will show you how to easily create HTML emails using the *VacationPORT* email tools in *AgentPORT*, and send them to your customers using *ClientBase Online*. You or your agency system administrator can also import email tracking information into *ClientBase Online* client profiles. *(Please see the "Importing Tracking Information from VacationPORT into ClientBase Windows" document).*

The connection between *AgentPORT* and *ClientBase Online* can now be turned on at any time through your *VacationPORT* Administration site.

Login into *AgentPORT* directly to access the *AgentPORT* email tools.

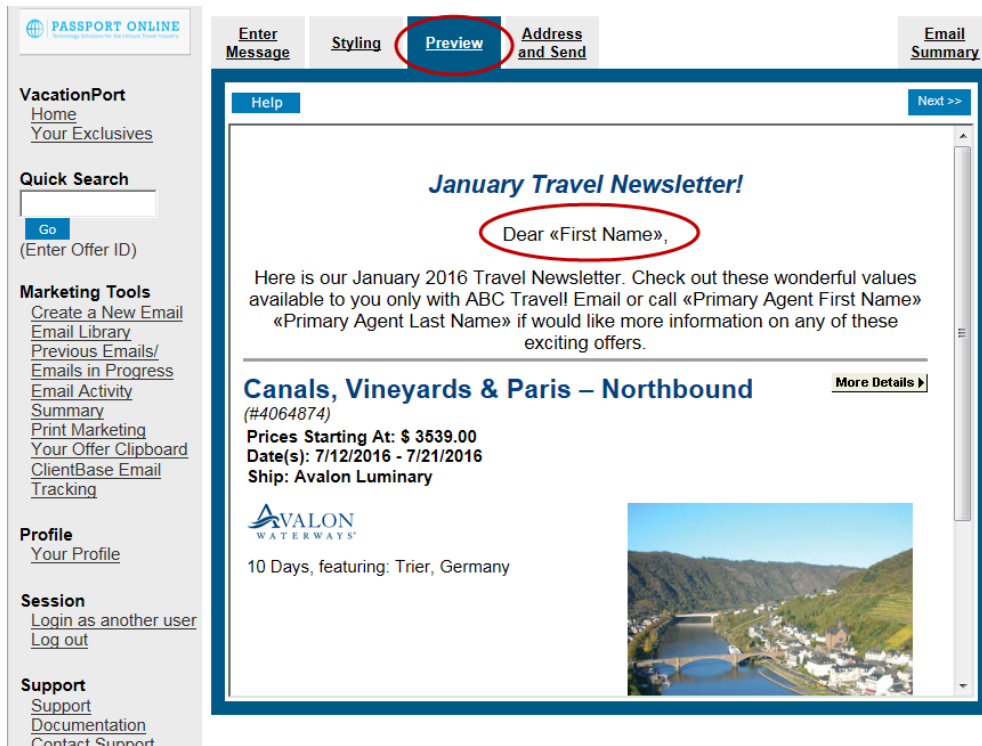https://secure.latesttraveloffers.net/apps/portal/Centrallogin.asp?

Once you are logged into *AgentPORT*, you use the email tools to create your email exactly as you would use them normally. The first change you will notice is in the *"Show ClientBase Tokens"* hyperlink in the *"Enter Message"* section of the email tools. By selecting this hyperlink, a list of available ClientBase merge fields will be available to insert into your email.

To insert *ClientBase* merge fields, click on a merge field hyperlink such as *<<First Name>>*, then click on the place in the email where you want the merge field inserted and select Paste using the *Ctrl + V* keys or *Right Click + Paste*. You will see the merge fields in the *"Preview"* section of the email tools.

Select **Next** and move to **Address and Send**. Here you will notice the **'Prepare for ClientBase'** button. To import your email into **ClientBase Online**, click this button.
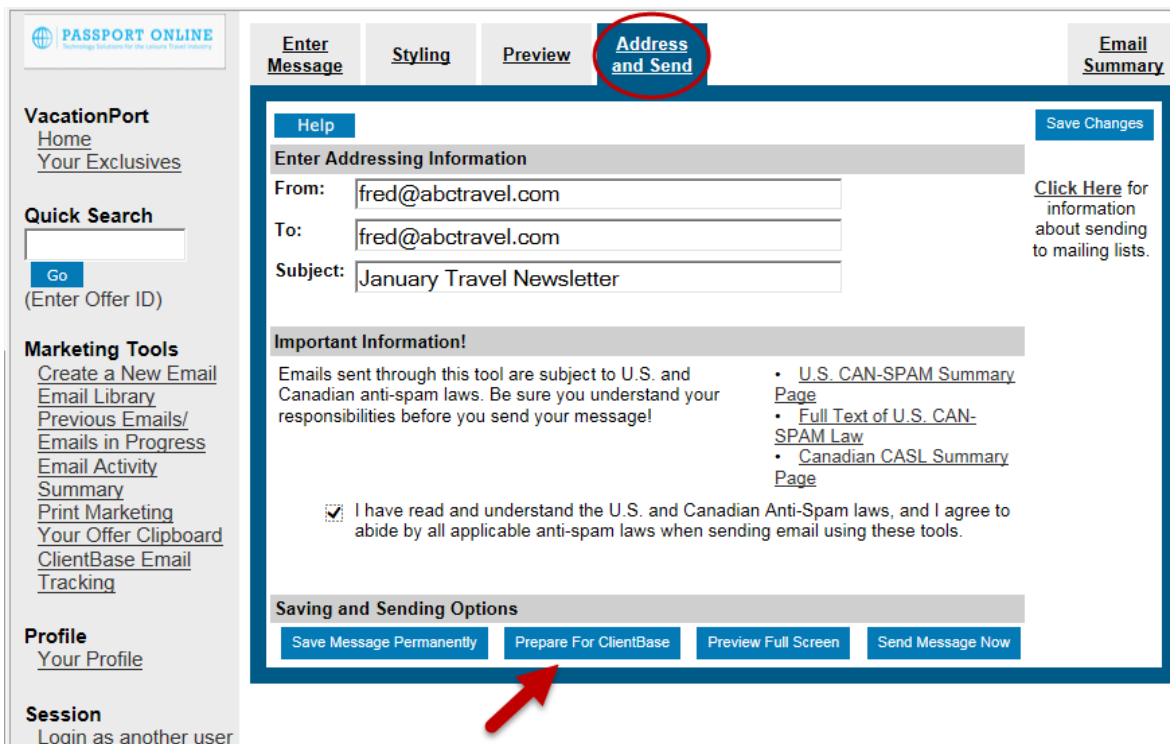
When selecting **'Prepare for ClientBase'**, your email will be displayed and your email content and formatting will be imported into your computer clipboard. Now you can switch over to **ClientBase Online**, open the email tool, and paste the email body into the **ClientBase** email tool using **Ctrl + V** or **Right Click + Paste**.

Below illustrates the email that is received by your client. When your client clicks on one of the **'More Details'** links in the email, they are taken to your *VacationPort* consumer view to see information on the full product offer.

Creating and sending emails to your clients is easy with *ClientBase Online* and *AgentPort*.

Now you have a powerful tool that will help you effectively leverage email marketing, better understand your client's needs, and increase your sales!

Feature Page | Detailed Search | FAQ

7 Nights Western Caribbean Cruise
Roundtrip from Fort Lauderdale, Florida

See More Dates

		from	$1,198.00 (USD)
Sailing Date:	Aug 27, 2016		Per Person
Through:	Sep 03, 2016		+ $118.55 taxes/fees
Book By:	Aug 26 2016 7:00PM		Interior - Cat. Q
# of Nights:	7		

Ship: Oasis of the Seas
Line: Royal Caribbean International
Terms: Terms & Disclaimers
ID: 4124036

More offers from this supplier ▶

Other Categories Starting At:

Inside	Outside	Balcony	Suite
$1198.00	$1266.00	$1332.00	$2797.00
Cat: Q	Cat: I	Cat: C2	Cat: JS

View other cabin categories

100 Hour Caribbean Sale (See details)

Overview	Ship Info	Deck Plans	Cruise Line

Day	Port	Arrive	Depart
1	Fort Lauderdale, Florida		4:30 PM
2	Cruising		
3	Cozumel, Mexico	7:00 AM	6:00 PM
4	Cruising		
5	Falmouth, Jamaica	7:00 AM	4:00 PM
6	Labadee, Haiti	9:30 AM	6:00 PM
7	Cruising		
8	Fort Lauderdale, Florida	6:15 AM	

More Information
- Staterooms
- Celebrations
- Activities
- Kids, Teens & Families
- Food and Drink
- Shows & Nightlife

Number of Nights: 7

PASSPORT ONLINE

VacationPort
Home
Your Exclusives

Quick Search
[   ] Go
(Enter Offer ID)

Marketing Tools
Create a New Email
Email Library
Previous Emails/
Emails in Progress
Email Activity Summary
Print Marketing
Your Offer Clipboard
ClientBase Email Tracking

Profile
Your Profile

Session
Login as another user
Log out

Support
Support Documentation
Contact Support

Technical Help

Please complete the following form to request technical assistance. You will be contacted promptly by support personnel.

First Name	[ ]
Last Name	[ ]
E-mail Address	[ ]
Phone Number	[ ]
Agency Name (if applicable)	[ ]
Employer or Affiliation	[ ]
Date/Time of Problem	[ ]
E-mail Program Type and Version	[ ]
Description of Problem	[ ]

Reset   Submit Help Request

Support

If you don't find the answers you are looking for in this documentation, you can submit technical support questions using the online support form. After you complete the online help request, click the *Submit Help Request* button, and a support representative will contact you to help resolve any technical issues.