How to Book: Affiliate Dashboard

Billing Setup

FAREHARBOR

Powerful booking software.
Unmatched support.

Calendar Key

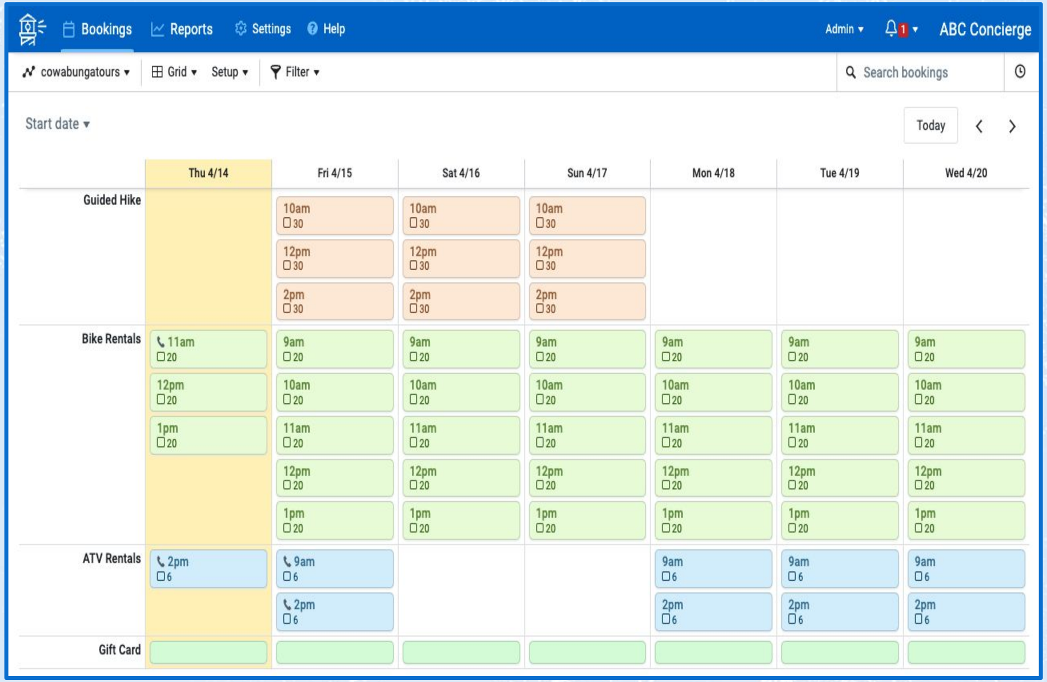
Grid View: The calendar will default to "grid" view, which shows the upcoming week, but you can switch to month, agenda or timeline.

Searching Dates: You can change the month or year from the drop downs on the left, or switch from one day to the next using the arrows on the right.

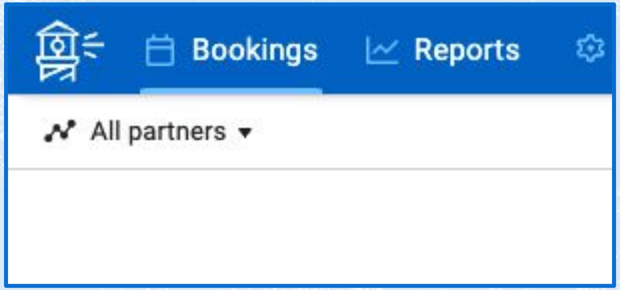
The Colors: They are set by the activity provider and are a way for them to distinguish their different activities.

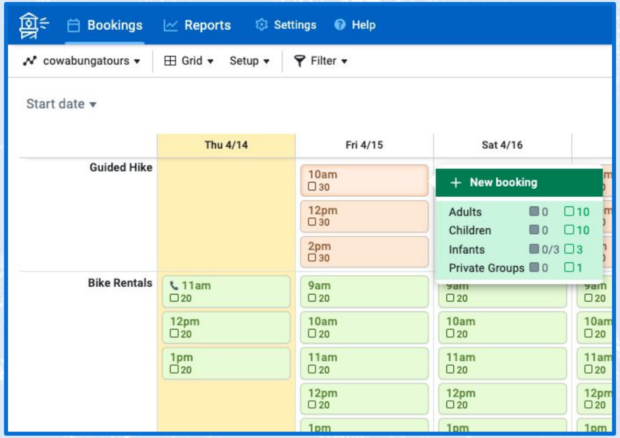
Phone Icon: Means you must call the charter to book.

Square or Person: Tells you how many spots are available.



Making a Booking

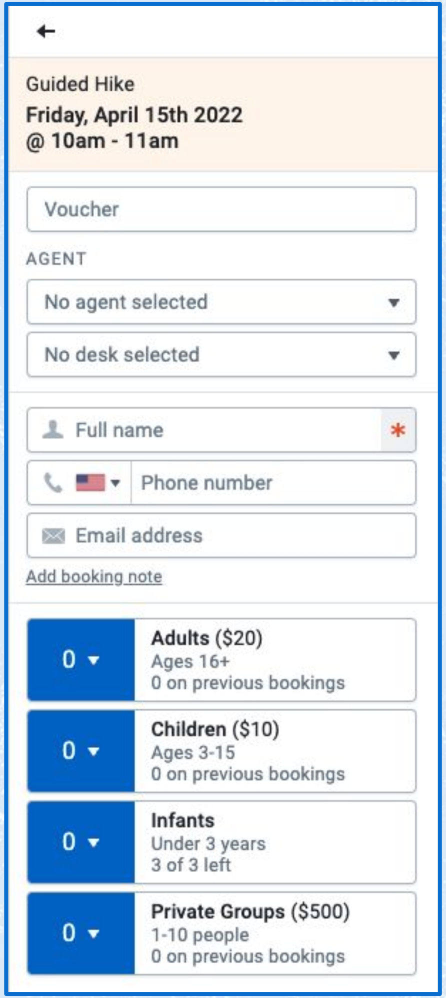




01. Click **all partners** and select the activity provider from the dropdown that you would like to book for.

02. Click on the availability that you would like to make a booking for, then select **+ New booking**.

***Reminder:** The shaded square icon is the number of spots booked, and the empty square icon is the number of spots available.



Making a Booking

03. **Voucher (if necessary):** If you give the customer a reference number that they need to have with them when they arrive.

04. **Agent (if necessary):** Select your name under "No agent selected" or select "add new agent" to track who is making the booking.

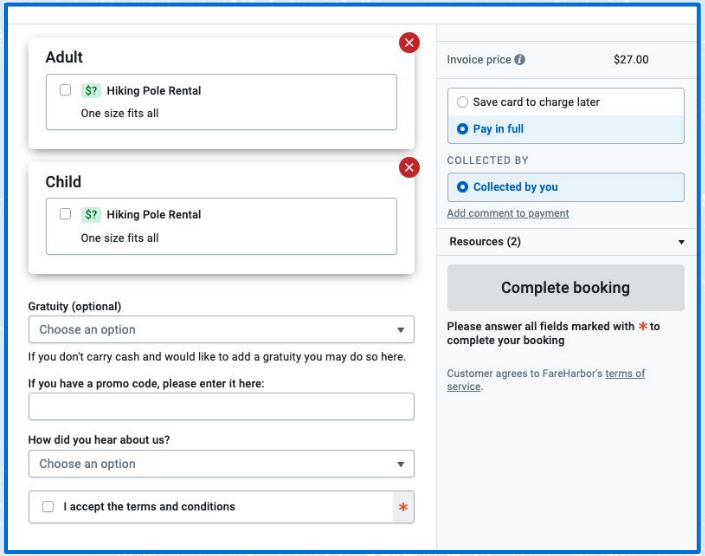
05. **Desk (if necessary):** Can be used when you have various locations under your company name and you need to keep track of bookings made from each location.

06. **Contact:** Enter the guest's full name, cell phone number, and email address.

07. **Add Booking Note (if necessary):** You are able to add notes about the guest for the activity provider. For example, "it is the guest's birthday" or "they need special assistance".

08. **Customers:** Select the number of guests/people that are needed for the booking.

Making a Booking

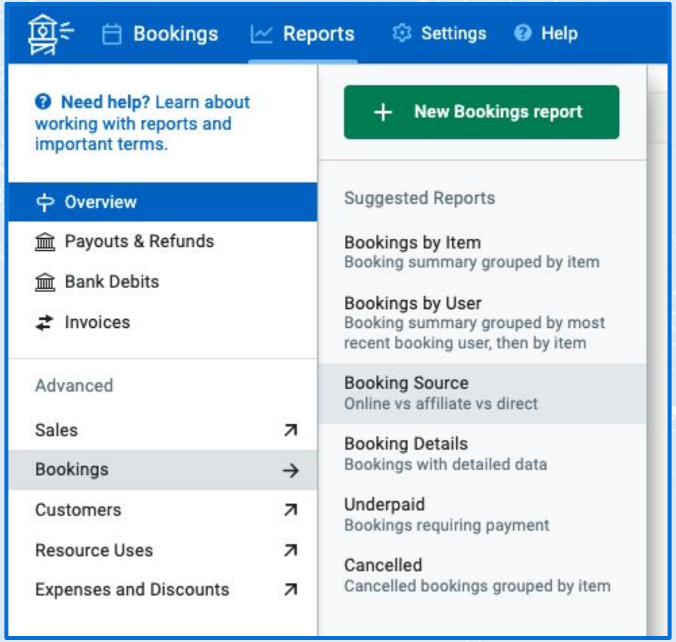


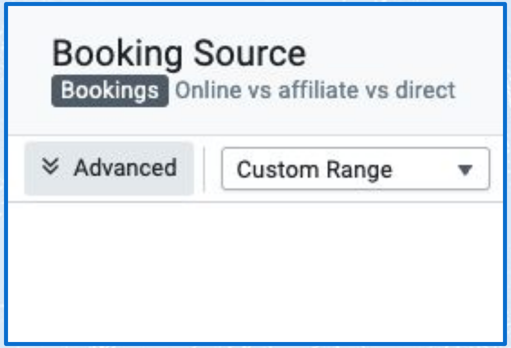
09. **Additional fields:** Fill out any additional fields such as meal options, add-ons, and terms and conditions. Fields marked with a red asterisk are required.

10. **Collect Payment:** Collect full payment from the customer outside of FareHarbor. The Invoice price shown is the **net rate that you will owe** back to the tour operator after you keep your commission.

11. **Complete Booking:** This will turn green once all required fields have been answered.

Reporting on Affiliate Bookings





Reporting on Bookings

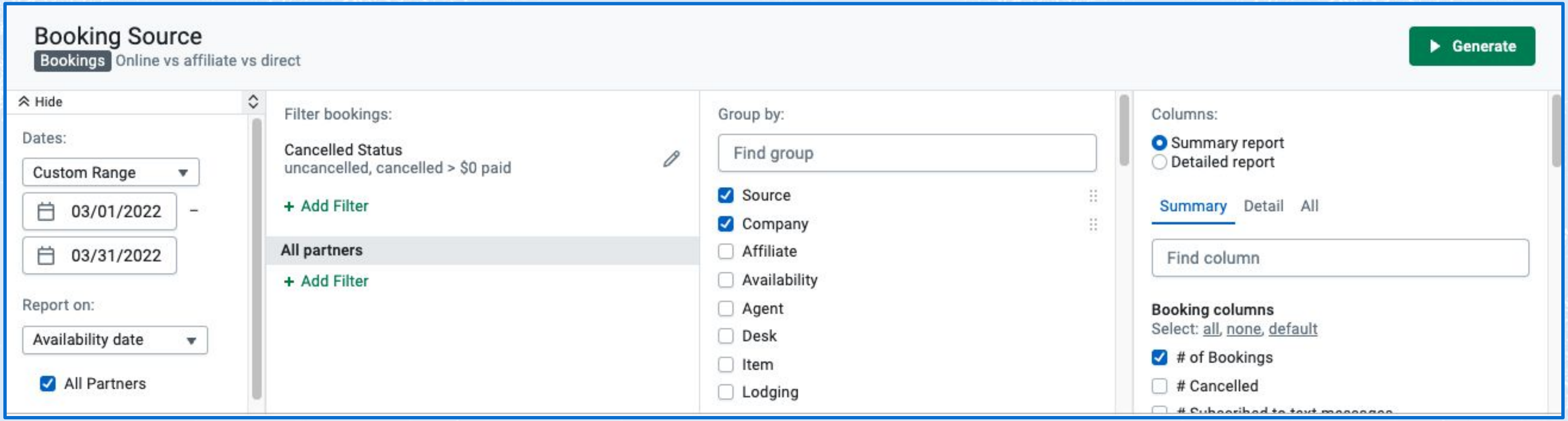
01. **Go to "Reports" at the top of the page.**

02. **Click "Bookings" to the left, then "Booking Source"**

03. **Click the Down arrow next to "Advanced":** Adjust any parameters and filters for the report (next page)

04. **Click the green "Generate" button to run the report.**

Advanced Settings on Reports



First Section (Parameters): Under "Dates", you can select "Custom Range" at the top of the dropdown to select your own dates, or you can choose an auto-populated date range to report on.

Select if you want to report on "Availability Date" (the date of the tour) or "Booking Date" (date the booking was created).

Unselect "All Partners" to select whomever you want to report on, or leave as is to report on all partners.

Second Section (Filters): Use filters to hone in on specific bookings, such as by the agent or user that created them.

Third Section (Group by): Unselect "Affiliate" and select "Company"

Fourth Section (Columns): Add any additional information you want shown, such as "Paid to Affiliate" or "Received from Affiliate"