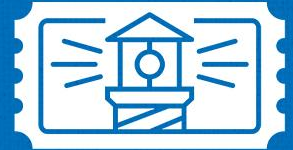


How to Book: Affiliate Dashboard

Net Rates 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.

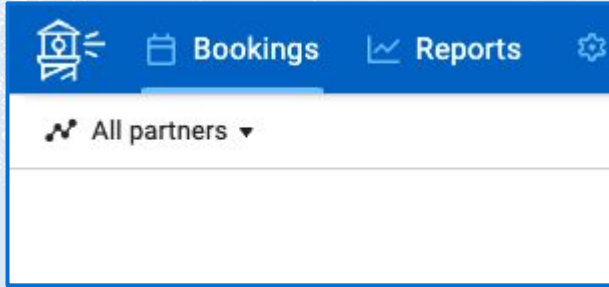
Square or Person: Tells you how many spots are available.

The screenshot shows a web-based calendar interface for 'cowabungatours'. The top navigation bar includes 'Bookings', 'Reports', 'Settings', and 'Help'. The user is logged in as 'ABC Concierge'. The interface is set to 'Grid' view. The calendar displays a week starting from Thursday, 4/14, to Wednesday, 4/20. The activities are color-coded: Guided Hike (orange), Bike Rentals (green), ATV Rentals (blue), and Gift Card (light green). Each booking entry includes a time slot and a square icon representing the number of spots available. Some entries also feature a phone icon, indicating that a call is required for booking.

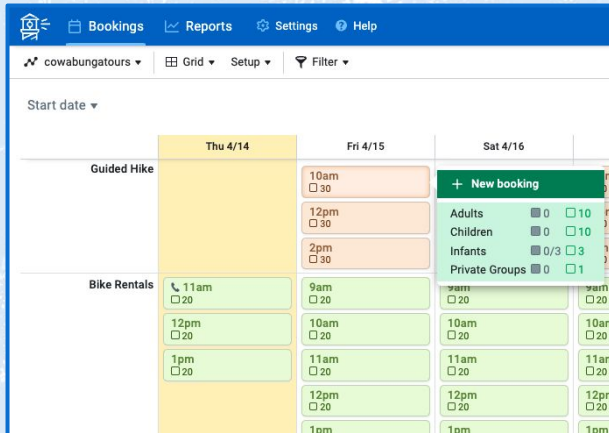
	Thu 4/14	Fri 4/15	Sat 4/16	Sun 4/17	Mon 4/18	Tue 4/19	Wed 4/20
Guided Hike		10am □ 30 12pm □ 30 2pm □ 30	10am □ 30 12pm □ 30	10am □ 30 12pm □ 30 2pm □ 30			
Bike Rentals	11am □ 20 12pm □ 20 1pm □ 20	9am □ 20 10am □ 20 11am □ 20	9am □ 20 10am □ 20 11am □ 20	9am □ 20 10am □ 20 11am □ 20	9am □ 20 10am □ 20 11am □ 20	9am □ 20 10am □ 20 11am □ 20	9am □ 20 10am □ 20 11am □ 20
ATV Rentals	2pm □ 6	9am □ 6 2pm □ 6			9am □ 6 2pm □ 6	9am □ 6 2pm □ 6	9am □ 6 2pm □ 6
Gift Card							



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

←

Guided Hike
Friday, April 15th 2022
@ 10am - 11am

Voucher

AGENT

No agent selected

No desk selected

Full name *

Phone number

Email address

[Add booking note](#)

0	Adults (\$20) Ages 16+ 0 on previous bookings
0	Children (\$10) Ages 3-15 0 on previous bookings
0	Infants Under 3 years 3 of 3 left
0	Private Groups (\$500) 1-10 people 0 on previous bookings

- Voucher (if necessary):** If you give the customer a reference number that they need to have with them when they arrive.
- Agent (if necessary):** Select your name under “No agent selected” or select “add new agent” to track who is making the booking.
- 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.
- Contact:** Enter the guest’s full name, cell phone number, and email address.
- 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”.
- 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: The total is the retail rate discounted by your commission amount and is referred to as the **Net Rate**. First, collect full payment from the customer outside of FareHarbor. Then, charge your company card on the booking. The invoice price will show \$0 because you have already collected your commission from the customer.

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

Adult \$18 ✖

\$10 Hiking Pole Rental
One size fits all

Child \$9 ✖

\$10 Hiking Pole Rental
One size fits all

Gratuity (optional)
Choose an option

If you don't carry cash and would like to add a gratuity you may do so here.
If you have a promo code, please enter it here:

How did you hear about us?
Choose an option

I accept the terms and conditions ✖

Subtotal \$27.00
Total \$27.00

Invoice price ⓘ \$0.00

Save card to charge later
 Pay in full

COLLECTED BY

Collected by Cowabunga Tours
 Collected by you

PAYMENT TYPE

Pay \$27.00 with:
 Charge card

Card number [Swipe card](#) ✖

Expiration
Month ✖ Year ✖

Name on card [CVC](#) ⓘ ✖

Country/Region Billing zip code
USA ✖

[Add comment to payment](#)

Resources (2) ▾

Complete booking

Please answer all fields marked with ✖ to complete your booking



Reporting on Affiliate Bookings



Reporting on Bookings

The screenshot shows the top navigation bar with icons for Home, Bookings, Reports, Settings, and Help. Below the navigation bar is a sidebar menu with the following items: Overview (selected), Payouts & Refunds, Bank Debits, Invoices, and an 'Advanced' section containing Sales, Bookings (highlighted), Customers, Resource Uses, and Expenses and Discounts. The main content area features a green '+ New Bookings report' button and a list of suggested reports: Bookings by Item, Bookings by User, Booking Source, Booking Details, Underpaid, and Cancelled.

This close-up shows the 'Booking Source' report configuration. It includes a dropdown menu currently set to 'Bookings' with the subtitle 'Online vs affiliate vs direct'. Below this is an 'Advanced' filter button and a 'Custom Range' dropdown menu.

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



Booking Source

Bookings | Online vs affiliate vs direct Generate

Hide

Dates:

Custom Range

03/01/2022 - 03/31/2022

Report on:

Availability date

All Partners

Filter bookings:

Cancelled Status
uncancelled, cancelled > \$0 paid

+ Add Filter

All partners

+ Add Filter

Group by:

Find group

Source

Company

Affiliate

Availability

Agent

Desk

Item

Lodging

Columns:

Summary report

Detailed report

Summary Detail All

Find column

Booking columns

Select: all, none, default

of Bookings

Cancelled

Subscribed to text messages

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”