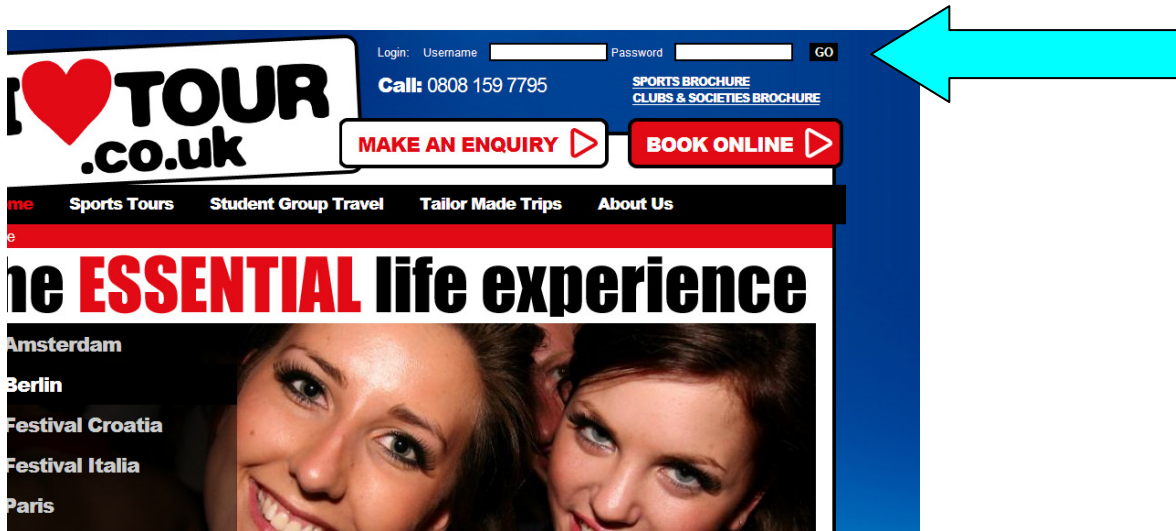


Booking Online with ILOVETOUR

How to set up a group

How to invite members to a group

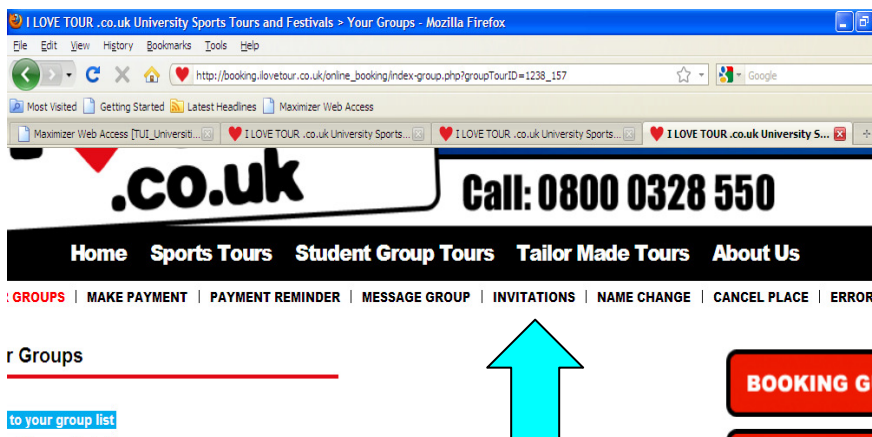
Step 1: Log in using Username and Password details set up with booking



Step 2: Select 'View your booking'



Step 3: Choose 'Invitations' form the toolbar at the top.



Step 4 (Option 1): Collate all email addresses and put into the first column of an excel sheet, save as a **.csv** file and the upload spreadsheet onto site. (Good for lots of emails at once)

The above example would invite Joe Bloggs. Its also important to place each entry on a new line.

To create the CSV file, you can open up a simple text editor e.g Notepad on Windows or TextEdit on Mac, and simply begin entering your e-mail addresses on each new line. Once complete, be sure to save the file with the .csv file extention. If you are having any problems you can also download an example file by clicking on the button below.

[download example CSV file ▶](#)

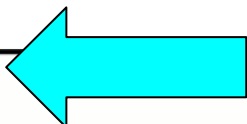
Upload CSV Invites

CSV File:

[upload invites ▶](#)

Invitations

To invite passengers into available free places simply enter their e-mail address in the form provided below and make sure the free place checkbox is checked. This will then send a free place invite to that potential passenger.



Step 4 (Option 2): Individually put in email addresses of students who want to come on the trip.

Invitations

To invite passengers into available free places simply enter their e-mail address in the form provided below and make sure the free place checkbox is checked. This will then send a free place invite to that potential passenger.

The free place types, standard and VIP, determine if all costs of the tour are waived or not e.g. a standard free place would mean that while the cost of the tour is waived any extras attached would still need to be paid for e.g. travel insurance. However, VIP means that all costs are waived, even extras which may be attached to the booking.

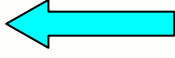
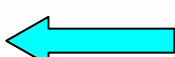
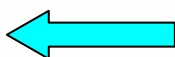
Free Places Available: 0

Group Place 1
E-Mail Address:

Group Place 2
E-Mail Address:

Group Place 3
E-Mail Address:

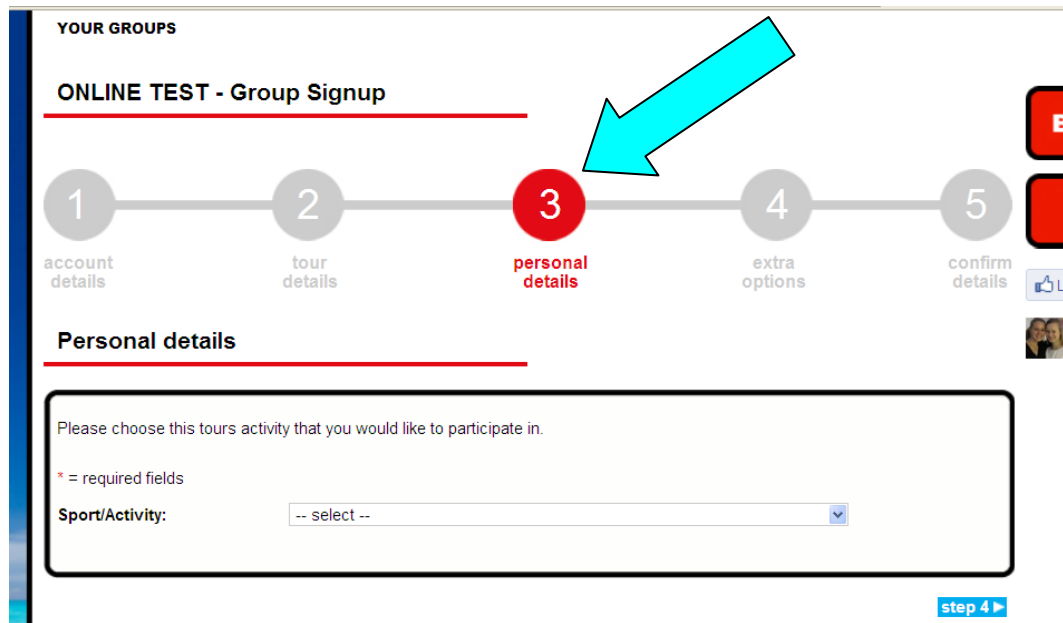
Group Place 4
E-Mail Address:



Once invites have been sent out

Step 1: Student will receive an invitation by email. It will have a link to join the group that they click on.

Step 2: Student will go through the steps to complete their personal details, extra options and confirm all details.



YOUR GROUPS

ONLINE TEST - Group Signup

1 account details 2 tour details **3 personal details** 4 extra options 5 confirm details

Personal details

Please choose this tours activity that you would like to participate in.

* = required fields

Sport/Activity:

[step 4 ▶](#)

Step 3: Once student has confirmed their details they will be automatically added to the tour group.

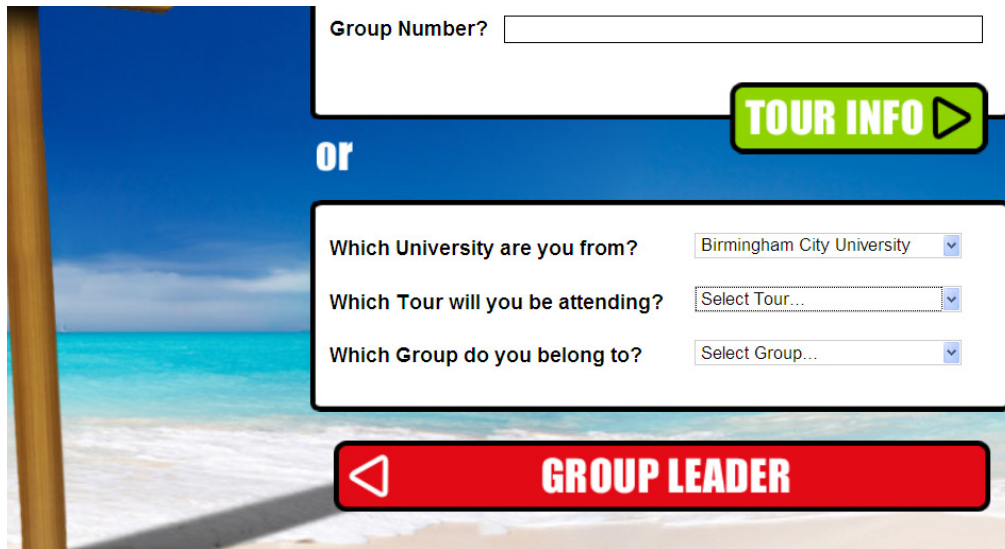
How to join a tour

Step 1: Using the link - http://booking.ilovetour.co.uk/online_booking/everyone-else.php
Type in group number (if known).



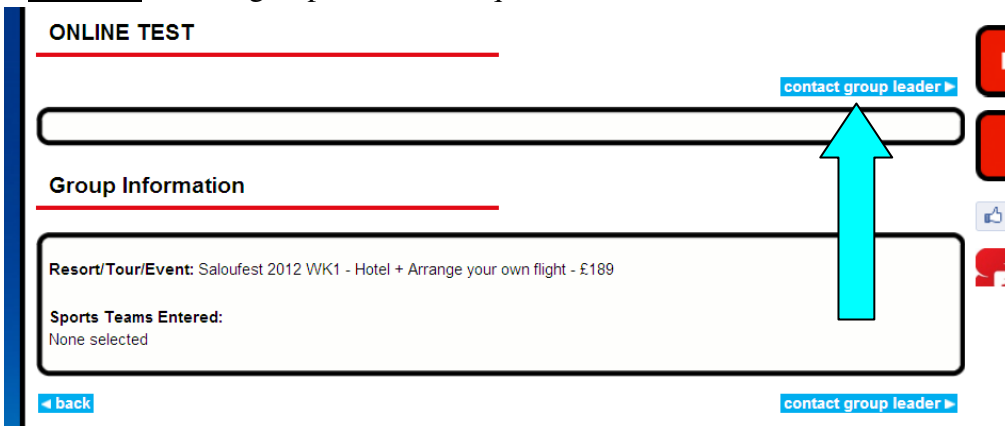
The screenshot shows the top of the website with the logo 'co.uk', a phone number 'Call: 0800 0328 550', and social media icons for Facebook and Twitter. Below the navigation bar, there are links for 'Sports Tours', 'Student Group Tours', 'Tailor Made Tours', and 'About Us'. The main heading is 'Find your GROUP' in large white and red letters. To the left is a wooden signpost pointing right with the word 'come' on it. The search area contains a text box for 'Group Number?' and a green button labeled 'TOUR INFO' with a right-pointing arrow. Below the text box is the word 'or'.

Alternatively if group number is not known – select tour from the drop down list.



This screenshot shows an alternative search path. It features a 'Group Number?' text box and a green 'TOUR INFO' button. Below this, the word 'or' is displayed. The main search area contains three dropdown menus: 'Which University are you from?' (set to 'Birmingham City University'), 'Which Tour will you be attending?' (set to 'Select Tour...'), and 'Which Group do you belong to?' (set to 'Select Group...'). At the bottom is a large red button with a left-pointing arrow and the text 'GROUP LEADER'.

Step 2: 'Contact group leader' to request invitation.



The screenshot shows a page titled 'ONLINE TEST'. Below the title is a horizontal line. A red box highlights a 'contact group leader' button with a right-pointing arrow. Below this is a 'Group Information' section with another horizontal line. The information displayed includes 'Resort/Tour/Event: Saloufest 2012 WK1 - Hotel + Arrange your own flight - £189' and 'Sports Teams Entered: None selected'. At the bottom left is a 'back' button and at the bottom right is another 'contact group leader' button. On the right side of the page, there are social media icons for Facebook, Twitter, and YouTube.

Step 3: Fill in contact form and click 'send message'.

Step 4: Group leader receives an email with the invitation request and they can decide to accept or decline your request.

Step 5: You will receive an email with the website link in it and can follow steps to add your details and sign up to the group.